

*Tender Fee: Rs.500/-
(Non-Refundable)*

TENDER FORM

Tender # FUR/03/2016-17

**Provide, Supply & Fabrication of
Furniture Items for IBA Clinic**

Date of Issue : January 13, 2017

Last Date of Submission : January 31, 2017 (3:00 pm)

Date of Opening of Tender : January 31, 2017 (3:30 pm)

Pay Order / Demand Draft #, Drawn on Bank.....

Amount of Rs..... Dated.....

C O N T E N T S

1. Introduction.....	Page 3
2. Instructions.....	Page 4
3. Tender Form.....	Page 5
4. Bidding Data	Page 7
5. Bidder Qualification Report.....	Page 8
6. Terms & Conditions.....	Page 9
7. Integrity Pact.....	Page 11
8. Drawings.....	Page 12

1. Introduction

Dear Tenderer:

Thank you the interest you have shown in response to the IBA's advertisement which has floated in IBA & SSPRA websites on January 13, 2017 to "Provide, Supply & Fabrication of Furniture Items for IBA Clinic".

The Institute of Business Administration, Karachi (IBA) is the oldest business school outside North America. It was established in 1955 with initial technical support provided by the Wharton School of Finance, University of Pennsylvania. Later, the University of Southern California (USC) set up various facilities at the IBA & several prominent American professors were assigned to the IBA. The course contents, the curriculum, the pedagogical tools & the assessment & testing methods were developed under the guidance of reputed scholars from these two institutions. IBA has zealously guarded the high standards & academic traditions it had inherited from Wharton & USC while adapting and adjusting them with the passage of time.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Please contact Work Executive on 38104700 ext: 2150 for any information and query

Thank you.

-sd-
Registrar


2. **Instructions**


- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant fabricator / firms / supplier / companies / distributors should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each and every page. Moreover, attach required supporting document according to the requirement.
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space please attach a paper & clearly mention item/column name or number etc that referred the column/item of the Tender Form.
- (c) You can collect the Tender Document from the office of Manager Work & Stores, IBA Main Campus, University Road, Karachi from January 13, 2017 to January 31, 2017 during working 9:00 am to 3:00 pm.
- (d) The last date of submit the Tender Document in sealed envelope in January 31, 2017 by 3:00 pm in the Office of the Manager Work & Stores, IBA, Main Campus, University Road, Karachi. The Tender will be opened on same day at 3:30 pm in the presence of representatives who may care to attend.
- (e) Bid Security of 5% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration.
- (f) Successful bidder should provide 5% Performance Security / guarantee of total value of Work Order in the form of Pay Order or bank guarantee after acceptance of the Work Order. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (g) Please attached at least 5 plus years experience for this tender.
- (h) Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (i) Copy of Sales Tax & Income Tax Certificate should be attached.
- (j) Cliental list is required.
- (k) Please mention "Tender Number" at top left corner of the envelopes. IBA, Karachi may reject any bid subject to relevant provision of SPP Rules 2010 any may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

Stamp & Signature

3.

TENDER FORM**Provide, Supply & Fabrication of Furniture Items for IBA
Clinic**

S. No.	Name of Item	Description	Image	Unit	Qty	Rate	Amount
1	Reception Desk	Reception desk size (6'-0"x2'-0"x3'-6"). Top 1-1/2" thick made of high pressure laminate (0.6 mm thick Tuff by Formite) pressed on particle board with 2mm thick pvc edging Side , front and Drawers made of particle board pressed with HPL and PVC edging. Complete with cable management		EACH	1.00		
2	Doctor workstation	work station with top 1" thick made of high pressure laminate (0.6 mm thick Tuff by Formite) pressed on particle board with 2mm thick pvc edging resting on 2"x1/4" MS strip powder coated from one side and on side rack from other side. Side rack made of particle board pressed with HPL and lipped with PVC edging. complete as per drawing and cable management.	See drawing	EACH	1.00		
3	Nursing workstation	work station with top 1" thick made of high pressure laminate (0.6 mm thick Tuff by Formite) pressed on particle board with 2mm thick pvc edging resting on 2"x1" MS pipe 16 gauge powder coated. Side rack made of particle board pressed with HPL and lipped with PVC edging. complete as per drawing and cable management.	See drawing	EACH	2.00		

4	Examination workstation	work station with top 1" thick made of high pressure laminate (0.6 mm thick Tuff by Formite) pressed on particle board with 2mm thick pvc edging resting on 2"x1" MS pipe 16 gauge powder coated. Side rack made of particle board pressed with HPL and lipped with PVC edging. complete as per drawing and cable management.	See drawing	EACH	2.00		
5	Paramedic workstation	work station with top 1" thick made of high pressure laminate (0.6 mm thick Tuff by Formite) pressed on particle board with 2mm thick pvc edging resting on 2"x1" MS pipe 16 gauge powder coated. Side rack made of particle board pressed with HPL and lipped with PVC edging. complete as per drawing and cable management.	See drawing	EACH	2.00		
6	Storage cabinet	Top 1" thick made of high pressure laminate (0.6 mm thick Tuff by Formite) pressed on particle board with 2mm thick pvc edging. CTURE MADE OF laminated board with PVC edging with premium quality hard ware for sliding shutters. Size: 5'-0"x 2'-0"x2'-6"		EACH	3.00		
Total							
17% GST							
Total Amount							

Total Amount Rupees (in words) _____

Stamp & Signature

4. **BIDDING DATA**

(a). **Name of Procuring Agency:** Institute of Business Administration, Karachi

(b). **Brief Description of Works :** Provide, Supply & Fabrication of Furniture Items for IBA Clinic

(c). **Procuring Agency's address:-**Main Campus, University Road, Karachi_

(d). **Amount of Bid Security:-** Bid Security of 5% of total amount/cost will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi

(e). **Period of Bid Validity (days):-** Ninety Days

(f). **Performance Security Deposit:-** Successful bidder should provide 5% Performance Security / guarantee of total value of Work Order in the form of Pay Order or bank guarantee after acceptance of the Work Order. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.

(g). **Deadline for Submission of Bids along with time :-** The last date of submit the Tender Document in sealed envelope in January 31, 2017 by 3:00 pm in the Office of the Manager Work & Stores, IBA, Main Campus, University Road, Karachi. The Tender will be opened on same day at 3:30 pm in the presence of representatives who may care to attend.

(h). **Venue, Time, and Date of Bid Opening:-** Tender will be opened on January 31, 2017 on 3:30 pm at IBA Main Campus, University Road, Karachi.

(i). **Time for Completion from written order of commence:-** 60 days

(j). **Liquidity damages:-** 2% liquidity damages of the total amount will be imposed per month for which the contractor failed to complete work within the execution period.

(k). **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**

....., Amount :Rs.....Drawn on Bank..... Dated.....

Stamp & Signature

5. **BIDDER QUALIFICATION CRITERIA**

S. No	Eligibility Criteria
1	Is envelop sealed
2	Required Bid Security in enclosed
3	Form of Tender Signed or not
4	Registration in GST / SBR & I. Tax
5	Turnover in terms of Financial Statement of last three years
6	Tender Fee Received
7	5 plus years' experience
8	Qualified / Disqualified
9	Any overwriting tender dropped received
10	Cliental list provided
11	Affidavit regarding any litigation or blacklisting

 Stamp & Signature

6. TERMS & CONDITIONS

The following terms of the supply are agreed by the fabricator / companies / distributor / firm:

- (i) **Receiving / Acceptance of Work Order:** The fabricator / companies / distributor / firm will sign the copy of the Work Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Delivery Challan on which the Order number, date of delivery/work execution, quantity, quality, specs, fabricator name clearly mentioned. Non-compliance with this condition renders the goods / works liable to non-acceptance. After seven days, IBA will not be responsible for any claim(s) / responsibility.
- (iii) **Place of Delivery:** As specified in the Work Order unless otherwise informed accordingly.
- (iv) **Delayed Delivery:** 2% liquidity damages of the total amount will be imposed per month for which the company/firm/fabricator failed to deliver within the delivery/execution period and maximum upto 10% .
- (v) **Inspection:** Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- (vi) **Quantity:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (vii) **Condition of Goods / Works:** All items must meet in all respects with the specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- (viii) **Delivery of Goods / Works:** All the items must be delivered to the store of the IBA who will sign the receipt with stamp on delivery note.
- (ix) **Rejection of Goods / Works:** We reserve the right to cancel any or all the items if material is not in accordance with our specification or if the delivery is delayed.
- (x) **Termination:** That upon termination of this agreement the service provider shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time.
- (xi) **Submission of Bills/Invoices:** Invoice/bill, Work Order & Delivery Challan should be submitted to Finance Department.
- (xii) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xiii) **Validity of Bid:** Validity is for ninety (90) days.
- (xiv) **Company Profile:** Company Profile be attached with this document.
- (xv) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xvi) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- (xvii) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/fabricator.

Stamp & Signature

- (xviii) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the IBA and CEO of the company / firm / fabricator for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- (xix) **Bid Security:** 5% Bid Security should be deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (xx) **Performance Security:** Successful bidder should provide 5% Performance Security of total value of Work Order / Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (xxi) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxii) **Rights:** IBA reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA. IBA, also reserve the right to issue Work Order for any single items to different lowest responsive bidders or issue Work Order for all the items to any lowest responsive bidder.
- (xxiii) **Tender Document:** Tender Document available at the Office of Manager Work & Stores, IBA Main Campus, University Road, Karachi.
- (xxiv) **Submission of Documents:** Last date for tender submission is January 31, 2017 upto 3:00 pm
- (xxv) **Opening of Tender:** Tender will be opened on January 31, 2017 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xxvi) **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Work Order.
- (xxvii) **Stamp Duty:** Stamp duty 0.35% for Goods against total value of Work Order will be levied accordingly.
- (xxviii) **Experience:** At least 5 plus years experience required for this tender.
- (xxix) **Turn Over:** Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (xxx) **Blacklisted:** Vendor/Supplier is required to provide affidavit that the firm is not Black Listed from any of the government / semi government / private organization / firm /agencies / department etc.
- (xxxi) **Availability of Article/Items:** The furniture fabricators / firms / dealers must ensure that specified article/items should be presented for approval before start of work. Unavailability of article/items at the time of Work Order or material shortage due to any reason whatsoever would lead to forfeiture of Bid Security.

Note:

- 1- The material & design of the required furniture items can be preview at Aman CED, Main Campus on January 25, 2017 at 3:00pm.
- 2- Furniture's material & design and texture in finished form & complete in all respect will be same as the items available in Aman CED, Main Campus.
- 3- Sample / swatches must be provided to Purchase Office for approval before start of work.

 Stamp & Signature

7. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the fabricator/supplier/distributor works;

M/s _____, the fabricator / companies / distributor / firm hereby declares that:

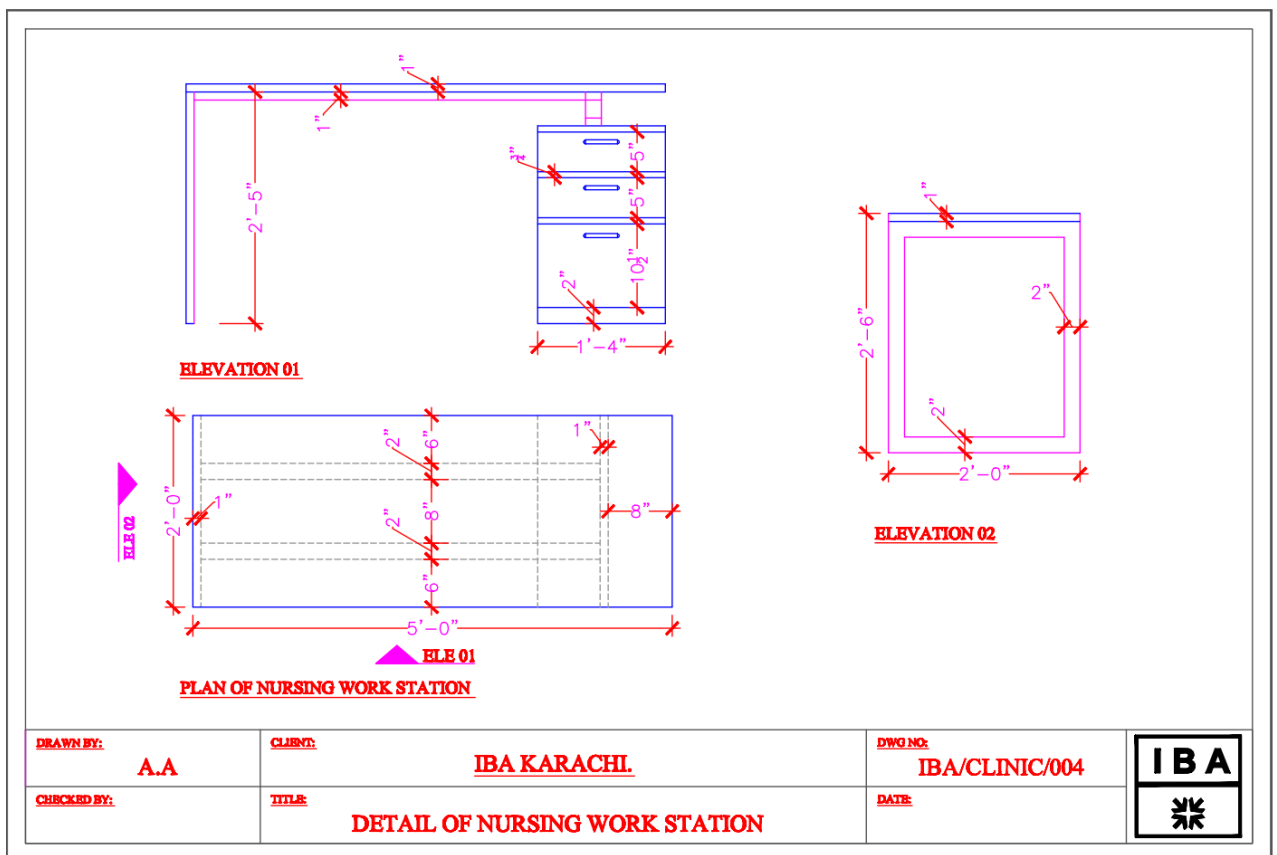
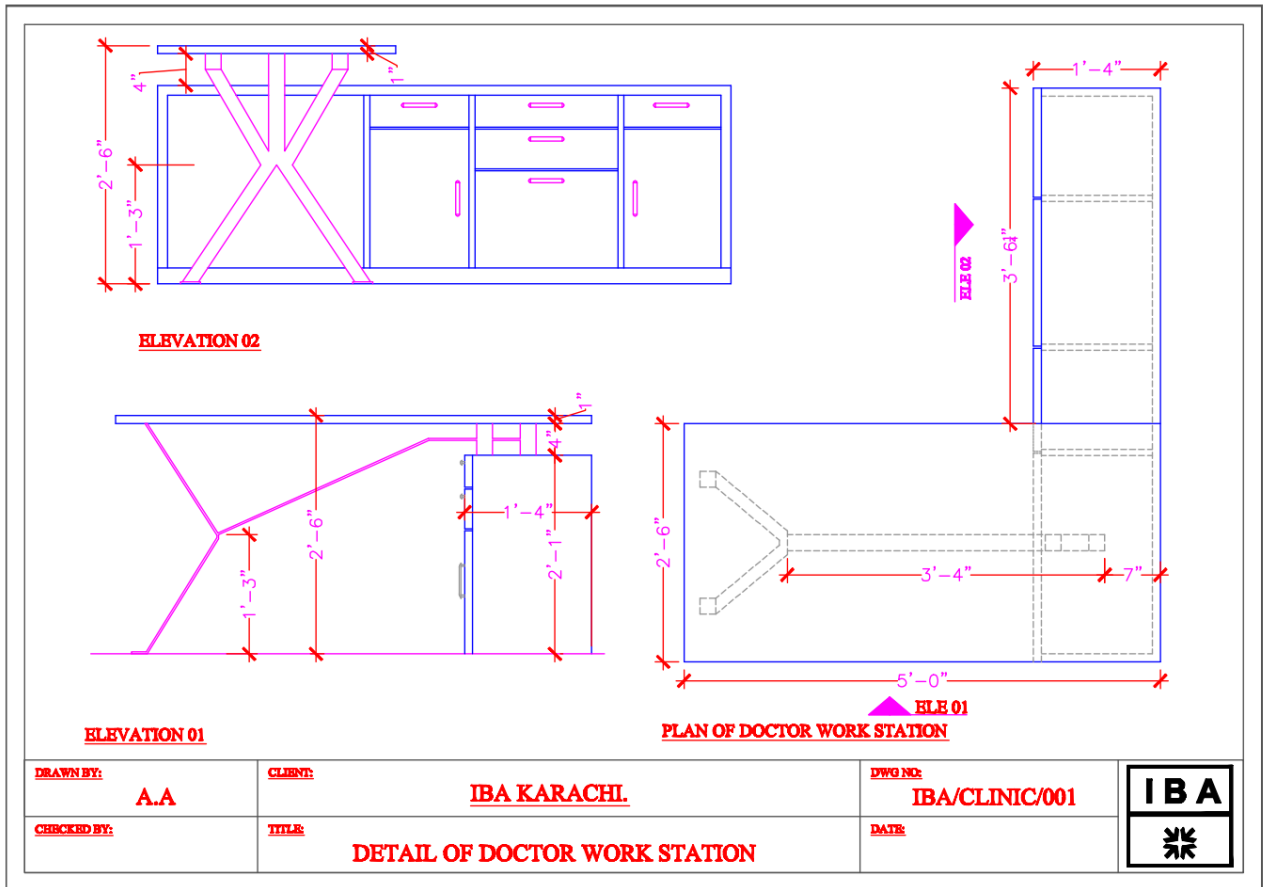
- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the fabricator / companies / distributor / firm represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- (c) The fabricator / companies / distributor / firm accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contract, or other instrument, be stand void at the discretion of the IBA.
- (d) Notwithstanding any right and remedies exercised by the IBA in this regard, fabricator / companies / distributor / firm agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the fabricator / companies / distributor / firm as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

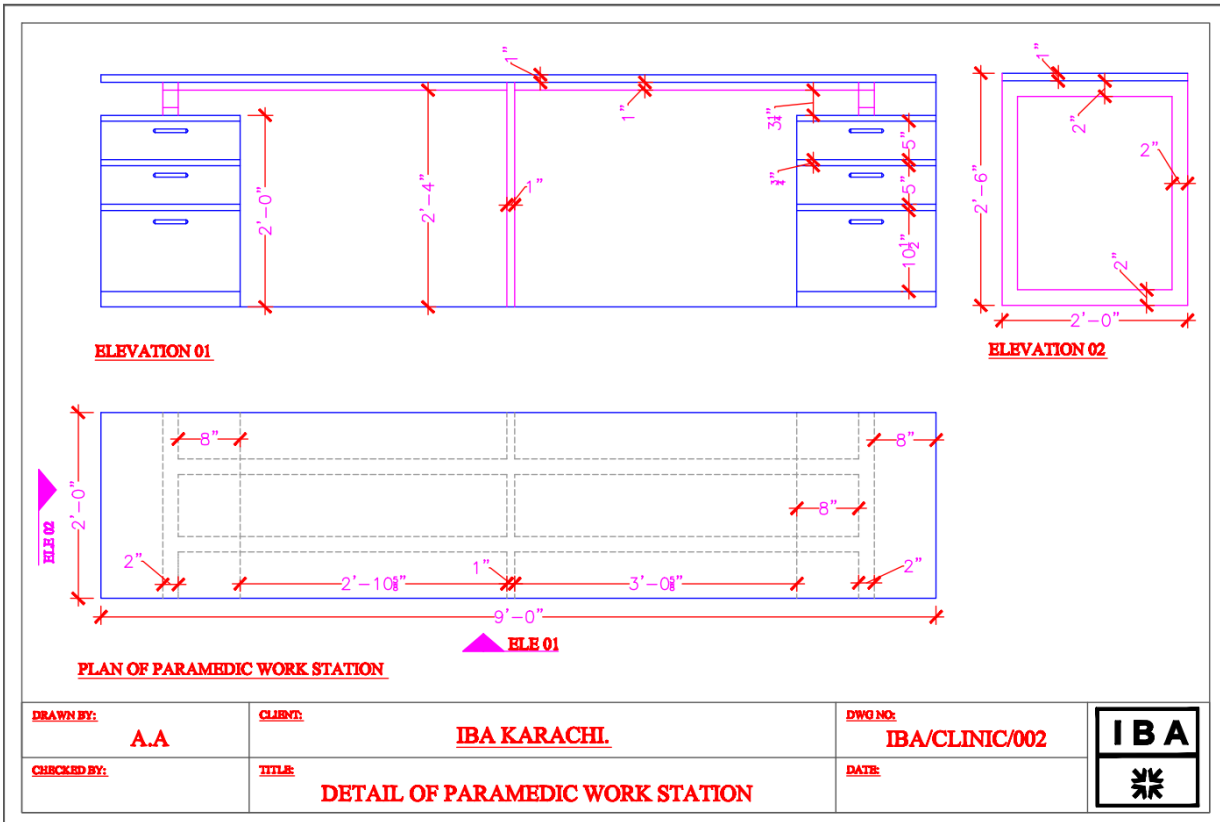
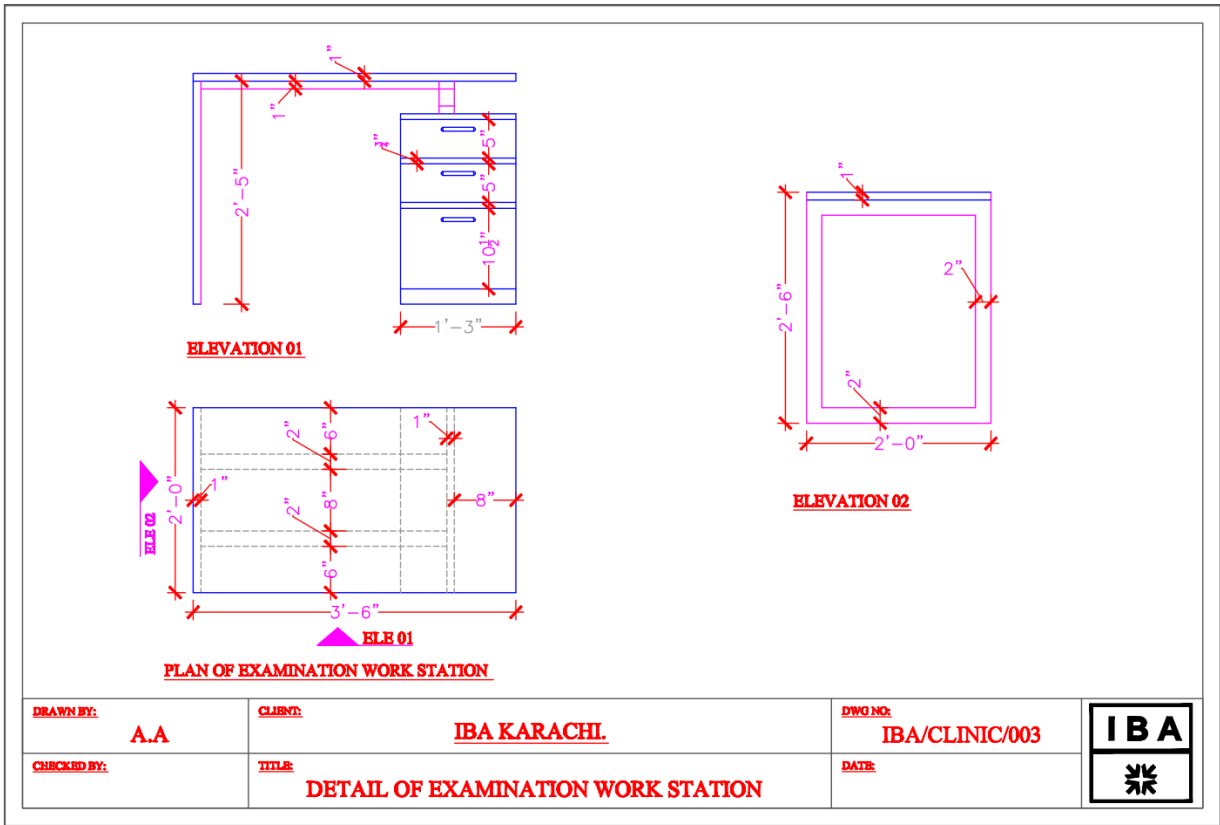
Note:

This integrity pact is mandatory requirement other than auxiliary services / works.

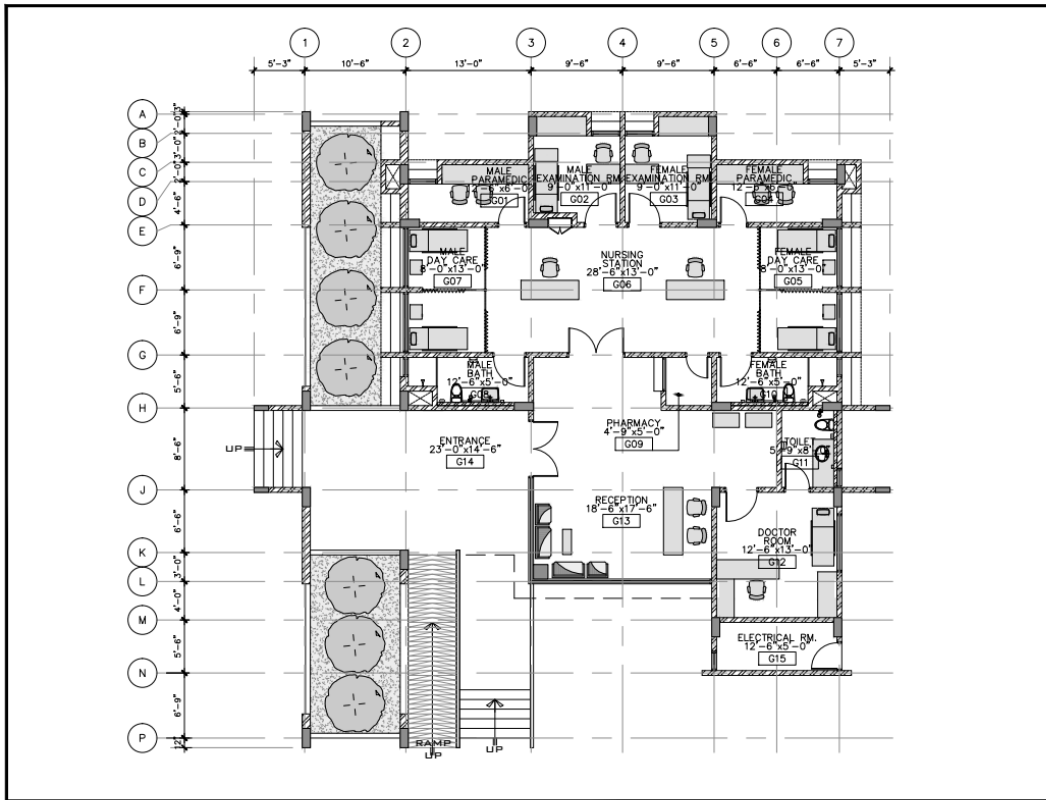
Stamp & Signature

DRAWINGS





Furniture Plan Layout



GENERAL NOTES:

NO.	DATE	REVISION	DESCRIPTION
JOB:			
BA CLINIC MAIN CAMPUS KARACHI			
Title:			
Ground Floor Furniture Layout Plan			
Design Consultant:			
No. Au. Jb. M. K. B. A. Lu. Lu. Ba. Rv. Al. M. K. Project No.			
15C, Lane 7, Avenue 4, DHA Phase 2, F-7/2 Plot # 28442244			
STAMP:			
CONSTRUCTION DRAWINGS			
Job Arch:	SHAH	Costly By:	MIRAF
Checked:	SH	As Per:	AS/2011
Date:	Nov. 28, 2014	Scale:	1/8" = 1'-0"
North	Drawing No		
A1-101			

NOTE: ALL DESIGN AND DETAILS ARE THE PROPERTY OF MAAM BILGRAMI COLLABORATIVE (P) LTD. MAIN KH-E-BURHAN COMERCIAL, D.H.A. KARACHI AND CAN NOT BE USED WITHOUT WRITTEN PERMISSION. ALL DRAWINGS MUST BE RETURNED UPON COMPLETION OF WORK. PLEASE DO NOT SCALE DRAWINGS. ALL MEASUREMENTS MUST BE VERIFIED TO ENSURE COMPLIANCE, ACCURACY AND CONFORMITY TO BUILDING BYE-LAWS BY THE SUPERVISING ARCHITECT / ENGINEER / CONTRACTOR. APPROVED DRAWINGS SHOULD BE KEPT AT SITE. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CORRECTIFY ALL ERRORS IN ARCHITECTURAL CONSTRUCTION. ANY DISCREPANCY BETWEEN ANY KIND OF DRAWING SHOULD BE REPORTED BY ARCHITECT BEFORE STARTING ANY WORK ON SITE.

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s _____

Contact Person _____

Address _____

Tel # _____ Fax _____

Mobile _____ email _____

SIGNATURE & STAMP