

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

## **TENDER FORM**

**Tender # FUR/03/21-22**

**Provision of Bookshelves**

**Date of Issue : October 22, 2021**

**Last Date of Submission : November 10, 2021 (3:00 pm)**

**Date of Opening of Tender : November 10, 2021 (3:30 pm)**

**Company Name: \_\_\_\_\_**

**NTN: \_\_\_\_\_**

**SRB / GST Registration Number: \_\_\_\_\_**

**Pay Order / Demand Draft # \_\_\_\_\_, Drawn on Bank \_\_\_\_\_**

**Amount of Rs. \_\_\_\_\_, Dated: \_\_\_\_\_**

**Notice Invitation Tender (NIT)****Tender Notice**

The Institute of Business Administration, Karachi (IBA) invites sealed bids from active taxpayers of manufacture / firm / companies / supplier registered with relevant tax authorities for the following tender.

| <b>Tender Title (Ref. No.)</b>  | <b>Procedure</b>         | <b>Bid Security</b> |
|---|--------------------------|---------------------|
| Provision of Bookshelves (FUR/03/21-22)                                       | Singe Stage One Envelope | 2%                  |
| <b>Tender Fee &amp; Dates</b>   |                          |                     |
| Fee: Rs.500/-   |                          |                     |
| Issuance start date: October 22, 2021 at 9am                                  |                          |                     |
| Issuance end date & time: November 10, 2021 at 3pm                            |                          |                     |
| Submission date & time: October 22, 2021 to November 10, 2021 from 9am to 3pm |                          |                     |
| Opening date & time: November 10, 2021 at 3:30pm                              |                          |                     |

Tender Document may be collected after submission of paid fee challan from the Office of **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi** on any working day (Monday to Friday). Alternatively, the tender document can be downloaded from the website. The Tender fee challan is to be generated from the IBA website <https://www.iba.edu.pk/tenders/> which may be deposited in any branch of Meezan Bank Ltd. Sealed bids should be dropped in Tender Box placed at the Security Office, Gate # 4, IBA Main Campus University Enclave Karachi and will be opened on same date & venue in the presence of the bidders representatives who may wish to attend. In case of holiday the tender shall be opened / received on the next working day at same place and time. Bid Security in the form of Pay Order or Demand Draft has to be submitted in favour of "IBA Karachi" along with the Financial Proposal.

Kindly mention "Tender Number" at top left corner of the envelope.

**N.B.** IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to relevant provision of SPP Rules 2010.

**REGISTRAR**

IBA, Main Campus, Univeristy Enclave, Karachi 75270

111-422-422 Fax (92-21) 99261508

Contact Person Sr. Executive Purchase on 38104700 ext: 2150

Email [tenders@iba.edu.pk](mailto:tenders@iba.edu.pk) Website <https://www.iba.edu.pk/tenders/>

# CONTENTS

|                                  |         |
|----------------------------------|---------|
| 1. Introduction                  | Page 4  |
| 2. Instructions                  | Page 5  |
| 3. Bill of Quantity              | Page 6  |
| 4. Drawing                       | Page 7  |
| 5. Bidding Data                  | Page 9  |
| 6. Bidder Qualification Criteria | Page 10 |
| 7. Terms & Conditions            | Page 11 |
| 8. Integrity Pact                | Page 13 |

## **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 October 22, 2021 to "Provision of Bookshelves".

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 Head of Procurement 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 manufacturers / firms / companies / distributors / suppliers 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 Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Enclave, Karachi from October 22, 2021 to November 10, 2021 during working 9:00am to 3:00pm.
- (d) The last date of submit the Tender Document in sealed envelope in November 10, 2021 by 3:00pm in the Office of the Security Office, Gate # 4, IBA Main Campus University Enclave Karachi. The Tender will be opened on same day at 3:30pm in the presence of representatives who may care to attend.
- (e) Bid Security of 2% 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 of total value of Purchase Order / Work Order in the form of Pay Order or bank guarantee prior to signing of the Contract. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (g) 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.
- (h) Site visit will be held on November 05, 2021 at IBA City Campus at 11am with Chief Librarian, Main Campus for understanding the exact nature of the job.

---

Stamp & Signature

### 3. BILL OF QUANTITY

| Description  | Size  | Quantity | Rate | Amount |
|--|---|----------|------|--------|
| Providing, fabricating and fixing book shelves in following given quantity and dimensions; consist of 1-1/2"x3" powder coated MS hollow tubes 16 swg all the MS work should be finished in 3-4 microns i/c. 3/4" thick MDF with polish finish shelves of approved sample and colour including 1/4" dia MS solid rods with all hardwares as shown in the drawings and views or directed by the IBA. | Height=241.3cm<br>Width=91.44cm<br>Breadth= 60.96cm | 8        |      |        |
|  | Height=241.3cm<br>Width=60.96cm<br>Breadth=60.96cm  | 4        |      |        |
|  | Height=204.47cm<br>Width=60.96cm<br>Breadth=57.15cm | 4        |      |        |
|  | Height=213.36cm<br>Width=88cm<br>Breadth=60cm       | 2        |      |        |
|  | Height=213.36cm<br>Width=57cm<br>Breadth=60cm       | 3        |      |        |
| <b>Total</b>   |   |          |      |        |
| <b>GST</b>   |   |          |      |        |
| <b>Total Amount</b>  |   |          |      |        |

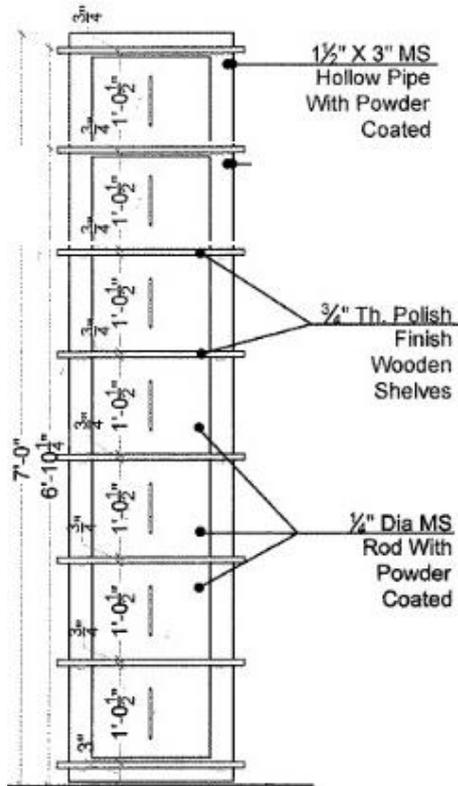
**Total Amount Rupees (in words)** \_\_\_\_\_

\_\_\_\_\_

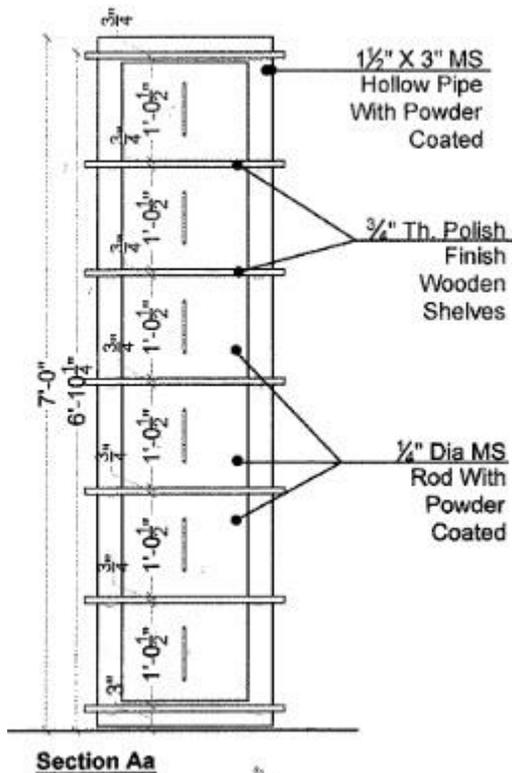
\_\_\_\_\_  
Stamp & Signature

### 4. Drawing

For serial No.1 & 2



For serial No.3,4 & 5



Stamp & Signature

| <b>S. #</b>  | <b>Dimension</b>  | <b>Quantity</b> | <b>Qty of Plaque<br/>(with equal space)</b> |
|--------------|---|-----------------|---|
| 1            | Height= <b>241.3cm</b><br>Width= <b>91.44cm</b><br>Breadth= <b>60.96cm</b>  | <b>8</b>        | <b>7</b>                                    |
| 2            | Height= <b>241.3cm</b><br>Width= <b>60.96cm</b><br>Breadth= <b>60.96cm</b>  | <b>4</b>        | <b>7</b>                                    |
| 3            | Height= <b>204.47cm</b><br>Width= <b>60.96cm</b><br>Breadth= <b>57.15cm</b> | <b>4</b>        | <b>6</b>                                    |
| 4            | Height= <b>213.36cm</b><br>Width= <b>88cm</b><br>Breadth= <b>60cm</b>       | <b>2</b>        | <b>6</b>                                    |
| 5            | Height= <b>213.36cm</b><br>Width= <b>57cm</b><br>Breadth= <b>60cm</b>       | <b>3</b>        | <b>6</b>                                    |
| <b>Total</b> |   | <b>21</b>       |   |

---

 Stamp & Signature

## 5. BIDDING DATA

- (a) **Name of Procuring Agency:** Institute of Business Administration, Karachi
- (b) **Brief Description of Works:** Provision of Bookshelves
- (c) **Procuring Agency's address:-**Main Campus, University Enclave, Karachi
- (d) **Amount of Bid Security:-** Bid Security of 2% 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 of total value of Work Order in the form of Pay Order or bank guarantee prior to signing of the Contract. 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 November 10, 2021 by 3pm in the Office of the Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Enclave, 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 November 10, 2021 on 3:30 PM at IBA Main Campus, University Enclave, Karachi.
- (i) **Time for Completion from written order of commence:-** 30 days
- (j) **Liquidated damages:-** 2% liquidated 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

## 6. BIDDER QUALIFICATION CRITERIA

| S. No | Mandatory Eligibility Criteria (Attach Supporting Document)  | Remarks<br>Yes / No |
|-------|--|---------------------|
| 1     | Minimum 3 years of experience in relevant field.   |                     |
| 2     | Last 3 years' financial statements minimum 1.5 million (per year) in terms of bank statement or financial statement.           |                     |
| 3     | "Sales tax registration certificate both FBR and / or SRB" and NTN certificates at the time of submission of bidding document. |                     |

---

 Stamp & Signature

## **7. TERMS & CONDITIONS**

The following terms of the supply are agreed by the manufacturers / firms / companies / distributors / suppliers:

- (i) **Receiving / Acceptance of Purchase/Work Order:** The manufacturers / supplier / distributor will sign the copy of the Purchase/Work Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Delivery Challan on which the Order number, date of delivery execution, quantity, quality, specs, manufacturer name clearly mentioned. Non-compliance with this condition renders the goods 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 Purchase/Work Order unless otherwise informed accordingly.
- (iv) **Delayed Delivery:** 2% liquidated damages of the total amount will be imposed per month for which the company/firm/agency 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 Delivered:** Competent Authority reserves the right to remove any item or article or reduce/enhance quantity.
- (vii) **Condition of Goods:** 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:** 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:** 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 Invoices:** Invoice / Bill should be submitted to Procurement & Stores Department.
- (xii) **Validity of Bid:** Validity is for ninety (90) days.
- (xiii) **Company Profile:** Company Profile be attached with this document.
- (xiv) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xv) **Price / Rate:** must be quoted on Tender Form only and submitted in sealed envelope.
- (xvi) **General Sales Tax:** will be paid on applicable items only by the company/firm/agency.

---

Stamp & Signature

- (xvii) **Bid Security:** 2% 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.
- (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 / agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- (xix) **Performance Security:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee prior to signing of the Contract. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract / Warranty, whichever is longest.
- (xx) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxi) **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 Purchase Order / Work Order for any single items to different lowest responsive bidders or issue Purchase Order / Work Order for all the items to any lowest responsive bidder.
- (xxii) **Tender Document:** Tender Document available at the Office of Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Enclave, Karachi.
- (xxiii) **Discourage Child Labor:** All staff must have CNIC and clearly mentioned to discourage work through child labor.
- (xxiv) **Environmental Friendly Procedure:** Supplier / Manufacturer / Distributor must ensure Environmental Friendly procedure of manufacturing and avoid the use of Toxic material.
- (xxv) **Submission of Tender:** Last date for submission is November 10, 2021 up to 3pm.
- (xxvi) **Opening of Tender:** Tender will be opened on November 10, 2021 on 3:30 PM at IBA Main Campus, University Enclave, Karachi.
- (xxvii) **Stamp Duty:** 0.35% against total value of Purchase Order will be levied accordingly.
- (xxviii) **Delivery Time:** The items should be delivered within four weeks from the date of acceptance of Purchase Order.
- (xxix) **Warranty:** OEM warranty

---

Stamp & Signature

## **8. Integrity Pact**

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the manufacturers / firms / companies / distributors / suppliers;

M/s \_\_\_\_\_, the manufacturers / firms / companies / distributors / suppliers 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 manufacturers / 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 manufacturers / 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, manufacturers / 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 manufacturers / 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

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

\_\_\_\_\_  
Stamp & Signature