

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

TENDER FORM

Tender # MISC/08/2014-15

PROVIDE & SUPPLY OF STATIONERY ITEMS

Date of Issue : March 18, 2015

Last Date of Submission : April 6, 2015 (3:00 pm)

Date of Opening of Tender : April 6, 2015 (3:30 pm)

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 March 18, 2015 to "Provide & Supply of Stationery Items".

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 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 manufacturer/supplier/firm 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 Manager Purchase & Stores, IBA Main Campus, University Road, Karachi from March 18, 2015 to April 6, 2015 during working 9:00 am to 3:00 pm.
- (d) The last date of submit the Tender Document in sealed envelope in April 6, 2015 by 3:00 pm in the Office of the Manager Purchase & 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 5% 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.
- (g) Please attached at least 5 plus years experience for this tender.
- (h) Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (i) Copy of Sales Tax & Income Tax Certificate should be attached.
- (j) Cliental list is required.
- (k) 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.

TENDER FORM

Provide & Supply of Stationery Items

S. #	Description	Qty	Rate Rs.	Amount Rs.
01	Ball Pen cliper Dollar or equivalent Blue – 1500 Black – 1500 Red – 500	3500		
02	Box File In out tray with flap Opal or equivalent	50 units		
03	Correcting fluid Blanco Fluid + thinner (2x20ml) Pelikan or equivalent	24 units		
04	Correcting fluid pen (7ml) Pelikan or equivalent	24 units		
05	Cabinet File Champion or equivalent	50 units		
06	Calculator MJ-120D (Original) Casio or equivalent	24 units		
07	Dock Clip ¾ inch Penguin or equivalent	72 units		
08	Dock Clip 1 – ¼ inch Penguin or equivalent	48 units		
09	Dock Clip 1 – 5/8 inch Penguin or equivalent	144 units		
10	Dock Clip 2 inch Penguin or equivalent	12 units		
11	Eraser (pencil rubber) AL-30 Pelican or equivalent	72 units		
12	File Folder (lever file) thick material Korona or equivalent	300 units		
13	File Plastic sheet A-4 Different colors Bili or equivalent	250 units		
14	File Plastic Ring Euro or equivalent	72 units		
15	File Separator (index file) Citizen or equivalent	500 units		
16	Chart Paper (white) As per sample	300 units		
17	Packing Tap 2" (Brown) 90 yards Abro or equivalent	60 units		

18	Peon Book (mail book) 200 pages Hamdam or equivalent	48 units		
19	Post it Pad (3" x 3") Pronoti or equivalent	24 units		
20	Register Petty Cash No. 4 H. B. or equivalent	24 units		
21	Remover of Stapler Pin Opal or equivalent	36 units		
22	Scale / Ruler Steel 12" Swordfish or equivalent	24 units		
23	Writing Pad Large Leader or equivalent	100 units		
24	Writing Pad Small Leader or equivalent	100 units		
25	White Board Marker WB-2 Blue – 500 Black – 500 Red – 250 Green – 250	1500 units		
Total				
17% GST				
Total Amount				

Total Amount Rupees (in words) _____

Stamp & Signature

4. Terms & Conditions

The following terms of the purchase are agreed by the manufacturer/supplier/distributor:

- (i) **Receiving/Acceptance of Purchase Order:** The manufacturers / distributor / supplier will sign the copy of the Purchase Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Delivery Challan on which the Order number, date of delivery 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 Order unless otherwise informed accordingly.
- (iv) **Delayed Delivery:** 2% penalty of the total amount will be imposed per month for which the manufacturer/supplier/distributor 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 primary 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 and sign receipt with stamp on delivery note should be obtained.
- (ix) **Rejection of Goods:** We reserve the right to cancel any or all the items if material is not in accordance with the primary specification or if the delivery is delayed.
- (x) **Termination:** That upon 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 Finance Department.
- (xii) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xiii) **Bid Security:** Kindly deposit a Pay Order / Demand Draft of 5% of the offered amount, the Bid Security, issued in favor of the Institute of Business Administration, Karachi
- (xiv) **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 before award of work order. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (xv) **Validity of Bid:** Validity is for ninety (90) days.
- (xvi) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.

Stamp & Signature

- (xvii) **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 manufacturer/supplier/distributor for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- (xviii) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xix) **Company Profile:** Company Profile be attached with this document.
- (xx) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xxi) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxii) **Rights:** 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. 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.
- (xxiii) **Tender Document:** Tender Document available at the Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.
- (xxiv) **Submission of Documents:** Last date for tender submission is March 18, 2015 upto 3:00 pm.
- (xxv) **Opening of Tender:** Tender will be opened on April 6, 2015 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xxvi) **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 / Work Order.
- (xxvii) **Stamp Duty:** Stamp duty 0.3% for Goods against total value of Purchase Order will be levied accordingly.
- (xxviii) **Experience:** Please provide at least 10 plus years experience for this tender
- (xxix) **Turn Over:** Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (xxx) **Sales Tax & Income Tax:** Copy of Sales Tax & Income Tax Certificate should be attached.
- (xxxi) **Article:** Technical article of flask and their specification must be as same as provided at Purchase Office.
- (xxxii) **Sample Availability:** Sample should be provided with tender documents. Competent authority may decline/reject the sample or tender documents if do not meet the sample specification.
- (xxxiii) **Availability of Article/Items:** The manufacturer/supplier/firm must ensure that specified article/items should be available all the time on submission of bid & issue of Purchase Order. Unavailability of article/items at the time of Purchase Order or shortage due to any reason whatsoever would lead to forfeiture of Bid Security.

Note:

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

Stamp & Signature

5. Integrity Pact

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

M/s _____, the manufacturer / supplier / distributor 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 manufacturer/supplier/distributor 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 manufacturer/supplier/distributor 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, manufacturer/supplier/distributor 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

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