



***Tender Fee: Rs. 2000/-
(Non-Refundable)***

TENDER FORM

Tender # IT/03/26-27

Provide and Supply All in One (AIO) PCs

Date of Issue : August 13, 2026

Last Date of Submission : August 28, 2026 (03:00 PM)

Date of Opening of Tender : August 28, 2026 (03:30 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 manufacturers / firms / companies / distributors / suppliers registered with relevant tax authorities (whichever is applicable) for the following tender.

Tender Title (Ref. No.)	Procedure	Bid Security
Provide and Supply All in One (AIO) PCs (IT/03/26-27)	Singe Stage One Envelope	2%
Tender Fee & Dates		
Fee: Rs. 2,000/-		
Issuance start date: August 13, 2026 at 09:00 AM		
Issuance end date & time: August 28, 2026 at 03:00 PM		
Submission date & time: August 13, 2026 to August 28, 2026 from 09:00 AM to 03:00 PM		
Opening date & time: August 28, 2026 at 03:30PM		

Tender documents can be downloaded from the IBA and SPPRA EPADS websites. The tender fee challan to be generated from the IBA website at <https://tenders.iba.edu.pk> and deposited at any branch of Meezan Bank Ltd.

Tender Document/Bid (with a copy of Bid Security/Earnest Money and supporting documents) should be submitted/uploaded on SPPRA EPADS <https://portalsindh.eprocure.gov.pk/>. The original Bid Security along with the Original Bid (duly signed and stamped) must be delivered to IBA, Karachi on below mentioned address before bid opening schedule. Bids will be opened on the same date and venue in the presence of the bidders' representatives who may wish to attend.

Please ensure that bid security, in the form of a Pay Order or Demand Draft, is submitted in favor of 'IBA Karachi' along with the tender.

N.B. (1) IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to the relevant provision of SPP Rules 2010.

(2) Only uploaded bid along with supporting documents will be accepted. In case there is a contradiction between bidder's EPADS submitted bid and manually submitted bid, bid submitted on EPADS will be considered valid for evaluation purpose.

REGISTRAR

IBA, Main Campus, Karachi University Enclave, Karachi-75270
UAN: 111-422-422, Fax: (92-21) 99261508
Contact Person: Executive Procurement on 38104700, Ext: 2155
Email: tenders@iba.edu.pk , IBA Website: <https://tenders.iba.edu.pk>
SPPRA EPADS Website: <https://portalsindh.eprocure.gov.pk/>

CONTENTS

1. Introduction	Page 4
2. Instructions	Page 5
3. Bidding Data	Page 7
4. Terms & Conditions	Page 8
5. Integrity Pact	Page 10
6. Bill of Quantity	Page 11
7. Bidder Qualification Criteria	Page 13
8. General Conditions of Contract	Page 15

1. Introduction:

Dear Tenderer:

Thank you, the interest you have shown in response, to the IBA's advertisement which has floated in IBA & SPPRA websites on August 13, 2026, to "Provide and Supply All in One (AIO) PCs".

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 Executive Purchase-ICT on 38104700 ext: 2155 for any information and query

Thank you.

-sd-

Registrar

2. **Instructions:**

a) **Sign & Stamp**

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. The tender document will be accepted ONLY on the IBA's prescribed Tender Document available on IBA's Website.

b) **Filling of Tender Form**

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) **Collection of Tender**

You can collect the Tender Document from the office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi from August 13, 2026, to August 28, 2026, during working 09:00 AM to 03:00 PM or directly from IBA website.

d) **Submission of Tender**

The last date of submit the Tender Document in sealed envelope is August 28, 2026, by 03:00 PM in tender box placed at gate no. 04, IBA Main Campus, University Enclave, University Road, Karachi. The Tender will be opened on same day at 03:30 PM in the presence of representatives who may care to attend.

e) **Tender Number**

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.

f) **Communication**

Any request for clarification regarding technical specification should be submitted in writing to:

Contact Person (IBA):	Executive Procurement ICT Institute of Business Administration, Main Campus, University Enclave, Karachi
Tel #:	021 38104700; Ext 2155
Email:	tenders@iba.edu.pk

Stamp & Signature

g) Submission of Documents and Address

Separate envelopes clearly labeled for 'Original Document', 'Copy' and 'Bid Security' must be submitted on or before last date to submit the tender documents. Tender Document can be dropped by hand or courier in tender box placed at gate no. 04, IBA Main Campus, University Enclave, University Road, Karachi by the last date indicated for submission. **Tender Document received by fax or email will not be accepted.**

h) Date of Opening of Tender

Bid will be opened on August 13, 2026, on 03:30 PM at IBA Main Campus, in presence of representative bidders who may care to attend.

i) Rights

Competent authorities reserve the rights to accept or reject any quotation / tender without any reason thereof.

j) Location of Deliveries

Supply will be delivered at IBA Store, Main Campus, University Enclave, University Road, Karachi. IBA not liable to pay any Custom duty, Levies, Taxes, Demurrage or any other charges, Warehousing, Logistics etc.

3. Bidding Data

- a) **Name of Procuring Agency:** Institute of Business Administration, Karachi.
- b) **Brief Description of procurement:** Provide and Supply All in One (AIO) PCs.
- 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):** - Forty Five Days.
- f) **Deadline for Submission of Bids along with time:** - The last date of submit the Tender Document in sealed envelope is August 28, 2026, by 03:00 PM in tender box placed at gate no. 04, IBA Main Campus, University Enclave, University Road, Karachi. The Tender will be opened on same day at 03:30 PM in the presence of representatives who may care to attend.
- g) **Venue, Time, and Date of Bid Opening:** - Tender will be opened on August 28, 2026, on 03:30 PM at IBA Main Campus, University Enclave, Karachi.
- h) **Time for Completion from written order of commence:** - 30 days.
- i) **Liquidity damages:** - Liquidity damages at the rate of 2% per month of the total contract amount will be imposed on delayed delivery.
- j) **Deposit Receipt No:** _____ **Dated:** _____
- Amount (in words and figures):** _____
- Pay Order / Demand Draft #:** _____, **Amount: Rs** _____
- Drawn on Bank:** _____, **Dated:** _____

 Stamp & Signature

4. Terms & Conditions:

a) Bid Security

Bid Security, in the shape of a bank draft / pay order in the name of “**Institute of Business Administration**” Karachi, equivalent to 2% of the total cost of bid, should be submitted along with the tender documents.

b) Performance Security

Successful bidder should provide 5% Performance Security of total value of Purchase 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 contract.

c) Validity of the Tender

All proposal and prices shall remain valid for a period of 45 days from the closing date of the submission of the proposal. However, the Manufacturer / firms / companies / distributors / suppliers is encouraged to state a longer period of validity for the proposal.

d) Currency

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

e) Ownership

The ownership of all products and services rendered under any contract arising as a result of this tender will be the sole property of IBA.

f) Arbitration and Governing Law

This tender and any contract executed pursuant to this tender shall be governed by and construed in accordance with the laws of Pakistan. The IBA and all Manufacturer / firms / companies / distributors / suppliers responding to this tender and parties to any contract executed pursuant to this tender shall submit to the exclusive jurisdiction of the Pakistani Courts. The arbitration proceeding will be governed by the Arbitration Act, 1940, and the substantive and procedural law of Pakistan. The venue shall be Karachi.

g) Acceptance of Tender

The IBA reserves the right not to accept the lowest and to annul the bidding process without assigning any reason whatsoever. IBA Karachi may ask to provide demo unit which supplier quoted in the tender. After the final inspection of the unit the decision will be made.

h) Support Capabilities

The Manufacturer / Firms / Companies / Distributors / Suppliers should indicate the support capabilities for all the hardware provided during the course of the warranty.

Stamp & Signature

i) Compliance to Specifications

The manufacturer/firms/companies/distributors/suppliers shall provide information as per requirements given in BoQ. However, manufacturer / firms / companies / distributors / suppliers can submit multiple solutions. Manufacturer/firms/companies/distributors/suppliers may not propose / supply any kind of refurbished hardware equipment's / components in their proposals.

j) Cancellation

IBA reserves the right to cancel any or all of the above items if material is not in accordance with its specifications or if the delivery is delayed.

k) Invoice

Invoice / bill should be submitted to Purchase Department.

l) Stamp Duty

Stamp duty 0.35% against total value of Purchase / Work Order will be levied accordingly.

m) Delivery Time

The supplies should be delivered at IBA Store, Main Campus, University Enclave, University Road, Karachi within 30 days after receiving the Letter of Acceptance or Letter of Intent.

n) Payment Terms

Within 30 working days, 100% after complete supply of required items as per Bill of Quantity and submission of commercial invoice at IBA Main Campus, University Enclave, University Road, Karachi.

5. Integrity Pact:

Declaration of Charges, Fees, Commission, Taxes, Levies etc. payable by the Bidder;

M/s. _____, the Bidder hereby declares that:

- (a) Its intention not to obtain the Provide & Supply 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 Bidder 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 Provide & Supply or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- (c) The Bidder 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, Bidder 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 company/firm/Bidder/agency/bidder as aforesaid for the purpose of obtaining or inducing Provide & Supply/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

6. Bidder Qualification Criteria

S.No.	Mandatory Eligibility Criteria	Remarks Yes / No	Required Supporting Documents
1.	Relevant experience of at least last three (03) years		One Relevant Purchase Order/Contract of each year.
2.	Last 3 years' turnover with a minimum of 5 million (per year) on average		Complete annual Income Tax Return of last three years.
3.	Active Income Taxpayer at the time of submission of the bid		NTN and STRN registration certificates.
4.	Active Sales Taxpayer		Copy of Last month's Sales Tax & Services Tax return.
5.	Original Equipment Manufacturer (OEM) or authorized agent/partner.		Authorized Certificate
6.	No litigation and non-blacklisted		Affidavits for both required

 Stamp & Signature

7. Bill of Quantity

S.No .	Specifications	Description		Quoted Brand	Quoted Model	Qty	UoM	Unit Price	Total Amount	
1	Type	All in One (AIO) Desktop PC				6	Unit			
	Brand	Lenovo or equivalent								
	Specifications	IdeaCentre AIO 24ILL11 or equivalent								
	Processor	Intel® Core™ Ultra 7 256V or equivalent								
	Display	24" 23.8" FHD (1920 x 1080), IPS, 16:9, 100 Hz, 99% sRGB, 250 nits, Low Blue Light, Touchscreen								
	Dimension (W x D x H)	24" (mm) : 539 x 192 x 431 (inches) : 21.2 x 7.56 x 16.97								
	Graphics	Integrated Intel® Graphic								
	Memory	16GB LPDDR5x (8533 MT/s, MoP)								
	Storage	M.2 PCIe SSD : 512 GB								
	Camera	5MP								
	Microphone	Headphone & Microphone Combo								
	Audio	2 x 3W Stereo Speaker by Harman®								
	Power Supply	90W 135W (for wireless charging, optional 15W)								
	Weight	24" : Starting at 6 kg (13.23 lbs)								
	Connectivity	WLAN & Bluetooth® Combo:	Wi-Fi 6 (2 x 2 802.11 ax) Up to Bluetooth® 5.4							
		Input/Output (I/O) Ports Rear:	1 xPower DC-In 1 x Ethernet (RJ45) 2 x USB-A 2.0 1 x USB-A 3.2 Gen 23 1 x HDMI-Out2.1 1 x HDMI® in							
		Side:	1 x Headphone & Microphone Combo 1 x USB-C3.2 Gen 23 1 x E-shutter							

	Preloaded Software	Lenovo Vantage						
		Microsoft 365(trial)						
		McAfee® LiveSafe™ (trial)						
		Lenovo Smart Meeting						
		Lenovo Vantage						
		Lenovo Smart Connect						
	Warranty:	One year						
	Total Amount							
	18% GST							
	Grand Total Amount							

Total Amount Rupees (in words) _____

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 _____

Stamp & Signature

8. General Conditions of Contract

Provide and Supply All in One (AIO) PCs

THIS AGREEMENT is executed at KARACHI, on this day _____, 2026.

BETWEEN

M/s Institute of Business Administration, through its Registrar, located at **Main Campus, University Enclave, University Road, Karachi**, hereinafter called and referred to as “IBA” (which expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors and assigns)

AND

M/s _____, having its office at _____, hereinafter referred to as “**SUPPLIER**” (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assigns), through its proprietor _____, holding CNIC No. _____ on the
SECOND PART.

WHEREAS “IBA” intends to obtain Provide and Supply All in One (AIO) PCs vide tender # IT/03/26-27 for (IBA requirement) discussions in respect of the same before the determination of scope of supplies will be held with “IBA” as “Provide and Supply All in One (AIO) PCs” and “THE SUPPLIER” have offered to render all kind of Desktops (All in One PCs) with Accessories (including but not limited to the “Provide and Supply All in One (AIO) PCs” of the proposed work up to the satisfaction & handing over the material(s) to the “IBA” having accepted the offer in finished form complete in all respect.

NOW IT IS HEREBY AGREED & DECLARED BY AND BETWEEN THE PARTIES AS FOLLOWS:

WITNESSETH

“IBA” hereby offer to appoint “THE SUPPLIER” as their official for the specific purpose of “Provide and Supply All in One (AIO) PCs” discussions in respect of the same with “IBA” before the determination of Scope of Provision of Provide and Supply All in One (AIO) PCs. “THE SUPPLIER” hereby agree to the offer of the “IBA” in acceptance of the terms & conditions here in below forth.

Article I

DUTIES & SCOPE OF SUPPLY AND AGREEMENT

- 1.1 This Agreement includes, the “Provide and Supply All in One (AIO) PCs”, discussions with “IBA” before the determination of scope of supply with any/all other relevant details to “IBA”.
- 1.2 “THE SUPPLIER” agrees to provide any/all kind of Desktops (All in One PCs) with Accessories to “IBA” whenever and wherever form is required as per the terms & conditions of this Agreement.
- 1.3 “THE SUPPLIER” will coordinate their work with Sr. Manager IT of the “IBA” who will assist “THE SUPPLIER” in supervision of proposed Desktop (All in One PCs) with Accessories.
- 1.4 “THE SUPPLIER” will visit the Purchase Offices located at Main Campus, University Enclave, University Road, Karachi as & when required with prior appointment.
- 1.5 Life Insurance / Security of worker will be the responsibility of supplier. IBA will not be responsible for any mishap.
- 1.6 All staff must have CNIC and clearly mentioned to discourage work through child labor.
- 1.7 All logistic charges will be borne by “THE SUPPLIER”.

Article II

SCOPE OF PROFESSIONAL SUPPLIES

- 2.1 “THE SUPPLIER” hereby agree and acknowledge to Desktops (All in One PCs) with Accessories in accordance with the Description & Specification.
- 2.2 “THE SUPPLIER” hereby agree and acknowledge the acceptance of attending the meetings with the Head of Procurement “IBA” as & when required.
- 2.3 Delivery on or before _____ 2026.
- 2.4 All staff must have CNIC and clearly mentioned to discourage work through child labor.
- 2.5 “THE SUPPLIER”, will provide all required/necessary labor(s) / transportation(s) / cartage(s) whatsoever required to complete the procurement at the cost/charges amount offered in the tender vide # IT/03/26-27.

Article III

REMUNERATION

- 3.1 The cost offered by the Supplier is Rs. _____ (inclusive of all taxes) ‘Provide and Supply All in One (AIO) PCs’ vide tender # IT/03/26-27 variation may occurred. The cost is inclusive of labor/transportation/supplies/etc.

- 3.2 A liquidity damages @ 2% per month, of the total agreed payment as per Purchase Order, of the total cost will be imposed in case of delayed delivery. Liquidity damages will be imposed after 30 days subject to final proof sample material handed over by supplier to IBA before the starting date mentioned on the Lette of Acceptance or Letter of Intent. Purchase will be deemed completed in finished form as per specification and "THE SUPPLIER" have to deliver the required number of Desktops (All in One PCs) with accessories and devices.
- 3.3 Payment will be made after complete delivery and submission of commercial invoice in 30 working days.
- 3.4 Performance Security 5% of total amount of Purchase Order will be provided by the party.
- 3.5 Stamp Duty @ 0.35% of the cost of transaction / work order will be deposited in Government treasury by the SUPPLIER. This paid Stamp papers challan would be submitted along with the Bill / Invoice.
- 3.6 Tax(es)/Challan(s)/Levy(ies), if any or additional will be paid/borne by SUPPLIER as per SRO/Notification.

Article IV **ARBITRATION**

- 4.1 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 for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties. The Arbitration proceedings will be governed by the Arbitration Act, 1940 and the Substantive and procedural law of Pakistan. The venue shall be Karachi.

Article V **TERMINATION**

- 5.1 "IBA" may terminate this agreement if the job is not executed according to the requirement at any time after issuing a 30 day's notice.

Article VI **INDEMNITY**

- 6.1 "THE SUPPLIER" in its individual capacity shall indemnify and keep IBA and any person claiming through IBA fully indemnified and harmless from and against all damages, cost and expenses caused to or incurred by "THE SUPPLIER", as a result of any defect in the title of IBA or any fault, neglect or omission by the "THE SUPPLIER" which disturbs or damage the reputation, quality or the standard of services provided by "IBA" and any person claiming through the IBA.

Article VII

WARRANTY

7.1 M/s _____ should provide 03 years comprehensive verifiable warranty of all equipment, accessories and devices mentioned in Bill of Quantity.

Article VIII

NOTICE

8.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.

Article IX

INTEGRITY PACT

9.1 The 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).

9.2 Without limiting the generality of the forgoing the M/s _____, 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.

9.3 M/s _____, 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.

9.4 Notwithstanding any right and remedies exercised by the IBA in this regard, M/s _____, 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 M/s _____ as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

Article X

SEVERABILITY

- 10.1 If any terms covenant or condition of this agreement shall be deemed invalid or unenforceable in a court of law or equity, the remainder of this agreement shall be valid & enforced to the fullest extent permitted by prevailing law.

Article XI
MISCELLANEOUS

- 11.1 Any addition & alteration(s) made for item(s) as required by IBA on the basis of sample or in course of the work in progress which entail extra time & labor and material on part of the supply, shall not be charged separately/extra on 'Quantum Merit' basis before & on final material handed over to the "IBA". After FINALIZATION OF SAMPLE if any alteration(s), arise charges will be paid on mutually agreed upon.
- 11.2 Material(s) will be handed over by the "IBA" or vet the cost with authentic stamp and signature.
- 11.3 The terms and conditions of the AGREEMENT have been read over to the parties which they admit to be correct and abide by the same.
- 11.4 All terms and conditions of tender vide # IT/03/26-27 will be the integral part of this agreement and can't be revoked.