



***Tender Fee: Rs.1000/-
(Non-Refundable)***

TENDER FORM

Tender # MISC/01/26-27

Courier Services

FINANCIAL PROPOSAL

Company Name: _____

NTN: _____

SRB / GST Registration Number: _____

Pay Order / Demand Draft # _____, **Drawn on Bank** _____

Amount of Rs. _____, **Dated:** _____

C O N T E N T S

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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 & SPPRA EPADS websites on October 01, 2026, to "Courier 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 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 Procurement on 38104700 ext: 2155 for any information and query.

Thank you.

-sd-
Registrar

2. Instructions

- a) The Institute of Business Administration, Karachi (IBA) expects that aspirant Courier 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.
- b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space please attach a paper & clearly mention item/column name or number etc that referred the column/item of the Tender Form.
- c) You can collect the Tender Document from the EPADS SPPRA website, IBA website www.tenders.iba.edu.pk or office of Manager Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, University Road, Karachi from XXXX XX, 2026 to YYYY YY, 2026 during working 09:00 AM to 03:00 PM.
- d) The last date of submit the Tender Document in sealed envelope in October 16, 2026 by 03:00 PM in Tender Box placed at the Security Office, Gate # 4, 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) Bid Security of Rs. 25,000/- will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (a) Successful bidder should provide Performance Security Rs. 70,000/- in the form of Pay Order or bank guarantee before signing of Contract Agreement. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of contract.
- f) Kindly mentioned "Tender Number" at top left corner of the envelope.

Stamp & Signature

3. Bidding Data

- (a) **Name of Procuring Agency:** Institute of Business Administration, Karachi.
- (b) **Brief Description of the Procurement:** Courier Service.
- (c) **Procuring Agency's address:** IBA Main Campus, University Enclave, University Road, Karachi.
- (d) **Amount of Bid Security:** Bid Security amounting Rs. 25,000/- will be submitted along with Tender Documents in the shape of PAY ORDER / DEMAND DRAFT only in the name of the 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 submitting the Tender Document is October 16, 2026, by 03:00 PM on SPPRA EPADS portal. The original Bid Security along with the Original Bid (duly signed and stamped) must be dropped in Tender Box placed at the Security Office, Gate # 4, IBA Main Campus, University Enclave, University Road, Karachi till 03:00 PM on October 16, 2026. The Tender will be opened on the same day at 03:30 PM in the presence of representatives who may care to attend.
- (g) **The venue, Time, and Date of Bid Opening:** The Tender will be opened on October 16, 2026, at 03:30 PM at IBA Main Campus, University Enclave, University Road, Karachi in the presence of representatives who may care to attend.
- (h) **Time for Execution/Completion from written order of commencing:** 15 days.
- (i) **Liquidity damages:** In the event of delay in delivery of required services at supplier/service provider fault, the supplier/service provider shall inform the purchaser before the expiry of such period giving reasons or justification for delay. However, the purchaser reserves the right to take the following actions:
- 1) Evaluate the request for extension in the delivery period as per its merit and may consider extension in delivery period or otherwise.
 - 2) May cancel the contract.
 - 3) Liquidated damages (if imposed) will be recovered at the rate of up to 2% per month and shall not exceed 10% of the total value of the contract.
- (j) **Contract Agreement:** Contract Agreement shall be assigned to the successful bidder on Stamp Paper comprising stamp duty of 0.35% (converted amount in PKR) of the total value of Bid offered in response to the tender. Stamp duty will be paid by the bidder.
- (k) **Deposit Receipt No:** _____ **Dated:** _____
Amount (in words and figures): _____
Pay Order / Demand Draft #: _____, **Amount: Rs.** _____
Drawn on Bank: _____, **Dated:** _____
- #, Amount :Rs.....Drawn on Bank..... Dated.....

Stamp & Signature

4. Terms & Conditions

The following terms of the services are agreed by the Courier Service:

- i. **Signing of Contract Agreement:** The company / agency will sign the contract agreement as acknowledgement.
- ii. **Services Deliverable:** All services must be executed as specified in entitlement / authorization. Non-compliance with this condition renders the services liable to non-acceptance.
- iii. **Standard of Services:** The agency shall observe the highest standard of ethics during the execution of the contract.
- iv. **Service Execution:** Competent Authority reserves the right to change/alter/remove/reduce/enhance services without assigning any reason and the agency / company will abide the instruction(s).
- v. **Transferable / Assignable:** The Courier Services is not transferable/assignable.
- vi. **Non-Delivery of Parcels / Letters etc:** In case of untimely or non-delivery of parcels/letters etc. or damage to the parcels/letter, IBA, Karachi reserves the right to deduct the aforementioned amount from the monthly bill of the Courier Service provider.
- vii. **Submission of Bills/Invoices:** Invoice/bill with daily dispatch slips should be submitted to Finance Department on monthly basis.
- viii. **Poor Performance:** Penalty 2% of the total amount will be imposed per month for which the company/agency failed to deliver as per standard or in accordance to the entitlement / authorization.
- ix. **Termination:** That upon termination of this agreement the agency shall be permitted to withdraw all its liabilities, liens, dues, devices, equipment and manpower which may have been placed at anywhere from the time to time.
- x. **Contract Duration:** The period of execution will identify on Contract Agreement for one year, extendable upon mutual consent and subject to satisfactory performance.
- xi. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- xii. **Price / Rate:** Price / rate must be quoted on Tender Document only and submitted in sealed envelope.
- xiii. **Submission of Bills/Invoices:** Invoice / bill & Delivery Advice should be submitted to Finance Department.
- xiv. **Rejection of Services:** We reserve the right to cancel any or all the services if it is not in accordance with our specification or if the execution of services is delayed.
- xv. **Stamp Duty:** Stamp duty of 0.35% for Services against total value of Work will be levied accordingly.
- xvi. **Advance Payment:** Advance Payment subject to Bank Guarantee.
- xvii. **General Service/Sales Tax:** General Services/Sales Tax will be paid on applicable items only by the company/firm/agency.

Stamp & Signature

- xviii. **Arbitration:**
- a) In case of any dispute, difference, or question which may at any time arise between the parties hereto or any person under them, arising out of or in respect of this Letter of Intent or the subject matter hereof, the same shall be referred to and finally resolved by arbitration under the Arbitration Act, 1940, as amended from time to time. The arbitration shall be administered in accordance with the rules and procedures of the Alternative Dispute Resolution International Center (ADRIC) at the Institute of Business Administration (IBA), Karachi.
- b) The arbitration shall be conducted by a sole independent arbitrator mutually agreed upon by the parties. If the parties fail to agree on an arbitrator within fifteen (15) days of a written request by either party, the arbitrator shall be appointed in accordance with the rules of the ADRIC. The seat and venue of arbitration shall be Karachi, Pakistan, and the proceedings shall be conducted in the English language. The substantive and procedural laws of Pakistan shall apply. Subject to the foregoing, the parties agree that the courts at Karachi shall have exclusive jurisdiction.
- xix. **Performance Security:** Performance Security Rs. 70,000/- should be submitted in form of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- xx. **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- xxi. **Validity of Bid:** Validity is for Forty-Five (45) days.
- xxii. **Bid Security:** Bid Security of Rs.25,000/- must be deposited along with the Tender Form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- xxiii. **Rights:** IBA reserve the right to accept or reject any or all application(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.
- xxiv. **Contract Duration:** The contract would initially be for a period of ONE YEAR and subject to satisfactory performance, it may be extended for further year/s upon mutual agreement.
- xxv. **Company Profile:** Company Profile be attached with this document.
- xxvi. **Tender Document:** Tender Document is available at EPADS and our website www.tenders.iba.edu.pk and the Office of Manager Procurement, IBA Main Campus, University Road, Karachi.
- xxvii. **Submission of Tender:** Last date for submission is October 16, 2026, up to 03:00 PM.
- xxviii. **Opening of Tender:** Tender will be opened on October 16, 2026, on 3:30 PM at IBA Main Campus, University Road, Karachi.
- xxix. **Taxes :** All Government taxes (including Income tax and stamp duties), levies and charges will be charged as per applicable rates / denomination of Agreement.

Note:

All terms and conditions of this tender vide # MISC/01/26-27 will be the integral part of the final agreement and can't be revoked.

Stamp & Signature

5. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the Service Provider;

M/s. _____, the Courier 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 Courier 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 Courier 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, Courier 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 company/firm/supplier/agency/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.

Stamp & Signature

6. Bill Of Quantity

Annexure 'A'

Rates / Charges Courier Services for Domestic (Overland)

Domestic (Overland)						
Rate (Rs.)						
Weights	Sindh	Punjab	Khyber Pakhtoon Khuwah	Balochistan	Gilgit Baltistan	Azad Kashmir
Documents						
Weight (kg)						
0.5						
1.0						
1.5						
2.0						
Parcels Weight						
(kg)						
0.5						
1.0						
1.5						
2.0						
2.5						
3.0						
3.5						
4.0						
4.5						
5.0						
5.5						
6.0						
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19.0						
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20.5						
21.0						
21.5						
22.0						
22.5						
23.0						
23.5						
24.0						
24.5						
25.0						
Additional 0.5kg						

Stamp & Signature

Annexure 'B'

Rates / Charges Courier Services for Domestic (Overnight)

Domestic (Overnight)						
Rate (Rs.)						
Weights	Sindh	Punjab	Khyber Pakhtoon Khuwah	Balochistan	Gilgit Baltistan	Azad Kashmir
Documents Weight (kg)						
0.5						
1.0						
1.5						
2.0						
Parcels Weight (kg)						
0.5						
1.0						
1.5						
2.0						
2.5						
3.0						
3.5						
4.0						
4.5						
5.0						
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20.0						
20.5						
21.0						
21.5						
22.0						
22.5						
23.0						
23.5						
24.0						
24.5						
25.0						
Additional 0.5kg						

Stamp & Signature

Annexure 'C'

Rates / Charges Courier Services for International

International											
Rate (Rs.)											
Weights	UAE Middles East	Central Asia	UK	South Asia	Western Europe	Asia Pacific	USA /Canada	Eastern Europe	Africa	Latin America	Other Destination
Documents											
Weight (kg)											
0.5											
1.0											
1.5											
2.0											
Parcels											
Weight (kg)											
0.5											
1.0											
1.5											
2.0											
2.5											
3.0											
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22.5											
23.0											
23.5											
24.0											
24.5											
25.0											
Additional 0.5kg											

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