



**Institute of
Business Administration
Karachi**

Leadership and Ideas for Tomorrow

Date: October 3, 2015

NOTIFICATION

The competent authority is pleased to constitute following committee for upcoming tender "Photography & Video Services for Convocation - 2015". Tender Number: MISC/05/15-16.

1. Mr. Abdul Rehman (Sr. Manager Contracts, IBA)
2. Dr. Nasir Tauheed (Professor, IBA)
3. Mr. Haris Qureshi External Member (HEJ, Karachi University)
- 4.
- 5.

TORs of committee are;

- Facilitating and recommending approval or rejection for Purchasing Authority,
- Ensure compliance with IBA Procurement Policy and Procedures (PP&P), SPPRA rules, etc,
- Recommend procurement method in case of emergency and direct contracting, etc.
- Declaring award of contracts to the lowest evaluated responsive bidders,
- Approval / preparation of bidding documents.
- Approval / preparation of evaluation report
- Responsible for technical and financial evaluation of the bids,
- Provide views and suggestion on how procurement should be taken forward and may set general rules in advance for certain types of procurements, and,
- Acts as a source of advice on contract guidance and for specific cases raised by staff.

Regards

For or on behalf of
IBA, Karachi