

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

TENDER FORM

Tender # ME/15/20-21

Provision of Gym Equipment

Date of Issue : February 19, 2021

Last Date of Submission : March 10, 2021 (3:00 pm)

Date of Opening of Tender : March 10, 2021 (3:30 pm)

Company Name: _____

NTN: _____

SRB / GST Registration Number: _____

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

Amount of Rs. _____, Dated: _____

Notice Invitation Tender (NIT)**Tender Notice**

The Institute of Business Administration, Karachi (IBA) invites sealed bids from active taxpayer manufacturers / firms / companies / distributors / suppliers registered with SRB / FBR (where applicable) for the following tender under Single Stage One Envelope procedure.

Tender Title / Description	Tender Fee	Tender Issuance Date	Last Date of Tender Issuance Date & Time	Tender Submission Date & Time	Opening Date & Time
Provision of Gym Equipment ME/15/20-21	Rs.500/-	February 19, 2021	March 10, 2021 before 3:00pm	February 19, 2021 to March 10, 2021 before 3:00pm	March 10, 2021 at 3:30pm

Tender Documents may be collected after submission of paid fee challan from the Office of **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi** on any working day (Monday to Friday). Alternatively the tender document can be downloaded from the website. The Tender fee challan is to be generated from the IBA website <https://www.iba.edu.pk/tenders/> which may be deposited in any branch of Meezan Bank Ltd. Sealed bids should be dropped in Tender Box placed at the Security Office, Gate # 4, IBA Main Campus University Enclave Karachi and will be opened on same date & venue at 3:30 pm in the presence of the bidders representatives who may wish to attend. In case of holiday the tender shall be opened / received on the next working day at same place and time. Bid Security of 2% of total cost in form of Pay Order or Demand Draft, in favor of "IBA Karachi" along with the Tender Documents must be submitted.

Kindly mention "Tender Number" at top left corner of the envelope. IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to relevant provision of SPP Rules 2010

REGISTRAR

IBA, Main Campus, Univeristy Enclave, Karachi 75270

111-422-422 Fax (92-21) 99261508

Contact Person Sr. Executive Purchase on 38104700 ext: 2150

Email tenders@iba.edu.pk Website <https://www.iba.edu.pk/tenders/>

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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 February 19, 2021 to "Tender for Provision of Gym Equipment".

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 Head of Procurement on 38104700 ext: 2150 for any information and query

Thank you.

-sd-
Registrar

2. Instructions

- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant manufacturers / firms / supplier / companies / distributors 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 office of Head of Procurement , IBA Main Campus, University Enclave, Karachi from February 19, 2021 to March 10, 2021 during working 9:00 am to 3 pm.
- (d) The last date of submit the Tender Document in sealed envelope in March 10, 2021 by 3 pm in the Office of the Head of Procurement , IBA, Main Campus, University Enclave, 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 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.
- (f) 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 / Warranty, whichever is longest.
- (g) 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.

Stamp & Signature

3. Bill Of Quantity

Sr. #	Description	Qty	Quoted Brand	Quoted Model	Rate	Amount
1	Treadmill Description: Commercial Ac motor Motor: Heavy 2hp Ac motor Speed: 1-22km/h Incline: 15 % Auto Running Surface: L 58.3cm, W21.6cm Computer: Hand Pulse, Time, Speed, Distance, Calories, Incline Display: 5 Led Windows Display Programs: 24 pre Set Safety lock system Metal tube	1				
2	UPRIGHT BIKE Description: S602D lifestyle bike manual Resistance: Magnet Control Tension Level: 8 Levels Adjustable Display Console: LCD Display Window showing Speed, Distance, Time, Calories, Pulse, Odometer, Scan, Mobile / Tablet holder Pulse Type: Hand Pulse in Handle Bars Flywheel Weight: 4.5 KG Balanced Flywheel Seat: Adjustable Horizontally and Vertically	1				
A. Total						
B. 17% GST						
Grand Total Amount (A+B)						

Grand Total Amount Rupees (in words) _____

Stamp & Signature

4. Bidding Data

(a). Name of Procuring Agency: Institute of Business Administration, Karachi

(b). Brief Description of Works : Tender for Provision of Gym Equipment

(c).Procuring Agency's address:-Main Campus, University Enclave, 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 in favor of IBA, Karachi, 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 to submit the Tender Document in a sealed envelope is March 10, 2021, 3pm, Office of Head of Procurement , Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi. The Tender will be opened on same day at 3:30 pm in the presence of all the bidders, or their representatives who may choose to be present in person.

(h). Venue, Time, and Date of Bid Opening:- Tender will be opened on March 10, 2021 at 3:30 pm, Office of Head of Procurement , Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi.

(i). Time for Completion from Written Order of Commence:- 60 days

(j).Liquidity Damages:- 2% liquidity damages of the total amount will be imposed per month for which the contractor failed to complete work within the execution period.

(k). Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft

, Amount :Rs.....Drawn from Bank..... Dated.....

Stamp & Signature

5. Bidder Qualification Criteria

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1	Minimum 3 years of experience in relevant field.	
2	Last 3 years' financial statements minimum 1 million (per year) in terms of bank statement or financial statement.	
3	Service Providers must provide "Sales tax registration certificate both FBR and / or SRB" and NTN certificates at the time of submission of bidding document.	

Stamp & Signature

6. Terms & Conditions

The following terms of the supply are agreed by the manufacturers / companies / distributor / firm:

- (i) **Receiving / Acceptance of Purchase/Work Order:** The manufacturers / companies / distributor / firm will sign the copy of the Purchase/Work Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Delivery Challan on which the Order number, date of delivery/work execution, quantity, quality, specs, manufacturer name clearly mentioned. Non-compliance with this condition renders the goods / works liable to non-acceptance. After seven days, IBA will not be responsible for any claim(s) / responsibility.
- (iii) **Place of Delivery:** As specified in the Purchase/Work Order unless otherwise informed accordingly.
- (iv) **Late Delivery:** 2% liquidity damages of the total amount will be imposed per month for which the company/firm/agency failed to deliver within the delivery/execution period and maximum upto 10%.
- (v) **Inspection:** Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- (vi) **Quantity:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (vii) **Condition of Goods / Works:** All items must meet in all respects with the specs & conditions of the order and must be in good condition otherwise will be rejected.
- (viii) **Delivery of Goods / Works:** All the items must be delivered to the Stores of the IBA. Incharge Stores or his representative will sign the receipt with stamp on delivery challan.
- (ix) **Rejection of Goods / Works:** IBA reserves the right to cancel any or all the items if material is not in accordance with our specification or if the delivery is delayed.
- (x) **Completion/Termination:** That upon completion/termination of this agreement the service provider shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time.
- (xi) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Procurement & Stores Department.
- (xii) **Advance Payment:** Advance Payment is subjected to Bank Guarantee.
- (xiii) **Validity of Bid:** Validity of bid is for ninety (90) days.
- (xiv) **Company Profile:** Company Profile may be attached with this document.
- (xv) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the prevailing SPP Rules.
- (xvi) **Price / Rate:** Price / rate must be quoted in the Tender Form only and submitted in sealed envelope.
- (xvii) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.

Stamp & Signature

- (xviii) **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 Registrar of the IBA and CEO of the company / firm / agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- (xix) **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 for any single items to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.
- (xx) **Discourage Child Labor:** All staff must have CNIC and clearly mentioned to discourage work through child labor.
- (xxi) **Environmental Friendly Procedure:** Supplier must adopt and provide Environmental Friendly procedures / products.
- (xxii) **Submission of Documents:** Last date for tender submission is March 10, 2021 latest by 3:00 pm.
- (xxiii) **Opening of Tender:** Tender will be opened on March 10, 2021 at 3:30 pm, IBA Main Campus, University Enclave, Karachi.
- (xxiv) **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.
- (xxv) **Stamp Duty:** Stamp duty 0.35% for Goods / Services / Works against total value of Purchase Order will be levied accordingly.
- (xxvi) **Delivery Time:** The items should be delivered within three weeks from the date of acceptance of Purchase Order.
- (xxvii) **Warranty:** OEM warranty must be provided by the supplier/bidder.

Stamp & Signature

7. Integrity Pact

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

M/s _____, the manufacturers / companies / distributor / firm 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 manufacturers / companies / distributor / firm 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 manufacturers / companies / distributor / firm 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, manufacturers / companies / distributor / firm 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 manufacturers / companies / distributor / firm 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

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 _____

SIGNATURE & STAMP

Stamp & Signature