

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

# **TENDER FORM**

## **Re-Tender # IT/07/17-18**

### **Public Relation Services for CICT Project**

**Date of Issue** : **March 27, 2018**

**Last Date of Submission** : **April 18, 2018 (12 noon)**

**Date of Opening of Tender** : **April 18, 2018 (12:30 PM)**

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

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

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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 on March 27, 2018 to "Public Relation Services for CICT Project".

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 Procurement Executive ICT 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 Service provider 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 SBD available on IBA's Website and at the office of Sr. Manager

### **(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 building IBA Main Campus, University Road, Karachi from March 27, 2018 to April 18, 2018 during working 9:00 AM to 12 noon.

### **(d) Submission of Tender**

The last date of submit the Tender Document in sealed envelope in April 18, 2018 by 12 noon in the Office of the Sr. Manager Procurement & Stores, Ground Floor, Fauji building Foundation IBA Main Campus, University Road, Karachi. The Tender will be opened on same day at 12:30 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 / 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.

### **(g) Financial Turn Over**

Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.

**(h) Tax Certificates**

Copy of Sales Tax & Income Tax Certificate should be attached.

**(i) Clientle List**

Clialtal list is required.

**(j) 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.

**(k) Communication**

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

Contact Person (IBA): Procurement Executive ICT  
Institute of Business Administration,  
Main Campus, University Road,  
Karachi

Tel # : 111-422-422 Ext 2112

Email : [anaqvi@iba.edu.pk](mailto:anaqvi@iba.edu.pk)

**(l) Submission of Documents, Mode of Delivery 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.**

**(m) Submission of Tender**

The complete tender document should be submitted by 12 noon on April 18, 2018 at the office of Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation IBA Main Campus, University Road, Karachi

**(n) Date of Opening of Tender**

Bid will be opened on April 18, 2018 at 1230 hours at Office of the Sr. Manager Procurement & Stores IBA Main Campus in presence of representative bidders who may care to attend.

**(o) Rights**

Competent authorities reserve the rights to accept or reject any quotation / tender without Any reason thereof.in pursuance to the SPP rule 2010 & may cancel the bidding process at any time prior to acceptance of bid.

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Stamp & Signature

### 3. Bidding Data

- (a) **Name of Procuring Agency:** Institute of Business Administration, Karachi
- (b) **Brief Description of Works:** Public Relation Services for CICT Project
- (c) **Procuring Agency's address:-**Main Campus, University Road, 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 before submission of 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 of submit the Tender Document in sealed envelope in April 18, 2018 by 12 noon in the Office of the Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation Building IBA Main Campus, University Road, Karachi. The Tender will be opened on same day at 12:30 PM in the presence of representatives who may care to attend.
- (h) **Venue, Time, and Date of Bid Opening:-** Tender will be opened on April 18, 2018 on 12:30 PM at IBA Main Campus, University Road, Karachi.
- (i) **Time for Completion from written order of commence:-** 90 days
- (j) **Liquidity damages:-** Liquidity damages at the rate of 2% per day of the total contract amount will be imposed on delayed delivery or work up to 10% of the total contract value.
- (k) **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) 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) 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 service provider is encouraged to state a longer period of validity for the proposal.

### **c) Currency**

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

### **d) Sales Tax and other Taxes**

Service provider is hereby informed that the IBA shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any service provider. The Service provider will be responsible for all taxes on transactions and / or income, which may be levied by the government. If Service provider is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.

It is to be **noted** that IBA Karachi being an educational Institution is exempt from the whole of customs-duties (specified in the First Schedule to the Customs Act, 1969 (IV of 1969)), and the whole of sales tax on the goods imported in the name of IBA-Karachi. The Letter of Credit (LC) will however be opened by the supplier.

### **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) Delivery of Equipment**

All equipment for the project will be delivered new, in packed condition directly to the location, as per the discretion of IBA. If equipment delivered is not conforming to the specifications and bill of quantity, the equipment will not be accepted. The equipment will be installed only after inspection.

### **g) 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 Service provider 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.

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Stamp & Signature

**h) Acceptance of Proposals**

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

**i) Support Capabilities**

The Service provider should indicate the support capabilities for all the hardware provided during the course of the project. Details of qualifications / capabilities of support staff should also be included in the corporate profile.

**j) Compliance to Specifications**

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

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

**k) 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.

**l) 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.

**m) 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.

**n) 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.

**o) 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.

**p) Quantity**

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

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Stamp & Signature



**q) Invoice**

Invoice / bill should be submitted to Purchase & Stores.

**r) Stamp Duty**

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

**s) Public Relations Services Proposal for CICT-IBA**

**Objective: -**

- To highlight the progress, developments & achievements of **ICT-IBA** in Pakistan.
- To highlight the role and contributions of **ICT-IBA** in producing IT Entrepreneurs in Pakistan.
- To highlight the contributions of **ICT-IBA** in training the underprivileged youth.
- To build reputation and image of **ICT-IBA** with local media.
- To generate regular coverage for **ICT-IBA's** activities and achievements.

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Stamp & Signature

## 5. Integrity Pact

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

M/s. \_\_\_\_\_, the Service provider 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 Service provider 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 Service provider 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, Service provider 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 service provider 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.**

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Stamp & Signature

**6. Bill of Quantity (BoQ)**

Sr. #	Description	Amount
1	<p><b>Public Relations Services Proposal for CICT-IBA Services for Capacity Building Project:</b></p> <ol style="list-style-type: none"> <li>1. Press Release to media.</li> <li>2. Coverage of Certificate Distribution Ceremony Media Management</li> <li>3. Interview of designated personal with a Local Urdu Newspaper</li> <li>4. One Exclusive Story on how this training will bring positive impact on Government Servants' working and productivity.</li> <li>5. Publication of one Article by designated personal on how Capacity Building of Government Servants can bring a revolution in Government Offices, improve productivity and efficiency etc.</li> <li>6. Interview of designated personal with a local English Newspaper.</li> <li>7. Blog on the concept of training and its outcomes at the end of session.</li> </ol> <p><b>Services required from PR Agency:</b></p> <ol style="list-style-type: none"> <li>1. <b>Selection of Media &amp; Journalists:</b> PR Agency would select Media and journalists.</li> <li>2. <b>Media Invitations:</b> PR Agency will be responsible for Invitations and Follow-up with Media.</li> <li>3. <b>Press Release Drafting &amp; Translation:</b> PR Agency will draft Press Releases out of the material and quotes provided by the client. Once English draft is approved, translate it for Urdu Media too.</li> <li>4. <b>Media Management &amp; Coordination at Event:</b> PR Agency would accompany Media and client during the event in order to manage and assist them at the event.</li> <li>5. <b>Media Monitoring &amp; Clipping Report:</b> PR Agency will monitor Media and provide a comprehensive Clippings Report to client after the event.</li> </ol> <p><b>Duration:</b> One Year.</p>	
<b>Total Amount (Inclusive of all Taxes)</b>		

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

## **6 Terms of Reference**

The following terms of the works are agreed by the professional(s) / consultancy firm(s) / company etc:

- (i) **Receiving/Acceptance of Letter of Intent (LoI):** The Service Provider will sign the copy of the LoI as acknowledgement.
- (ii) **Date of Execution:** May 2018
- (iii) **Abrupt / Poor Performance:** Penalty 5% of the total amount will be imposed for which the Service Provider failed to deliver within the specified parameters.
- (iv) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (v) **Production Execution:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance job without assigning any reason and Service Provider will abide the instruction.
- (vi) **Condition of Works:** All services must meet in all respects with the requirement of the LoI and must be in acceptable format of Execution otherwise they will be liable to rejection.
- (vii) **Execution of Services:** After completion of job delivered to the authorized personnel will sign the receipt with stamp on delivery note.
- (viii) **Rejection of Works:** We reserve the right to cancel any or all the items if services is not in accordance with our specification or if the completion of assignment is delayed.
- (ix) **Disclosure of Confidential Script/Material:** All rights reserved with the IBA, Karachi and no information either in written/electronic media/copying form should be disseminated without the permission of the authority.
- (x) **Termination:** That upon termination of the agreement the Service Provider shall be permitted to remove all its devices and equipment which may have been placed by its at premises from the time to time.
- (xi) **Submission of Bills/Invoices:** Invoice/bill, Work Order & Delivery Challan should be submitted to Finance Department, IBA, Karachi.
- (xii) **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 IBA and the Service Provider for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties under the Arbitration Act 1940.
- (xiii) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xiv) **Validity of Bid:** Validity is for ninety (90) days.
- (xv) **Performance Security:** Successful bidder should provide 5% Performance Security of total value of 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 / Warranty, whichever is longest.

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Stamp & Signature

- (xvi) **Individual Company Profile:** Profile be attached with this document.
- (i) **Bid Security:** 2% Bid Security should be evaluated on higher cost and deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (ii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (iii) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- (iv) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (v) **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.
- (vi) **Tender Document:** Available at the Office of Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi.
- (vii) **Discourage Child Labor:** All staff must have CNIC and clearly mentioned to discourage work through child labor.
- (viii) **Submission of Tender:** Last date for submission is April 18, 2018 up to 12 noon.
- (ix) **Opening of Tender:** Tender will be opened on April 18, 2018 on 12:30 PM at IBA Main Campus, University Road, Karachi.
- (x) **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 Purchase Order.
- (xi) **Stamp Duty:** 0.35% against total value of Work Order will be levied accordingly.
- (xii) **Experience:** At least 5 plus years experience required for this tender.
- (xiii) **Turn Over:** Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (xiv) **Blacklisted:** Vendor/Service provider 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.
- (xv) **Sales Tax Registration Certificate:** Manufacturers / Firms / Service provider / Companies / Distributors must provide "Sales tax registration certificate with last month return copy both FBR and / or SRB" at the time of submission of bidding document.

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Stamp & Signature

## 7. Bidder Qualification Criteria

<b>Information required from Manufacturer/Firms/Companies/Distributors/Suppliers</b>	
<b>General information</b>	
Name of the firm	
Name of contact person	
Cell #	
Office address	
Office phone #	
Office fax #	
Year of establishment	
Main area of business	
GST reg #	
NTN	
Annual turnover	
Values of projects in hand	
<b>Details of staff employed</b>	
Managerial capabilities a) Total # of permanent staff b) Total # of contract staff	
Technical capabilities c) Total # of permanent staff d) Total # of contract staff	
Cumulative experience	
<b>Technical experience</b>	
No of years in business for similar assignments	
No and value of similar assignments completed in last 3 years	
Clientelé	
Technical staff expertise / skills	

\_\_\_\_\_  
Signature and seal  
of Manufacturer/firms/companies/distributors/suppliers

\_\_\_\_\_  
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