

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

TENDER FORM

Tender # ES/02/18-19

Photography & Media Services (Rate Running)

Date of Issue : April 08, 2019

Last Date of Submission : April 24, 2019 (3:00 PM)

Date of Opening of Tender : April 24, 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 April 08, 2019 for Photography & Media Services on rate running basis.

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.

Thank you.

-sd-
Registrar

2. Instructions

- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant companies / firms / dealers / agencies / individuals 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 Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi from April 08, 2019 to April 24, 2019 during working 9:00 AM to 3:00 PM.
- (d) The last date of submit the Tender Document in sealed envelope in April 24, 2019 by 3:00 PM 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 3:30 PM in the presence of representatives who may care to attend.
- (e) Bid Security of 2% 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. Client may reject any bid subject to relevant provision of SPP Rules 2010 may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

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3. Bill of Quantity**Photography & Media Services (Rate Running)**

Sr. #	Description	Rate	Expected no. of events, per event up to 3 hours	Amount
1	Still Photography (DSLR Camera)			
a	Camera DSLR Basic Lens with DVD		200	
b	Camera DSLR Photography & Kit Camera with DVD		10	
2	DSLR Videography with DVD		20	
3	HD Videography (With Single Camera & Two Cameras) with DVD		20	
a	Camera DSLR Full Video Film with DVD		10	
b	Camera DSLR 1 to 5 Minutes Promo Film with DVD		5	
4	Digital Videography (With Single Camera & Two Cameras) OB Mixture Unit System Online Video + Audio Recording with Mixer & DVD		10	
a	Camera HD Film with DVD		10	
b	Camera HD Film + Live Streaming + VTR Convertor with DVD		15	
c	Camera HD Film + Live Streaming with DVD		15	
5	Printing of Pictures on Hardcopy on photo paper Kodak / Fuji / Agfa or equivalent			
a	Size 5x7		400 pictures	
b	Size 6x8		50 Pictures	
c	Size 8x10		500 Pictures	
d	Size 10x12		300 Pictures	
e	Size 12x16		50 Pictures	
f	Size 16x20		20 Pictures	
g	Size 20x24 Crystal Mount		50 Pictures	

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6	Pasting Album (Different Sizes)			
a	Size 5x7 per page photo		--	
b	Size 6x8		--	
c	Size 8x10		--	
d	Size 10x12		--	
e	Size 12x13 (10 Sheets)		10	
f	Size 16x24		--	
g	Size 24x30		--	
7	Hiding Photo Frames (Different sizes)		--	
a	Size 5x7		20	
b	Size 6x8		100	
c	Size 8x10		100	
d	Size 10x12		20	
e	Size 12x16		20	
f	Size 16 x 20		10	
g	Size 20x24		20	
9	LED TV 40" (One Day Rental) with fixture, commissioning & operation		200	
10	LED TV 42" (One Day Rental) with fixture, commissioning & operation		200	
11	LED TV 50" (One Day Rental) with fixture, commissioning & operation		Nil	
12	SMD Wall (P4 & P5 or highest in Market) per hour / per day / rental (With Trussing and Without Trussing)		--	
a	SMD P-1		--	
b	SMD P-2		--	
c	SMD P-3		--	
d	SMD P-4		8	
e	SMD P-5		8	
f	SMD P-6		--	
g	SMD P-7		--	

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H	SMD P-8		--	
i	SMD P-9		--	
j	SMD P-10		--	
13	SMD Sizes		--	
a	SMD Size 5x7 feet		--	
b	SMD Size 6x10 feet		--	
c	SMD Size 8x10 feet		--	
d	SMD Size 10x12 feet		-8	
e	SMD Size 12x14 feet		8	
f	SMD Size 16x24 feet		8	
g	SMD Size 24x30 feet		--	
14	Mount Crystal Picture Framing (20x24)		40	
a	Mount Crystal Picture Size 5x7		10	
b	Mount Crystal Picture Size 6x8		10	
c	Mount Crystal Picture Size 8x10		10	
d	Mount Crystal Picture Size 10x12		10	
e	Mount Crystal Picture Size 12x16		5	
f	Mount Crystal Picture Size 16x24		5	
g	Mount Crystal Picture Size 24x30		5	
15	PVC Photo Albums (Different Sizes)			
	Frame PVC Size 5x7		4	
	Frame PVC Size 6x8		10	
	Frame PVC Size 8x10		2	
	Frame PVC Size 12x18		10	
	Frame PVC Size 12x36		4	
16	Web steaming equipment			
17	Dany USB TV Tuner Card recommended model U-2000 or higher			
18	Video Mixer		10	
19	Audio Mixer		10	

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20	Aux Cable		10	
21	Jip Camera		10	
22	Drone / Helicam Camera		5	
23	Jacket Camera		2	
Total				
13% SST				
Total Amount				

Total Amount Rupees (in words) _____

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4. BIDDING DATA

- a. **Name of Procuring Agency:** Institute of Business Administration, Karachi
- b. **Brief Description of Works:** Photography & Media Services (Rate Running)
- 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 24, 2019 by 3:00 PM 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 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 April 24, 2019 on 3:30 PM at IBA Main Campus, University Road, Karachi.
- i. **Time for Completion from written order of commence:** 60 days
- j. **Liquidated damages:** 2% liquidated damages of the total amount will be imposed per month for which the contractor failed to complete work within the execution period.
- k. **Pay Order / Demand Draft # _____, Amount (Rs): _____**
Drawn on Bank: _____, Dated: _____

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5. BIDDER QUALIFICATION CRITERIA

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1	Minimum 10 years of experience in relevant field.	
2	Last 3 years' financial statements minimum 5 million (per year) in terms of bank statement or financial statement.	
3	Service Providers must provide "Sales tax registration certificate with last month return copy both FBR and / or SRB" and NTN certificates at the time of submission of bidding document.	

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6. Terms & Conditions of Services

- (i) **Signing of Contract Agreement:** The company / agency will sign the contract agreement as acknowledgement.
- (ii) **Items Deliverable:** All item(s) must be provided on which the delivery execution, quantity, quality & specs are specified. Non-compliance with this condition renders the goods/services/works liable to non-acceptance.
- (iii) **Duration:** The period of Execution will identify on Contract Agreement for One year extendable with mutual consent.
- (iv) **Liquidity Damage:** Liquidity damage will be imposed due to delayed in timing & if deemed necessary termination of the contract may be awarded in the interest of commuter prejudice.
- (v) **Payment:** Payment will be paid after deduction of withholding Tax / Service Tax as per government regulations.
- (vi) **Rejection of Items:** Client reserve the right to cancel any or all the items if job is not in accordance with our specification or if the completion of services is delayed.
- (vii) **Termination:** At any stage if the Service Provider found to bypass any condition(s) of the agreement, the contract will be terminated immediately and the payment(s) will be confiscated in favor of the Client. The decision of the Client will be final and should be abided by the Service Provider and the client. That upon termination of this agreement the agency shall be permitted to remove all its devices, equipment and manpower which may have been placed at premises from the time to time.
- (viii) **Submission of Bills/Invoices:** Invoice / bill should be submitted to Purchase & Stores Department.
- (ix) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (x) **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 CEO of the company/agency/individual owner for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties under Arbitration Act 1940.

- (xi) **Bid Security:** 2% Bid Security on higher quoted vehicles 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.
- (xii) **Inspection:** Inspection of premises will be carried on specified dates & communicated to the Service Provider accordingly.
- (xiii) **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.
- (xiv) **Sub-letting:** No Sub-letting is allowed during contract period.
- (xv) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xvi) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xvii) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xviii) **Validity of Bid:** Validity is for ninety (90) days.
- (xix) **Rights:** IBA, Karachi 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.
- (xx) **Company Profile:** Company Profile be attached with this document.
- (xxi) **Tender Document:** Tender Document available at the Office of Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi.
- (xxii) **Submission of Documents:** Last date for tender submission is April 24, 2019 up to 3:00 PM.
- (xxiii) **Opening of Tender:** Tender will be opened on April 24, 2019 on 3:30 PM at IBA Main Campus, University Road, Karachi.

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- (xxiv) **Taxes:** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- (xxv) **Stamp Duty:** Stamp duty of 0.35% for Services against total value of Work will be levied accordingly.
- (xxvi) **Rate Revision:** Agreed rate as per agreement will not revise during the agreement period.
- (xxvii) **Billing:** The billing will be made on event basis.
- (xxviii) **Payment & Compensation Terms:** Payment will be released after successful completion of each job / event.
- (xxix) **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.
- (xxx) **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.
- (xxxi) **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.
- (xxxii) **Manpower to meet requirement of event(s):** Service Provider is bound to provide items including machineries, equipment, goods material, gadget and manpower according to the Work Order.
- (xxxiii) **Authority:** The IBA, Karachi is not bound to accept any quotation, nor award a contract / Work Order, nor be responsible for any costs associated with a Supplier preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
- (xxxiv) **Rate Running Contract:** This is Rate Running Contract for ONE year (Twelve Months). Quantity may be fluctuated and varies with requirement.
- (xxxv) **Contract Duration:** The contract may be valid for one year, based on satisfactory performance, and may be renewed for further years with mutual consent.

Note:

This Terms & Conditions is integral part of contract agreement besides other clauses / articles.

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7. Integrity Pact

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

M/s _____, the Transport Services 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 Client or any administrative or financial offices thereof or any other department under the control of the Client 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 Client 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 Client, 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 Client under any law, contract, or other instrument, be stand void at the discretion of the Client.
- (d) Notwithstanding any right and remedies exercised by the Client in this regard, company/firm/agency agrees to indemnify the Client for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the Client 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 Client.

Note:

This integrity pact is mandatory requirement other than auxiliary services / works.

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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: _____

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