

TENDER FORM

Tender # PS/1/19-20

Provision of Designing & Printing of Annual Report

Date of Issue : **October 11, 2019**
Last Date of Submission : **October 30, 2019 (3:00 pm)**
Date of Proposal Opening : **October 30, 2019 (3:30 pm)**

Company Name: _____

NTN: _____

SRB / GST Registration Number: _____

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

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

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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 October 11, 2019 to "Provision of Designing & Printing of Annual Report".

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 Sr. Purchase Executive 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 Printers 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 unanswered 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 Sr. Manager Procurement & Stores, IBA Main Campus, University Road, Karachi from October 11, 2019 to October 30, 2019 during working 9:00 am to 3:00 pm.
- (d) The last date of submit the Tender Document in sealed envelope in October 30, 2019 by 3:00 pm in the Office of the Sr. Manager Procurement & Stores, IBA, Main Campus, University Road, 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, whichever is longest.

Stamp & Signature

3. **BILL OF QUANTITY**

Provision of Designing & Printing of Annual Report

S.#	Specification	Qty	Rate	Amount
01	<p><u>Designing & Printing of Annual Report</u></p> <p><u>Size:</u> A4 (closed size)</p> <p><u>Title card:</u> 310gsm Art Card with matt lamination</p> <p><u>Printing Title:</u> 4+4 color with UV spot</p> <p><u>Printing Pages:</u> 4+4 color</p> <p><u>Crease:</u> 02 creases (01 front & 01 back)</p> <p><u>Binding:</u> Hot glue stitch binding</p> <p><u>Pages:</u> 100 approx</p> <p><u>Grammage:</u> 150gsm art paper</p> <p><u>Envelop:</u> 128 gsm matt paper with 4 color printing</p> <p><u>Others:</u> Die Cutting with making</p> <p><u>Printing:</u> At least 4 color machine</p> <p><u>Designing & Composing:</u> Aesthetic Designing with the consent of concerned authorities. Designing of IBA Annual Report 2019-2020 100 Pages including cover and back page Conceptualization Photo Color Correction Visualization Final Artwork Colored Sample Copy Off Prints / Dummy should provide before printing for approval:</p>	400 Copies with Envelopes		
Total				
17% GST				
Total Amount				

Grand Total Rupees (in words) _____

Please also quote per page rate for ready reference:

Rate for addition/reduction in page quantity per page Rs. _____

(Exclusive of Taxes)

Stamp & Signature

4. **BIDDER QUALIFICATION CRITERIA**

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1	Minimum 3 years of experience in related 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 bid.	

Stamp & Signature

5. BIDDING DATA

- (a). **Name of Procuring Agency:** Institute of Business Administration, Karachi
- (b). **Brief Description of Works:** Provision of Designing & Printing of Annual Report
- (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 October 30, 2019 by 3:00pm in the Office of the Sr. Manager Procurement & Stores, IBA, Main Campus, University Road, Karachi. The Tender will be opened on same day at 3:30 pm in the presence of representatives who may care to attend.
- (h). **Venue, Time, and Date of Bid Opening:-** Tender will be opened on October 30, 2019 at 3:30pm.
- (i). **Time for Completion from written order of commence:-** 90 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 on Bank..... Dated.....

Stamp & Signature

6. Terms & Conditions

The following terms of the works are agreed by the printer:

- (i) **Receiving/Acceptance of Purchase/Work Order:** The Printer will sign the copy of the Work Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Delivery Challan on which the Order number, date of delivery/work execution, quantity, quality, specs, 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) **Delayed Delivery:** 2% liquidity of the total amount will be imposed per month for which the printer failed to deliver within the delivery/execution period.
- (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 Delivered:** 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:** All items must meet in all respects with the specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- (viii) **Delivery of Goods:** All the items must be delivered to the Store of the IBA who will sign the receipt with stamp on delivery note.
- (ix) **Rejection of Goods:** We reserve 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) **Disclosure of Confidential Script/Material:** All rights reserve with the IBA and no information either in written/electronic media/copying form should be disseminated without the permission of the authority.
- (xi) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- (xii) **Advance Payment:** Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
- (xiii) **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 printer for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- (xiv) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.

Stamp & Signature

- (xv) **Bid Security:** 2% Bid Security should be deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (xvi) **Performance Security:** 5% Performance Security 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.
- (xvii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xviii) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the printer.
- (xix) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xx) **Validity of Bid:** Validity is for ninety (90) days.
- (xxi) **Rights (a):** 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.
- (xxii) **Rights (b):** All rights reserved with the IBA, Karachi. No part of article can be published, print, copy or transferred to other format without written permission of the IBA authority. Films / Plates and other related printing item should deposit to Purchase Office.
- (xxiii) **Tender Document:** Tender Document available at the Office of Sr. Manager Procurement & Stores, IBA Main Campus, University Road, Karachi.
- (xxiv) **Submission of Documents:** Last date for tender submission is October 30, 2019 upto 3:00 pm.
- (xxv) **Stamp Duty:** Stamp duty 0.35% for Goods against total value of Work Order will be levied accordingly.
- (xxvi) **Opening of Tender:** Tender will be opened on October 30, 2019 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xxvii) **Taxes:** All Government taxes (including Income tax and stamp duties), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- (xxviii) **Discourage Child Labor:** All staff must have CNIC and clearly mentioned to discourage work through child labor.
- (xxix) **Environmental Friendly Procedure:** Printer must ensure Environmental Friendly procedure of manufacturing and avoid the use of Toxic material.
- (xxx) **Delivery Time:** The items should be delivered within fifteen days after approval of artwork.

NOTE:

- a) Copy right reserved with the IBA, Karachi.
- b) Films / Plates and other related printing item should deposit to Purchase Office.
- c) Price/rate should be quoted on tender document in sealed envelope.

Important Notes:

1. A dedicated full time Designer & Composer should be provided by the printer at their own remuneration, charges and expenses etc.
2. Photographs scanning and printing to be of high quality.
3. Binding to be of high quality.
4. Timely Delivery.

7. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the company/firm/agency works;

M/s _____, the printer 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 company/firm/agency 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 company/firm/agency/ 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, company/firm/agency 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:

Terms & Conditions & Integrity Pact are 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 _____

Stamp & Signature