

**Tender Fee: Rs. 3,000/-  
(Non-Refundable)**

# **Tender FORM**

## **Tender # MISC/02/24-25**

### **Provide Employee Verification Services**

**Date of Issue : December 19, 2024**  
**Last Date of Submission : January 3, 2025 (3:00 PM)**  
**Date of Opening of Tender : January 3, 2025 (3:30 PM)**

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

**NTN:** \_\_\_\_\_, **SRB Registration Number:** \_\_\_\_\_

**GST Registration Number:** \_\_\_\_\_

**Pay Order / Demand Draft #** \_\_\_\_\_, **Dated:** \_\_\_\_\_

**Amount of Rs.** \_\_\_\_\_, **Drawn on Bank:** \_\_\_\_\_

## Notice Request for Proposal (NIT)

### Request for Proposal

The Institute of Business Administration, Karachi (IBA) invites sealed bids from active taxpayer firms/companies/agencies registered with relevant tax authorities for the following Tender.

<b>Tender Title (Ref. No.)</b>	<b>Procedure</b>	<b>Bid Security</b>
Provide Employee Verification Services (MISC/02/24-25)	Single Stage One Envelope	2%
<b>Document Fee &amp; Important Dates</b>		
▶ <i>Tender Fee:</i>	Rs. 3,000/-	
▶ <i>Issuance start date:</i>	December 19, 2024, from 9:00 AM	
▶ <i>Issuance end date &amp; time:</i>	January 3, 2025, till 3:00 PM	
▶ <i>Submission date &amp; time:</i>	December 19, 2024, till January 3, 2025, from 9 AM to 3:00 PM	
▶ <i>Opening date &amp; time:</i>	January 3, 2025, at 3:30 PM	

Tender documents are available at the Office of the **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi**, on any working day (Monday to Friday). The tender documents can also 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: Sr. Executive Procurement on 38104700, Ext: 2152  
Email: [tenders@iba.edu.pk](mailto:tenders@iba.edu.pk), IBA Website: <https://tenders.iba.edu.pk>  
SPPRA EPADS Website: <https://portalsindh.eprocure.gov.pk/>

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## **1. Introduction**

Dear Tenderer:

Thank you, for the interest you have shown in response to the IBA's advertisement which has floated in IBA & SSPRA websites on December 19, 2024, to "*Employee Verification Services*".

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 over time.

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

Please contact Sr. Purchase Executive on 38104700 ext.: 2152 for any information and query

Thank you.

-sd-

**Registrar**

## **2. Instructions to Bidder**

- a. IBA Karachi expects that aspirant firms/companies/agencies 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 every page. Moreover, attach the required supporting documentation according to the requirement.
- a. It is mandatory to fill the Tender Forms in writing with 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 the item/column name or number etc that referred to the column/item of the Tender Form.
- b. Bidder can download Tender Document from the IBA website and SPPRA EPADS portal. 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.
- c. Tender Document (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.
- b. Bid Security of 2% of total charges will be submitted along with Tender Documents in the shape of a Pay Order / Demand Draft only in the name of the Institute of Business Administration.
- c. The successful bidder should provide 5% performance security for the total value of the purchase order/work order in the form of a pay order or bank guarantee before submission of the invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- d. Please mention "Tender Number" at the top of the envelopes. IBA, Karachi may reject any bid subject to the relevant provision of SPP Rules 2010 and may cancel the bidding process at any time before acceptance of the bid or proposal as per Rule-25(i) of said rules.
- e. All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- f. Firms / Companies shall maintain their status as active / filer taxpayers with taxation authorities while rendering services to IBA, Karachi.

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Stamp and Signature

### 3. Bidding Data

- A. Name of Procuring Agency:** Institute of Business Administration, Karachi
- B. Brief Description of Works:** Provide Employee Verification Services
- C. Procuring Agency's address:** IBA Main Campus, University Enclave, Karachi
- D. Amount of Bid Security:** Bid Security of 2% of the total amount/cost will be submitted along with Tender Documents in the shape of a Pay Order / Demand Draft only in the name of Institute of Business Administration, Karachi
- E. Period of Bid Validity (days):** 90 (Ninety Days)
- F. Performance Security Deposit:** Successful bidder should provide 5% Performance Security of the total value of the Work Order in the form of a Pay Order or bank guarantee before submission of the invoice. 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 for submitting the Tender Document is January 3, 2025, by 3 PM 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.
- H. The venue, Time, and Date of Bid Opening:** The tender will be opened on January 3, 2025, at 3:30 PM at IBA Main Campus, University Enclave, Karachi.
- I. Schedule of Work & Timeline:** The schedule of work and timeline will be framed with mutual consultation of the concerned Department and the Service Provider. However, the Service Provider is liable to abide and strictly adhere to the Schedule of Work and Timeline provided by the IBA.
- J. Liquidity damages:** 2% liquidity damages of the total amount will be imposed per month for which the service provider failed to complete task within the execution period.
- K. Deposit Receipt No:** \_\_\_\_\_ **Dated:** \_\_\_\_\_  
**Amount (in words and figures):** \_\_\_\_\_  
**Pay Order / Demand Draft #:** \_\_\_\_\_, **Amount: Rs.** \_\_\_\_\_  
**Drawn on Bank:** \_\_\_\_\_, **Dated:** \_\_\_\_\_

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 Stamp and Signature

## **4. Terms and 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 the bid, should be submitted along with the tender documents.

### **b. Performance Security**

The successful bidder should provide 5% Performance Security of the total value of the Purchase Order in the form of a Pay Order or bank guarantee prior to the signing of the Contract. The Performance Security shall extend at least three months beyond the completion of the contract.

### **c. Validity of the Tender**

All proposals and prices shall remain valid for 45 days from the closing date of the submission of the proposal. However, the Bidders are 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 under this tender shall be governed by and construed in accordance with the laws of Pakistan. The IBA and all bidders 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, of 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 a demo unit that the supplier quoted in the tender. After the final inspection of the unit, the decision will be made.

### **h. Support Capabilities**

The Service Provider should indicate the support capabilities for all the hardware provided during the course of the warranty.

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Stamp and Signature

**i. Compliance with Specifications**

The Bidders shall provide information as per requirements given in BoQ. However, Bidders can submit multiple solutions.

**j. Bid Evaluation:**

The bid will be considered as the Most Advantageous on most closely conforming to evaluation criteria and other conditions specified in the bidding document and having the Least cost.

**k. Cancellation**

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

**l. Invoice**

The invoice/bill should be submitted to the Procurement Department.

**m. Stamp Duty**

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

**n. Completion Time**

As per the turnaround schedule mentioned in the Scope of Work.

**o. Liquidity Damages**

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

**p. Increase in Price**

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

**q. Increase/decrease in Taxes**

Subject to Government's regulations.

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Stamp and Signature



**r. Payment**

Payments will be made on a monthly basis for profiles completed within that month. Payments will be issued within 30 working days following the submission of the corresponding invoice.

**s. Default**

If the Bidder fails to timely deliver services as per BoQ, IBA Karachi reserves the right to penalize and may also terminate the contract.

**t. Force Majeure**

The Service provider shall not be held liable in the event of their failure to comply with the delivery schedule of the ordered items(s) for reasons of Force Majeure including war and other instabilities invasion, the act of foreign enemies, embargo, civil war etc.

**u. Emergency Outage Management**

Bidder should have a Disaster Recovery site to resume the business in case of primary site failure with a minimum service outage.

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Stamp and Signature

## **5. Integrity Pact**

- (a) Its intention is not to obtain the Provide and 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 and 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 and remedies available to the IBA under any law, contract, or other instruments, 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 and 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 and Supply and /work/service or other obligation or benefit in whatsoever from the IBA.

### **Note:**

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

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Stamp and Signature

## **6. Scope of Work**

The Human Resource Department requires below services from the prospective service provider:

### **1. Educational Degree Verification - Local/International**

We require the verification of educational degrees and certificates from both local and international institutions, spanning from Matric/O-Level through to terminal degrees. This process ensures the authenticity and accuracy of the candidate's educational qualifications.

### **2. Police & Criminal Record Check**

#### **a. Comprehensive Police Records and Criminal Record Check**

This involves reviewing an individual's police records and criminal history to ensure they do not have a background of serious offences or criminal behavior that might pose a risk to the organization. This check aims to verify the candidate's integrity and reliability by uncovering any past legal issues or criminal activities.

#### **b. Nadra Verification**

NADRA (National Database and Registration Authority) Verification refers to confirming an individual's identity through the NADRA database, which maintains records of all registered citizens in a country. This process helps ensure that the candidate's identity is legitimate and matches the personal information provided.

#### **c. Name Screening (Sanctions, PEP, Blacklist)**

This involves checking the individual's name against various lists and databases to identify potential risks associated with them. This includes screening against:

- i. **Sanctions Lists:** To ensure the individual is not subject to international sanctions or trade restrictions.
- ii. **Politically Exposed Persons (PEP) Lists:** To determine if the individual holds or has held a prominent public position that might pose a risk of corruption or undue influence.
- iii. **Blacklist:** To check if the individual is on any lists of individuals deemed unsuitable or risky for engagement, often due to previous misconduct or security concerns.

### **3. Employment Verification**

#### **a. Employment Verification**

This involves confirming the candidate's employment history by validating their experiences and roles with all previous employers. The goal is to verify the accuracy of the information provided by the candidate regarding their job titles, responsibilities, and durations of employment.

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Stamp and Signature

**b. Reference checks**

- i. Two professional reference checks will be required, using the reference forms completed by two direct supervisors: one from the candidate's most recent position and one from the previous position (or two supervisors from the last organization if there was only one). These references are for assessing the candidate's work performance, skills, and suitability for the role.
- ii. Two personal reference checks, using the reference forms completed by individuals who know the candidate well but are not related by blood, marriage, or employment at IBA. These references provide insights into the candidate's character and qualities from a non-professional perspective.

**c. Web Portal, Cloud Storage, Digital Registration, and Employee Onboarding (Yearly Charges)**

- i. **Employee Information – Complete Profile:** Comprehensive employee profiles are maintained and accessible through the web portal, including all relevant personal and professional information.
- ii. **Verification Record Update – Easily Accessible:** Verification records are updated and readily accessible, allowing for efficient tracking and management of employee verification statuses.
- iii. **Excel Reports Download Option Available:** Users can download detailed reports in Excel format for in-depth analysis and record-keeping.
- iv. **Bulk Data Upload/Download:** The system supports bulk data upload and download, facilitating the efficient management of large volumes of employee information.
- v. **Multuser Option:** The platform accommodates at least 5 concurrent users, allowing for collaborative access and management of employee data and verification processes.
- vi. **Turnaround Time**

Sr #	Description & Features	Turnaround time
1.	Educational Degree Verification (Excluding Institute Fee) -Local and International	Within 25 working days
2.	Police & Criminal Record Check Comprehensive Police Records and Criminal Record Check	Within 3 working days
3.	NADRA Verification	Within 3 working days
4.	Name Screening (Sanctions, PEP, Blacklist)	Within 3 working days
5.	<b>Employment Verification</b> a. Employment Verification b. Employee verification c. Reference checks	Within 12 working days

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 Stamp and Signature

## 7. Bidder Qualification Criteria

S. No	Description	Yes	No
1.1	At least 3 years or more experience in employee degree verification & background checks, local and international.  (Please provide Documentary proof; copies of contracts)		
1.2	Services provided to at least 5 organizations/universities/ HEIs/ MNCs in Pakistan.  (Please provide Documentary proof; copies of contracts)		
1.3	Must have a web portal, cloud storage, digital registration, and employee onboarding.  (Please provide Documentary proof)		
1.4	Has your firm ever been blacklisted by IBA or any other Government firm?  (Please provide an undertaking on Rs.100/- Stamp paper that your firm is not blacklisted by IBA or any other firm)		
1.5	Sales tax registration certificate both FBR and SRB and NTN certificates.  (Provide a copy of a valid SST Registration Certificate and last month's SST return)		
1.6	Average Annual Turnover of Rs. 6 million (per year) in last 3 years  (Provide last 3 years Annual Return and Audited Financial Statement)		

**Note:** Please note that IBA can verify any document submitted by the service provider at any point in time. In case of non-validation of any document submitted during/ after the bidding process, the IBA reserves the right to remove the agency from the IBA's panel.

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Stamp and Signature

**8. Bill of Quantity:**

S #	Description & Features	Qty	Unit Price	Total Amount
1a.	<b>Educational Degree Verification</b> (excluding Institute Fee) Local	600 documents		
1b.	<b>Educational Degree Verification</b> (excluding Institute Fee) International	200 documents		
2.	<b>Police &amp; Criminal Record Check</b> Comprehensive Police Records and Criminal Record Check	800 persons		
3.	<b>NADRA Verification</b>	800 persons		
4.	<b>Name Screening</b> (Sanctions, PEP, Blacklist)	800 Persons		
5a.	<b>Employment Verification</b>	2400 documents		
5b.	<b>Reference checks</b>	3200 documents		
6.	<b>Web Portal</b> for cloud storage, digital registration, and employee onboarding (annual charges) Features: a. Employee information portal b. Verification record update - easily accessible c. Excel reports download option available. d. Bulk data upload/ download e. Multiuser option	1 year		
			<b>Total</b>	
			<b>15% SST (If Applicable)</b>	
			<b>Grand Total</b>	

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

\_\_\_\_\_  
Stamp and 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 and Signature