

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

# **TENDER FORM**

## **Tender # IT/18/18-19**

### **Provide & Supply Toners (Rate Running)**

**Date of Issue : December 19, 2018**

**Last Date of Submission : January 03, 2019 (3:00 PM)**

**Date of Opening of Tender : January 03, 2019 (3:30 PM)**

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

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

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

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

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

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## 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 and leading newspapers on December 19, 2018 to " Provide & Supply of toners on 'Rate Running basis'".

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 Purchase Executive on 38104700 ext: 2112 for any information and query

Thank you.

-sd-

**Registrar**

## 2. Instructions

### (a) Sign & Stamp

The Institute of Business Administration, Karachi (IBA) expects that aspirant bidder contactor manufacturers / firms / supplier / companies / distributors / dealers 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. 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 Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation IBA Main Campus, University Road, Karachi from December 19, 2018 to January 03, 2019 during working 9:00 AM to 3:00 PM.

### (d) Submission of Tender

The last date of submit the Tender Document in sealed envelope in January 03, 2019 by 3:00 PM in the Office of the Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation 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

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**. Bid Security should be enclosed in a separate envelope, labelled as 'Bid Security, and which should be sealed. Proof of Sales Tax registration and NTN numbers should also be provided. (Please provide photocopies of relevant documents).

### (f) Performance Security

Successful bidder should provide 5% Performance Security of total value of Purchase Order in the form of Pay Order or bank guarantee before submission of invoice. Performance Security would be retained as security against completion of Contract Agreement.

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Stamp & Signature

**(g) 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 and may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

**(h) Communication**

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

Contact Person (IBA): Syed Ali Ahmed Naqvi  
Executive ICT Procurement  
Institute of Business Administration,  
City Campus, University Road,  
Karachi  
Tel # : 111-422-422 Ext 2112  
Email : [anaqvi@iba.edu.pk](mailto:anaqvi@iba.edu.pk)

**(i) 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 the office of Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation IBA Main Campus, University Road, Karachi by the last date indicated for submission. **Tender Document received by fax or email will not be accepted.**

**(j) Submission of Tender**

The complete tender document should be submitted by 3:00 PM on January 03, 2019 at the office of Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation IBA Main Campus, University Road, Karachi

The manufacturer/firms/companies/distributors/suppliers shall deliver two copies of the bids which include IBA tender documents.

**(k) Date of Opening of Tender**

Bid will be opened on January 03, 2019 at 3:30 pm at Office of the Sr. Manager Procurement & Stores IBA Main Campus in presence of representative bidders who may care to attend.

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Stamp & Signature

**(l) Demonstration**

The Bidder contactor manufacturer/firms/companies/distributors/suppliers will compulsorily provide a demonstration unit of the quoted product for testing / evaluation purposes. The demonstration unit should be exactly of the same specification as quoted by the manufacturer /firms/company's /distributors/ suppliers. In case the demo unit isn't according to the specification required by IBA or quoted by the manufacturer/firms/companies/distributors/suppliers, the tender may be liable to rejection. Sample, if any, of the quoted item may be provided with the tender form duly stamped by the company.

**(m) Rights**

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

**(q) Mode of Deliveries**

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

**(r) Clarification / Proof**

Please submit copies of certificates of registration with Sales Tax and Income Tax departments. The manufacturer /firms/companies /distributors/ suppliers should also provide copy (ies) of certificate(s) etc as proof of their claim.

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Stamp & Signature

### 3. **Bidding Data**

- (a) **Name of Procuring Agency:** Institute of Business Administration, Karachi
- (b) **Brief Description of procurement :** Provide & Supply of toners (Rate Running)
- (c) **Procuring Agency's address:-**Main Campus, University Road, Karachi
- (d) **Amount of Bid Security:-** Bid Security 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) **Deadline for Submission of Bids along with time :-** The last date of submit the Tender Document in sealed envelope in January 03, 2019 by 3:00 PM in the Office of the Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation 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.
- (g) **Venue, Time, and Date of Bid Opening:-** Tender will be opened on January 03, 2019 on 3:30 PM at IBA Main Campus, University Road, Karachi.
- (h) **Time for Completion from written order of commence:-** 07 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: Date: Amount:(in words and figures) Pay Order / Demand Draft**  
# ....., Amount :Rs.....Drawn on Bank..... Dated.....

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

## **4. Terms & Conditions**

### **a) Validity of the Tender**

All proposal and prices shall remain valid for a period of 90 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.

### **b) Currency**

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

### **c) 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.

### **d) 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.

### **e) Acceptance of Tender**

The IBA reserves the right not to accept the lowest or any tender 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.

Bidder MUST quote prices as per requirement mentioned in the Tender Document.

### **f) Material**

Material of this order is subject to final inspection from Competent Authority Technical Team at the time of delivery.

### **g) 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.

### **h) GST**

GST will be paid on applicable items only.

### **i) Invoice**

Invoice / bill should be submitted to Purchase & Store Department.

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Stamp & Signature



**j) Performance Security**

Successful bidder should provide 5% Performance Security of total value of Purchase Order in the form of Pay Order or bank guarantee before submission of invoice. Performance Security would be retained as security against completion of Contract Agreement.

**k) Liquidity Damages**

Liquidity damages at the rate of 2% per month of the total contract amount will be imposed on delayed delivery or work up to 10% of the total contract value.

**l) Increase in Price**

No increase in the value of above mentioned items will be accepted on account of either unit price, total price, any or all other charges, duties, taxes, scope of supply and or any other head of account shall be allowed.

**m) Increase in Taxes**

Any increase in taxes, the IBA should not be responsible, but, if any taxes are reduced, the IBA should get its benefit.

**n) Quantity**

Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason thereof.

**o) Stamp Duty**

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

**p) Warranty**

Warranty will be implemented on very next day

**q) Rate Running Contract**

The supply would be on Rate Running Basis for each & every Toner(s) in the specified quantity as per Purchase Order(s).

**r) Contract Duration**

The Agreement is valid for one year and based on satisfactory performance, may be renewed on mutual consent for further one year.

**s) Submission of Bills/Invoices**

Invoice / bill should be submitted to Purchase Office with Satisfactory Note of the Client.

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Stamp & Signature

**t) Prices**

Prices quoted should be inclusive of GST and remain valid for one year from the signing of the contract/agreement.

**u) Conditional Bid**

All bids must accompany a bid security (earnest money) in the form of pay order/ demand draft of 2% of the tendered amount drawn in favor of IBA Karachi. Conditional/ incomplete or bids received after due date/time will not be accepted. Bid security can return after the award of the agreement.

**v) Supply of Items**

The successful firms will have to supply items within 07 days (seven) after the issue of order/email at their own expenses or “vendor will supply the toners as and when required basis by IBA Karachi”.

**w) Authority**

The competent authority reserves the right to reject or approve any tender completely or partially. The reasons/ grounds for rejection of bids/ proposal will be communicated to supplier / contractors upon request.

**x) Quality of Goods**

If desired items are not supplied on time/or the supply are found substandard, the competent authority could not only cancel the agreement/PO during the year completely or partially without prior intimation but the bid security could also be confiscated and legal action could be initiated.

**y) Responsibility of Vendor**

Vendor is responsible to change with new toner if any toner found faulty in any aspect without any delay.

**z) Guarantee / Warranty**

Successful bidder’s representative along with procurement department will check the quantity of items at the time of delivery. The firm should provide Guarantee/Warranty .Warranty must be as per the tender specifications and must be verifiable from the manufacturer’s website.

**aa) Disqualify the Bidder**

Submission of any false statement/documents including concealing of any information is likely to disqualify the bidder.

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Stamp & Signature

**bb) Minimum Order Quantity**

Minimum order quantity of toner one time will be 05 units. In case of color toner kit it will be 03 sets. This is Rate Running Contract for One year, the estimated quantity of toners mentioned above. It is estimated quantity and IBA Karachi not bound to procure or order this quantity.

**cc) Required Specification**

No downward deviation from the required specifications of toners is accepted.

**dd) Acceptance**

Rates will be accepted on the basis of total lowest cost. Evaluation shall be done on total cost against estimated quantity however order quantity may vary as per requirement. IBA has a right to increase & decrease in quantity, vendor is bound to provide without any change in unit prices.

**ee) Bid Security**

Bid Security is 2% of total bid value (against proposed estimated quantity)

**ff) Performance Guarantee**

Performance Guarantee / Security 5% percentage of total bid value (against proposed estimated quantity).

**gg) Payment**

Payment will be made on monthly basis at the end of each month on submission of GST invoice against the delivered items.

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Stamp & Signature

## 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/supplier/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. Bill of Quantity Hp Toners

S.No	Description	Estimated Qty	Rate	Amount
01	Toner Hp 05A	50		
02	Toner Hp 14A	20		
03	Toner Hp 16A	10		
04	Toner Hp 26A	25		
05	Toner Hp 30A	20		
06	Toner Hp 35A	06		
07	Toner Hp 36A	50		
08	Toner Hp 49A	10		
09	Toner Hp 51A	15		
10	Toner Hp 53A	15		
11	Toner Hp 55A	35		
12	Toner Hp 78A	15		
13	Toner Hp 80A	40		
14	Toner Hp 83A	15		
15	Toner Hp 85A	40		
16	Toner Hp 90A	10		
17	Toner Hp 304 color set	20		
18	Toner Hp 304 black	05		
19	Toner Hp 507A Color Set	10		
20	Toner Hp 508A Color Set	06		
<b>Total</b>				
<b>17% GST</b>				
<b>Total Amount</b>				

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

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

## 7. **Bidder Qualification Criteria**

Only those bidders can apply in this tender who fulfil the mandatory criteria. Please attach supporting documents / evidence of your claim(s)

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1	Local/Global Affiliation with Manufacturer (HP) - in Pakistan.	
2	At least Tier-1 partner & Bid must be accompanied by Manufacturer's authorization letter from principal	
3	At least 3 years' business relation with the same manufacturer/brand.	
4	Minimum Rs. 10 million annual Turnover in terms of bank statement (duly verified by the bank) or financial statement for the last three years	
5	Bidder s must provide "Sales tax registration certificate both FBR and / or SRB" and NTN certificates at the time of submission of bidding document.	

\_\_\_\_\_  
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