

*Tender Fee: Rs. 1,000/-  
(Non-Refundable)*

## **TENDER FORM**

### **Tender # CW/21/24-25**

#### **Extension of Store at Ground Floor O&S Building**

**Date of Issue** : January 21, 2025  
**Last Date of Submission** : February 06, 2025 (3:00 pm)  
**Date of Opening** : February 06, 2025 (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 electronic bids on EPADS from active taxpayers of manufacture / firm / companies / supplier registered with SPPRA EPADS and relevant tax authorities for the following tender.

<b>Tender Title (Ref. No.)</b>	<b>Procedure</b>	<b>Bid Security</b>
Extension of Store at Ground Floor O&S Building <b>(CW/21/24-25)</b>	Single Stage One Envelope	2% of bid security
<ul style="list-style-type: none"> <li>• Fee: Rs.1,000/- each</li> <li>• Issuance start date: January 21, 2025 at 9 AM</li> <li>• Issuance end date &amp; time: February 06, 2025 at 3 PM</li> <li>• Submission date &amp; time: January 21, 2025 to February 06, 2025 from 9 AM to 3 PM</li> <li>• Opening date &amp; time: February 06, 2025 at 3:30 PM</li> <li>• <b>Mandatory Site Visit:</b> January 30, 2025 at 11 AM at IBA Main Campus</li> </ul>		

Tender Document containing detailed terms and conditions are available at Office of **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi** on any working day (Monday to Friday). The tender document can also be downloaded from IBA and SPPRA EPADS system. 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. Bidders are required to submit their bids (duly signed and stamped) on the uploaded Tender Document (along with a copy of Earnest Money and all supporting documents) through SPPRA EPADS system ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)). The original bid security along with the Original Bid (duly signed and stamped) must be delivered to IBA, Karachi on below mentioned address before bid opening and will be opened on same date & venue in the presence of the bidders' representatives who may wish to attend. Bid Security in the form of Pay Order or Demand Draft has to be submitted in favour of "IBA Karachi".

#### **N.B.**

(1) IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to relevant provision of SPP Rules 2010.

(2) Only uploaded bid along with supporting documents will be accepted. In case there is a contradiction between bidder's EPADS submitted bid and manually submitted bid, bid submitted on EPADS will be considered valid for evaluation purpose.

#### **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](mailto:tenders@iba.edu.pk)

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

SPPRA EPADS: <https://portalsindh.eprocure.gov.pk/#/>

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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 on IBA & SSPRA websites on January 21, 2025 to Extension of Store at Ground Floor O&S Building.

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 Executive Purchase on 38104700 ext: 2150 for any information and query

Thank you.

-sd-  
**Registrar**

## **2. Instructions**

- i) All works shall be measured by standard instruments according to the rules.
- ii) Bidders shall provide evidence of their eligibility as and when requested by the Procuring Agency.
- iii) Any bid received by the Agency after the deadline for submission of bids shall be rejected and returned unopened to the bidder.
- iv) Prior to the detailed evaluation of bids, the Procuring Agency will determine whether the bidder fulfills all codal requirements of eligibility criteria given in the tender notice such as registration with tax authorities, turnover statement, experience statement, and any other condition mentioned in the NIT and bidding document. If the bidder does not fulfill any of these conditions, it shall not be evaluated further.
- v) Tender(s) without Bid Security of required amount and prescribed form shall be rejected.
- vi) Bids determined to be substantially responsive shall be checked for any arithmetic errors. Arithmetical errors shall be rectified on the following basis;
  - (a) In case of schedule rates, the amount of percentage quoted above or below will be checked and added or subtracted from amount of bill of quantities to arrive the final bid cost.
  - (b) In case of item rates, if there is a discrepancy between the unit rate and the total cost that is obtained by multiplying the unit rate and quantity, the unit rate shall prevail and the total cost will be corrected unless in the opinion of the Agency there is an obvious misplacement of the decimal point in the unit rate, in which case the total cost as quoted will govern and the unit rate corrected. If there is a discrepancy between the total bid amount and the sum of total costs, the sum of the total costs shall prevail and the total bid amount shall be corrected.
- vii) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
- viii) The Institute of Business Administration, Karachi (IBA) expects that aspirant contractor 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.
- ix) 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.

- x) Tender Document can be collected from the Office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi from January 21, 2025 to February 06, 2025 during working 9:00 AM to 3:00 PM.
- xi) Last date for tender submission is February 06, 2025 up to 3:00 PM, at the Office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi.
- xii) Site visit will be held on January 30, 2025 at IBA Main Campus at 11am with Sr. Manager (Projects) for understanding the exact nature of the job.
- xiii) Tender will be opened on February 06, 2025 on 3:30 PM at the office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi.
- xiv) Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee after acceptance of the Work Order.
- xv) 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 and may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.
- xvi) Tender Document available at the Office of Head of Procurement, IBA Main Campus, University Enclave, Karachi.

### 3. **BIDDING DATA**

- (a) **Name of Procuring Agency:** Institute of Business Administration, Karachi
- (b) **Brief Description of Works:** Extension of Store at Ground Floor O&S Building
- (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 of total value of Work Order in the form of Pay Order or bank guarantee after acceptance of the Work Order.
- (g) **Deadline for Submission of Bids along with time:** The last date of submit the Tender Document in sealed envelope in February 06, 2025 by 3:00 PM in the 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 representatives who may care to attend.
- (h) **Venue, Time, and Date of Bid Opening:** Tender will be opened on February 06, 2025 on 3:30 PM at IBA, Main Campus, University Enclave, Karachi.
- (i) **Time for Completion from written order of commence:** 45 days
- (j) **Liquidated damages:** 2% liquidated damages of the total amount will be imposed per month for which the company/firm/agency failed to complete work within the delivery/execution period and maximum upto 10%.
- (k) **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**  
# \_\_\_\_\_, Amount Rs \_\_\_\_\_ Drawn on Bank \_\_\_\_\_ Dated \_\_\_\_\_

**4. BIDDER QUALIFICATION CRITERIA**

<b>S. No</b>	<b>Mandatory Eligibility Criteria (Attach Supporting Document)</b>	<b>Remarks Yes / No</b>
1	Minimum 3 projects of relevant experience during the last five years.	
2	Last 3 years' average annual turnover minimum 2.6 million (per year) in terms of financial or bank statement.	
3	"Sales tax registration certificate both FBR and / or SRB" and NTN.	



## **5. Conditions of Contract**

**Clause - 1: Commencement & Completion Dates of work.** The contractor shall not enter upon or commence any portion or work except with the written authority and instructions of the Head of Procurement. However BoQ and execution of work shall be performed with due approval & supervision of Sr. Manager (Projects) or in subordinate-in-charge of the work. Failing such authorities the contractor shall have no claim to ask for measurements of or payment for work.

The contractor shall proceed with the works with due expedition and without delay and complete the works in the time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall be reckoned from the date on which the order to commence work is given to the contractor. And further to ensure good progress during the execution of the work, contractor shall be bound, in all in which the time allowed for completion of any work exceeds one month, to achieve progress on the prorated basis.

**Clause - 2: Liquidated Damages.** 2% liquidated damages of the total amount will be imposed per month for which the company/firm/agency failed to complete work within the delivery/execution period and maximum upto 10%.

### **Clause-3: Termination of the Contract.**

“IBA” may terminate this contract if the job is not executed according to the requirement at any time after issuing a 15 days’ notice. IBA reserves the right to accept or reject any or all contract(s) or terminate proceedings at any stage in accordance to the rules & regulations in the relevant SBD notified by SPPRA.

**Clause 4: Possession of the site and claims for compensation for delay.** The Engineer shall give possession of all parts of the site to the contractor. If possession of site is not given by the date stated in the contract data, no compensation shall be allowed for any delay caused in starting of the work on account of any acquisition of land, water standing in borrow pits/ compartments or in according sanction to estimates. In such case, either date of commencement will be changed or period of completion is to be extended accordingly.

**Clause –5: Extension of Intended Completion Date.** The IBA, Karachi either at its own initiatives before the date of completion or on desire of the contractor may extend the intended completion date, if an event (which hinders the execution of contract) occurs or a variation order is issued which makes it impossible to complete the work by the intended completion date for such period as he may think necessary or proper. The decision of the Executive Engineer in this matter shall be final; where time has been extended under this or any other clause of this agreement, the date for completion of the work shall be the date fixed by the order giving the extension or by the aggregate of all such orders, made under this agreement. When time has been extended as aforesaid, it shall continue to be the essence of the contract and all clauses of the contract shall continue to be operative during the extended period.

**Clause –6: Specifications.** The contractor shall execute the whole and every part of the work in the most substantial and work-man-like manner and both as regards materials and all other matters in strict accordance with the specifications lodged in the office of the Sr. Manager (Projects) and initialed by the parties, the said specification being a part of the contract.

**Clause-7: Payments.** Payment will be made after completion of works/jobs/project and submission of bill/invoice. Clearance from Sr. Manager (Projects) is required before process of bill/invoice.

**Clause-8: Reduced Rates.** In cases where the items of work are not accepted as so completed, the Sr. Manager (Projects) may make payment on account of such items at such reduced rates as may consider reasonable in the preparation of final or on running account bills with reasons recorded in writing.

**Clause-9: Issuance of Variation and Repeat Orders.** Any cumulative variation, beyond the 15% of initial contract amount, shall be subject of another contract to be tendered out if the works are separable from the original contract.

**Clause-10: Quality Control.**

**(a) Identifying Defects:** If at any time before the security deposit is refunded to the contractor/during defect liability period mentioned in bid data the IBA authorities may instruct the contractor to uncover and test any part of the works which he consider may have a defect due to use of unsound materials or unskillful workmanship and the contractor has to carry out a test at his own cost irrespective of work already approved or paid.

**(b) Correction of Defects:** The contractor shall be bound forthwith to rectify or remove and reconstruct the work so specified in whole or in part, as the case may require. The contractor shall correct the notified defect within the Defects Correction Period mentioned in notice.

**Clause-11: Inspection of Operations.** Sr. Manager (Projects) and his subordinates, shall at all reasonable times have access to the site for supervision and inspection of works under or in course of execution in pursuance of the contract and the contractor shall afford every facility for and every assistance in obtaining the right to such access.

**Clause-12: Risks.** The contractor shall be responsible for all risks of loss of or damage to physical property or facilities or related services at the premises which arise during and in consequence of its performance of the contract. if any damage is caused while the work is in progress or become apparent within three months of the grant of the certificate of completion, final or otherwise, the contractor shall make good the same at his own expense.

**Clause-13: Measures for prevention of fire and safety measures.** The contractor shall not set fire to any standing jungle, trees, bush-wood or grass. The contractor is responsible for the safety of all its activities including protection of the environment on and off the site. Compensation of all damage done intentionally or unintentionally on or off the site by the contractor's labour shall be paid by him. All staff must have CNIC and clearly mentioned to discourage work through child labor. IBA is no smoking zone. Life Insurance / Security of worker will be the responsibility of contractor. IBA will not be responsible for any mishap

**Clause-14:Sub-contracting.** The contractor shall not subcontract the whole of the works, except where otherwise provided by the contract. The contractor shall not subcontract any part of the works without the prior consent of the Sr. Manager (Projects) . Any such consent shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for

the acts, defaults and neglects of any subcontractor, his agents, servants or workmen as if these acts, defaults or neglects were those of the contractor, his agents' servants or workmen. The provisions of this contract shall apply to such subcontractor or his employees as if he or it were employees of the contractor.

**Clause–15: Disputes.** 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 “THE CONTRACTOR” for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties. The Arbitration proceedings will be governed by the Arbitration Act, 1940 and the Substantive and procedural law of Pakistan. The venue shall be Karachi.

**Clause–16: Site Clearance.** On completion of the work, it will be responsibility of the Contractor to remove debris/sludge/garbage/waste material/left over material, machineries, equipment and manpower from the site at their own cost after completion of works/jobs/project. However, clearance will be required from Sr. Manager (Projects) .

**Clause –17: Financial Assistance /Advance Payment.**

**(a) Mobilization advance** is not allowed.

**Clause–18: Performance Security.** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee after acceptance of the Work Order.

**Clause-19: Receiving/Acceptance of Work Order:** The contractor will sign the copy of the Work Order as acknowledgement.

**Clause–20: Place of Execution:** As specified in the Work Order.

**Clause–21: Quantity Delivered:** Competent Authority reserves the right to remove any item or work as per rules.

**Clause–22: Condition of Works:** All works must meet in all respects with the BoQ of the Order and must be in good condition otherwise they will be liable to reject.

**Clause-23: Delivery of Works:** All the works must be executed to the specified site of the IBA.

**Clause-24: Rejection of Works:** IBA, Karachi reserve the right to cancel any or all the items if works is not in accordance with our specification or if delayed occurred.

**Clause-25: Price / Rate/Charges/Cost:** Rate / charges / cost must be quoted on Tender Form only and submitted in sealed envelope. The quoted rate/charges/cost will be final and no change will be accepted after opening of tenders, unless or otherwise if change in specs occurred.

**Clause-26: Bid Security:** 2% Bid Security should be on Total Amount submitted/attached along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.

**Clause-27: Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.

**Clause-28: 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 Work Order for any part of project to different lowest responsive bidders or issue Work Order for all the project to any lowest responsive bidder.

**Clause-29: IBA, Priorities:** IBA reserves the right to award contract in phases accommodation wise as per IBA priorities.

**Clause-30: 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 SRO and as per applicable rates / denomination of Purchase / Work Order.

**Clause-31: Stamp Duty:** Stamp duty 0.35% for Services against total value of Work Order will be levied accordingly.

**Clause-32: Measurement Book:** Entry & Endorsement in Measurement Book for all jobs completed is mandatory. The Measurement Book is to be countersigned by Sr. Manager (Projects) on each occurrence / daily basis.

**Clause-33: Blacklisted:** Contractor is required to provide affidavit that the firm is not Black Listed from any of the government / semi government / private organization / firm /agencies / department etc.

**Clause-34: Envelops:** The contractor must submit Original copy of the complete bid document in separate envelops along with BoQ.

**Clause-35: Defect Liability Period:** All such intermediate payment shall be regarded as payments by way of advance against the final payment only and not as payments for work actually done and completed, and shall not preclude the Engineer-in-charge from recoveries from final bill and rectification of defects and unsatisfactory items of works pointed out to him during defect liability period. Defect Liability Period at least 3 months after completion of the work.

**Clause-36: Site Visit:** The bidders are advised to visit and examine the Site of the works and its surroundings and obtain for themselves all information that maybe necessary for preparing the bid and entering into a contract for the Works.

**Clause-37: Verbal Instruction(s):** No verbal instruction(s) / order(s) will consider valid. Any alteration/deletion/addition will only be consider if provided in writing by Sr. Manager (Projects) .

**Clause-38: Limit of Retention Money:** Limit of retention money shall be 5% of the contract price stated in the Letter of Award.

**Clause-39: Payment of Retention Money:**

- a) Upon the issue of the Taking-Over Certificate with respect to the whole of the Works, one half of the Retention Money shall be certified for the payment.
- b) Upon the expiration of the Defects Liability Period for the Works the other half of the Retention Money shall be certified for payment to the Contractor.

**Clause-40: Completion Time:** 45 days from issuance of LoA.

**Clause-41: Conditional /Optional / Alternate Bids:** Such bids will not be accepted.

## 6. Bill of Quantity

### Extension of Store at Ground Floor O&S Building

B.O.Q Item	Description	Unit	Quantity	Rate	Amount
<b>(A) SCHEDULE RATE ITEMS BASED ON CSR (SINDH) 2024</b>					
<b><u>STORE</u></b>					
<b>1</b>	<b>Wall Dismantling</b>				
	Dismantling cement block masonry. Refer Item No. 14 Page No. 19 chapter no. 2	P.Cft	25.50	50.70	1,293
<b>2</b>	<b>Plaster</b>				
	<b>Internal Plaster(1:6)</b>				
<b>a</b>	Cement plaster 1:6 upto 12' upto 20 ft height. (b) 1/2" thick. Refer Item No. 13(b) Page No. 52 chapter no. 9	P.Sft	648.27	37.01	23,993
	<b>External Plaster(1:4)</b>				
<b>b</b>	Cement plaster 1:4 upto 12' height. b) 1/2" thick Refer Item No. 11(b) Page No. 52 chapter no. 9	P.Sft	611.77	39.83	24,367
<b>3</b>	<b>Internal Paint</b>				
	Preparing the surface and painting with matt finish l/c rubbing the surface with Bathy (silicon carbide rubbing brick) filling the voids with zinc/chalk/plaster of paris mixture, applying first coat premix, making the surface smooth and then painting 3 coats with matt finish of approved make etc: complete .(new surface). Refer Item No. 36(A) Page No. 54 chapter no. 9	P.Sft	4,343.18	49.27	213,989
<b>4</b>	<b>External Paint</b>				
	Preparing the surface and painting with weather coat l/c rubbing the surface with rubbing brick / sand Paper, filling the voids with chalk/ plaster of Paris and then painting with weather coat of approved make. Refer Item No. 38-A & B Page No. 54	P.Sft	823.44	39.38	32,427

<b>(A) TOTAL AMOUNT OF SCHEDULED BASED ITEMS (CIVIL WORKS)</b>		<b>296,068.08</b>			
<b>PREMIUM / REBATE ( %)</b>					
<b>TOTAL AMOUNT OF SCHEDULED BASED ITEMS (INCLUDING PREMIUM/REBATE)</b>					
<b>(B) NON-SCHEDULE RATE ITEMS (BASED ON PREVAILING MARKET RATES)</b>					
<b>1</b>	<b>Block Masonry</b>				
	<p>Providing and laying Cement Concrete solid Machine made block of compressive Strength 1000 PSI at 28 days masonry wall 6" and below in thickness set in 1:6                      CSM CEMENT SAND MORTAR in ground floor                      Super Structure including raking out joints, curing, providing wire mesh over electric and plumbing conduiting at masonry joints with beams, columns and 16" long steel(3/8") wall ties at every third course of block masonry with 4" within columns with the holes filled with mixture of SBR and cement concrete etc. complete.</p>				
<b>a</b>	<b>6" thick</b>	P.cft	305.89		
<b>2</b>	<b>Lintels</b>				
	<p>Reinforced cement concrete work including all labour and material including the cost of steel reinforcement and its labour for bending and binding which will be paid separately. This rate also includes all kinds of forms moulds, lifting, centering, shuttering and curing. (including screening and washing of shingle.)                      a) R.C.C lintels laid in situ or precast laid in position with 6" bearing on both sides complete in all respects.                      (i) Ratio 1 : 2: 4 90 Lbs of cement, 2 Cft sand and 4 Cft shingle 1/8" to 3/4" gauge.</p>	P.cft	7.67		

<b>3</b>	<b>Wooden Door</b>				
	Providing and fixing in position doors, windows and ventilators of first class deodar wood frames, and 1-1/2" thick Teak wood ply shutters of first class deodar wood skeleton (Solid) styles and rails core of partal wood and Teak ply wood (3 ply) on both sides including hold fasts, hinges, iron tower bolts, handles and cleats with cord etc, complete. Refer Item No. 51 Page No. 60 Chapter No. 10				
<b>a</b>	<b>D-1 (Size: 5'-0" x 7'-0")</b>	P.sft	105.00		
<b>4</b>	<b>Aluminium Windows</b>				
<b>a</b>	<b>Sliding</b>				
	Supplying & fixing in position Aluminum channels framing for sliding windows & ventilators of made with 2 mm thick tinted glass glazing & Aluminum fly screen l/c handles stoppers & locking arrangement of Chawla or approved quality etc. complete.				
<b>a</b>	<b>W-1 (Size: 4'-0" x 4'-0")</b>	P.sft	16.00		
<b>5</b>	<b>Granite Top</b>				
	Providing and fixing granite top of sado white or equivalent colour including grinding, polishing, 3/4" chamfer nosing including three no carbondum strips and fixing over 3/4"thick base 1:6 CSM complete as per drawing and specification	Sft	3.00		
<b>(B) TOTAL ESTIMATED AMOUNT OF NON- SCHEDULE ITEMS (CIVIL WORKS)</b>					

<b>B.O.Q Item</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
<b>SECTION-C SUPPLY, INSTALLATION, TESTING &amp; COMMISSIONING WIRING ACCESSORIES ETC. Make - Ref. List of approved Manufacturers</b>					
1	Wiring of light circuit from DB to switch, between switches or first light point / directly controlled from DB with single core PVC insulated 2 x 1C - 2.5 sq.mm + 1 x 2.5 sq.mm wires in 25 mm dia PVC conduit complete in all respect.	Nos	2.00		



2	Wiring from switch to first light point with 2 x 1C - 1.5 sq.mm + 1 x 1.5 sq.mm wires in 25 mm dia PVC conduit complete in all respect.	Nos	4.00		
3	Same as above but from point to point.	Nos	4.00		
4	Wiring of power circuit from DB to first power socket with 2 x 1C-2.5 sq.mm + 1x 2.5 Sq.mm PVC wires in 25 mm dia PVC conduit complete in all respect. Normal & UPS	Nos	2.00		
5	Wiring of power circuit from outlet to outlet power socket with 2 x 1C-2.5 sq.mm + 1x 2.5 Sq.mm PVC wires in 25 mm dia PVC conduit complete in all respect. Normal & UPS	Nos	6.00		
<b>(C) TOTAL AMOUNT OF NON - SCHEDULED BASED ITEM</b>					
<b>SECTION-D</b>					
<b>SUPPLY, INSTALLATION, TESTING &amp; COMMISSIONING</b>					
<b>SWITCHES, SOCKETS, OUTLET &amp; ACCESSORIES</b>					
<b>Make - Ref. List of approved Manufacturers</b>					
<b>1(a)</b>	<b>Following Switches etc. complete in all respect.</b>				
a	4 - Gang . (1-way)	Nos	2.00		
<b>1(b)</b>	<b>Following Switches etc. complete in all respect.</b>				
a	13A International Switch socket outlet	Nos	6.00		
<b>1(c)</b>	<b>Following sizes M.S Back box for switches and sockets</b>				
a	3x3 PVC Back Box	Nos	20.00		
<b>(D) TOTAL AMOUNT OF NON - SCHEDULED BASED ITEM</b>					
<b>SECTION-E</b>					
<b>SUPPLY, INSTALLATION, TESTING &amp; COMMISSIONING</b>					
<b>LIGHT FIXTURES &amp; FANS</b>					
<b>Make - Ref. List of approved Manufacturers</b>					
<b>1</b>	<b>Following LED light fixtures complete in all respect.</b>				

a	LED Batten hanging light - 6500K - min. 40watt	Nos	8.00		
<b>2</b>	<b>Following Fans with complete accessories and hanging arrangements etc. complete in all respect.</b>				
a	Air Circulating 14" Ceiling Fan	Nos	8.00		
b	Exhaust fan 10" with metal body	Nos	5.00		
<b>(E) TOTAL AMOUNT OF NON - SCHEDULED BASED ITEM</b>					
<b>SECTION - F:</b> <b>SUPPLY, INSTALLATION, TESTING &amp; COMMISSIONING</b> <b>WIRING &amp; ACCESSORIES FOR DATA &amp; WiFi system</b> <b>Make - Ref. List of approved Manufacturers</b>					
<b>1</b>	<b>Supply, installation, Testing and Commissioning of following including flexible conduits from points to device complete in all respects as per drawings / specs.</b>				
a	RJ-45 Cat-6 including I/O with face plate (Simplex) accessories complete in all respect.	Nos	2.00		
b	Cat-6 UTP cable in 25mm dia pvc conduit from each outlet to Data Network Switch at first floor with end to end data nodes.	Rm	180.00		
<b>(F) TOTAL AMOUNT OF NON - SCHEDULED BASED ITEM</b>					
<b>SECTION - G:</b> <b>SUPPLY, INSTALLATION, TESTING &amp; COMMISSIONING</b> <b>SWITCHBOARDS / DISTRIBUTION BOARDS</b> <b>Make - Ref. List of approved Manufacturers</b>					
<b>1</b>	<b>Supply &amp; Installation of the following distribution boards as per detail shown on drawing complete in all respect.</b>				

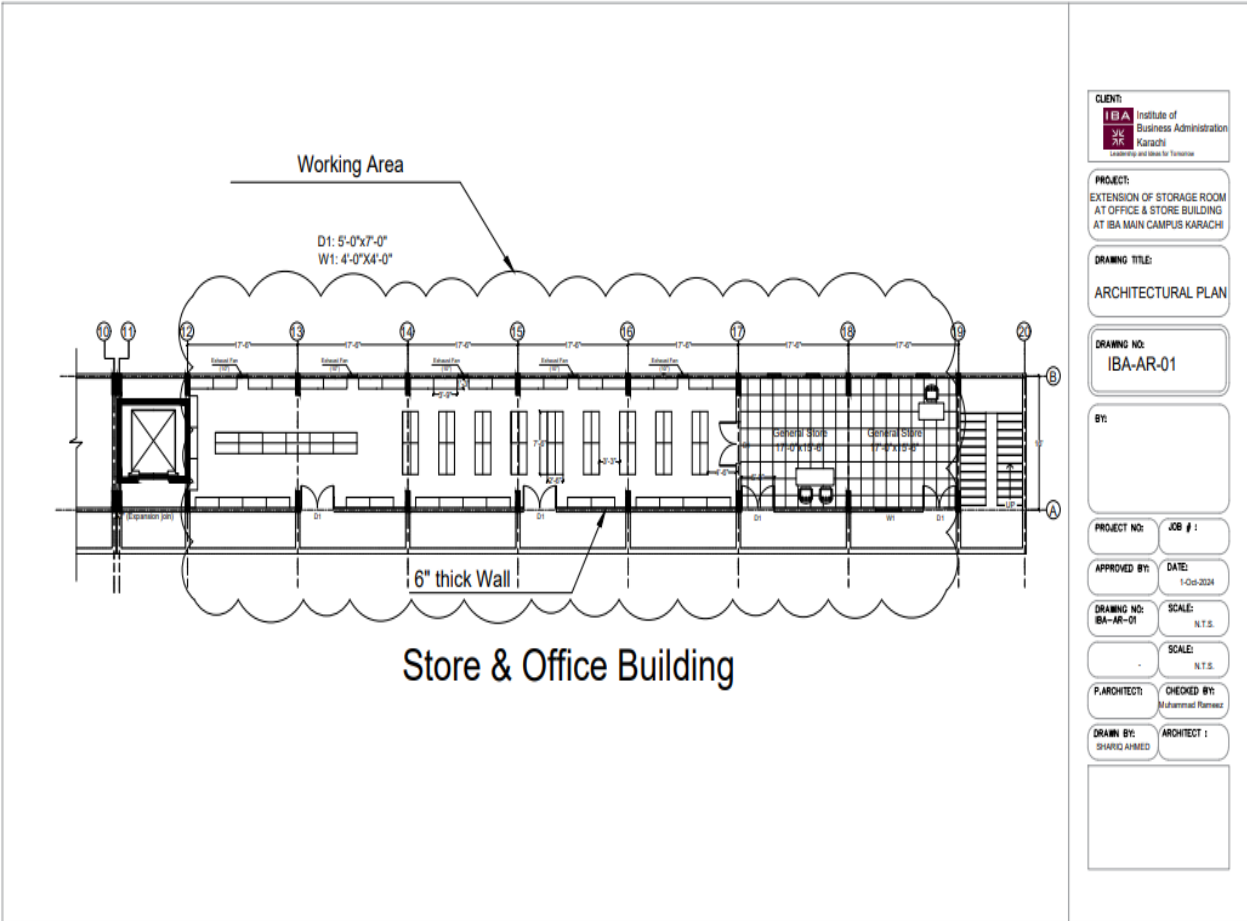
a	Indoor wall mounted storage room DB with Phase indication lights, gland bottom in , bottom out, Locally fabricated in 16 gauge, Colour Code: RAL7035, MS Powder Coated with proper door lock, neutral bar, earth bar & following details: AC Breaker MCB 10A, 1P, Qty=4 AC Breaker MCB 16A, 1P, Qty=4 AC Breaker MCB 20A, 1P, Qty=2 AC Breaker MCB 63A, 4P, Qty=1  MCB make: Himel/CNC/Chint or Equivalent	Nos	1.00		
<b>(G) TOTAL AMOUNT OF NON - SCHEDULED BASED ITEM</b>					
<b>SECTION - H: SUPPLY, INSTALLATION, TESTING &amp; COMMISSIONING MAIN. SUB-MAIN CABLES &amp; CONDUITS Make - Ref. List of approved Manufacturers</b>					
<b>1</b>	<b>Following size multicore Cu/PVC/PVC, including lugs, glands, termination kits, etc. complete in all respect as shown on drawing.</b>				
a	4C-10 Sqm Cu/PVC/PVC + 1x1C-6Sq.mm Cu./PVC as ECC from Storage room DB to GF-02 DB in 38mm dia uPVC conduit.	Rm	35.00		
<b>2</b>	<b>Following sizes of PVC conduits complete in all respect</b>				
a	32 mm dia.	Rm	5.00		
b	25 mm dia.	Rm	45.00		
c	20 mm dia.	Rm	30.00		
<b>3</b>	<b>Following sizes of Core Cutting complete in all respect.</b>				
a	Core Cutting 4" Dia	Nos	2.00		

<b>(H) TOTAL AMOUNT OF NON - SCHEDULED BASED ITEM</b>					
<b>SECTION - I: SUPPLY, INSTALLATION, TESTING &amp; COMMISSIONING WIRING &amp; ACCESSORIES FOR FIRE ALARM SYSTEM Make - Ref. List of approved Manufacturers</b>					
<b>1</b>	<b>Supply, installation, Testing and Commissioning of following including flexible conduits from points to device complete in all respects as per drawings / specs.</b>				
a	Conventional Fire alarm control panel	Nos	1.00		
b	Smoke Detector.	Nos	4.00		
c	Manual call point (Break glass).	Nos	1.00		
d	Fire alarm sounder.	Nos	1.00		
e	Wiring of complete Fire Alarm System with 2C-1.5 Sq.mm PVC/XLPE (Fire Resistance Cable- 2 hours fire rating) in 25 mm dia PVC Conduit.	Rm	50.00		
<b>(I) TOTAL AMOUNT OF NON - SCHEDULED BASED ITEM</b>					

<b>GROSS TOTAL AMOUNT OF A+B+C+D+E+F+G+H+I</b>	
ADD 15 % SRB ON GROSS TOTAL AMOUNT	
<b>GRAND TOTAL AMOUNT INCLUDING SRB</b>	

**Grand Total Amount (in words)** \_\_\_\_\_

\_\_\_\_\_



**General Notes:**

General Note Applicable For All Relevant BOQ Items (Architectural Works):

1- In the event that the basic price (which is inclusive of all taxes such as GST, Income Tax, etc., but exclusive of cartage) of an item has been given in the Bill of Quantities and the actual cost of sample approved is higher or lower than the price stipulated, the net difference of price (based on finished quantity) shall be added to or deleted from the Contractor's rate at actual + 12%.

Same procedure will be followed in the case if the source of supply is given or type of material is given (e.g. PVC Skirting, etc.) or specific consumption of any material is given (e.g. concrete ratio, etc.), and they are changed.

2- In the event that the installed basic price (which is inclusive of all taxes such as GST, Income Tax, etc.) of an item has been given in the Bill of Quantities and the actual installed cost of sample approved is higher or lower than the price stipulated, the net difference of price (based on finished quantity) shall be added to or deleted from the Contractor's rate at actual + 12%.

Same procedure will be followed in the case if the source of supply is given or type of material is given and they are changed.

3- All Glass to be Clear Float Glass of approved quality (Ghani, Tariq Float Glass).

4- Gypsum board (Arish, United or approved equivalent).

5- MDF board (Lasani or approved equivalent).

6- Laminate board (Al-Nooor Lasani - Baluchistan Laminate or approved equivalent).

7- Paint Work: 3 coats of matt enamel paint finish (Jotun, ICI or Berger) of approved shade.

8- Paint on all M.S. Work where shown: anti rust epoxy coating of approved manufacturer.

9- Expansion Bolts to be Fischer or approved equivalent.

10- Where basic price of marble / granite is given, it is for pre-polished granite with 6 sides chemical treatment (finish as approved) but excluding at edges & without rounding / beveling of edges. The cost of edge finishing, if required and rounding / beveling of edges, if required, is to be included in respective items of BOQ.

**Additional Note:**

- I. Material / quantities of this order is subject to final inspection at the time of delivery and calculations by IBA Maintenance / Project Department.
- II. IBA reserve the right to cancel any or all the above items if work / material is not
- III. in accordance with our specifications or if the delivery is delayed / job is not completed.
- IV. Competent Authority reserves the right to change / alter / remove any item or article reduce / enhance quantity.
- V. No subletting in any case / items / form will be allowed.
- VI. That upon termination of this agreement the contractor shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time.
- VII. All equipment, ladders / scaffoldings / platforms for any heights, plungers, brushes, application Rollers, buckets etc. will be brought by the vendors.
- VIII. The vendor will be responsible for taking all safety measures during working of his staff at any height / surfaces.
- IX. All surfaces where work was carried out required to be cleaned from stains through related equipment / tools / materials etc.

## 7. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the contractor;

M/s \_\_\_\_\_, the contract 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 contractor 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 contractor 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, contractor 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 contractor 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.**



## **GENERAL CONDITION OF CONTRACT**

THIS AGREEMENT is executed at KARACHI, on this day \_\_\_\_\_ of 2024.

### **BETWEEN**

M/s Institute of Business Administration, Karachi through its Registrar, located at Main Campus, University Enclave, Karachi, hereinafter called and referred to as "IBA" (which expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors and assigns) of the FIRST PART.

### **AND**

M/s \_\_\_\_\_, having its office at \_\_\_\_\_, hereinafter referred to as "THE CONTRACTOR" (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assigns), through its proprietor \_\_\_\_\_, holding CNIC No. \_\_\_\_\_ on the SECOND PART.

**WHEREAS** "IBA" intends to obtain Interior Civil Work in Accounting Lab at IBA Main Campus related jobs/works as assigned in accordance to the tender vide # CW/21/24-25 at IBA Main Campus at the cost of Rs. \_\_\_\_\_ **Inclusive all taxes.** The basis with the works/jobs of items as per tender vide # CW/21/24-25 (IBA requirement) discussions in respect of the same as per determination of scope of works will be held with Sr. Manager (Projects) and "THE CONTRACTOR" have offered to render all kind of works/jobs (including but not limited to the "works/jobs mentioned in Work Order") of the proposed works up to the satisfaction & handing over the project to the "IBA" having accepted the offer in finished form complete in all respect.

**NOW IT IS HEREBY AGREED & DECLARED BY AND BETWEEN THE PARTIES AS FOLLOWS:**

### **WITNESSETH**

"IBA" hereby offer to appoint "THE CONTRACTOR" as their official work executor for the specific purpose of "Interior Civil Work in Accounting Lab at IBA Main Campus" in respect of the same with "IBA" as per the determination of scope of works/jobs on suitable scale with any/all other relevant details for Interior Civil Work in Accounting Lab at IBA Main Campus. "THE CONTRACTOR" hereby agree to the offer the "IBA" in acceptance of the terms & conditions here in below forth. However, the terms and conditions of the tender document vide # CW/21/24-25 would be integral part of this agreement.

#### **Article I**

#### **DUTIES & SCOPE OF WORK & AGREEMENT**

- 1.1 This Agreement includes, the “services & works”, discussions with “IBA” as per determination of scope of services, schedule of work & time line to suitable scale with any/all other relevant details to “IBA”.
- 1.2 “THE CONTRACTOR” agrees to provide any/all kind of services related to execution of work/job to “IBA” whenever and wherever is required as per the terms & conditions of this Agreement.
- 1.3 “THE CONTRACTOR” will coordinate for required/assigned works/jobs/project with Sr. Manager (Projects) , of the “IBA” who will advise “THE CONTRACTOR” in supervision of proposed works/jobs related.
- 1.4 “THE CONTRACTOR” is bound to provide items including machineries, equipment, goods material, gadget and manpower according to the Work Order.
- 1.5 It will be responsibility of the Contractor to remove debris/sludge/garbage/waste material/left over material, machineries, equipment and manpower from the site at their own cost after completion of works/jobs/project. However, Clearance Note / Certificate will be required from Sr. Manager (Projects) .
- 1.6 Any additional work/job, if required / necessary etc over and above/extra the Work Order, will be executed on the basis of Variation Order.
- 1.7 Interior Civil Work in Accounting Lab at IBA Main Campus, as assigned in accordance to the tender vide # CW/21/24-25.
- 1.8 Entry & Endorsement in Measurement Book for all jobs done is mandatory. The Measurement Book is to be countersigned by Maintenance & Project Department Supervisor on each occurrence / daily basis.
- 1.9 The Contract will require to obtain Entry Pass of their employee/labour/manpower etc from IBA, Security Office.
- 1.10 Any alteration/deletion/addition will only be consider if provided in writing by Sr. Manager (Projects) . No verbal instruction(s) / order(s) will consider valid.

## Article II

### **SCOPE OF PROFESSIONAL SERVICES & WORKS**

- 2.1 “THE CONTRACTOR” hereby agree and acknowledge for the periodic supervision of the works and to check the execution of works in accordance with the Description & Specification mentioned in BoQ vide Tender # CW/21/24-25.
- 2.2 “THE CONTRACTOR” hereby agree and acknowledge the acceptance of attending the meetings with the Sr. Manager (Projects) “IBA” as & when required.
- 2.3 Date of Completion of work/job/project is .....\_\_, 2024.

- 2.4 Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- 2.5 All staff must have CNIC and clearly mentioned to discourage work through child labor.

**Article III**  
**REMUNERATION**

- 3.1 The cost offered by the Contractor is Rs. \_\_\_\_\_ (inclusive of all taxes) vide tender # CW/21/24-25.
- 3.2 This Agreement includes, the “Interior Civil Work in Accounting Lab at IBA Main Campus”, as per “IBA” requirement mentioned in Tender BoQ.
- 3.3 Payment will be made after completion of works/jobs/project and submission of bill/invoice. Clearance Note / Certificate from Sr. Manager (Projects) is required before process of bill/invoice.
- 3.4 Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee after acceptance of the Work Order.
- 3.5 All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- 3.6 Stamp duty 0.35% for Services against total value of Work Order will be levied accordingly.
- 3.7 All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- 3.8 Tax(es)/Challan(s)/Levy(ies), if any or additional will be paid/borne by Contractor as per SRO/Notification.
- 3.9 2% liquidated damages of the total amount will be imposed per month for which the company/firm/agency failed to complete work within the delivery/execution period and maximum upto 10%.
- 3.91 IBA will not pay any charges(s) regarding cartage / carriage / transportation / food / wages / accidental etc.

**Article IV**  
**ARBITRATION**

- 4.1 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 “THE CONTRACTOR” for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties. The Arbitration proceedings will be

governed by the Arbitration Act, 1940 and the Substantive and procedural law of Pakistan. The venue shall be Karachi.

**Article V**  
**TERMINATION**

- 5.1 "IBA" may terminate this agreement if the job is not executed according to the requirement at anytime after issuing a 15 day's notice.
- 5.2 IBA reserve the right to accept or reject any or all agreement(s) or terminate proceedings at any stage in accordance to the rules & regulations in the relevant SBD notified framed by SPPRA.

**Article VI**  
**INDEMNITY**

- 6.1 "THE CONTRACTOR" in its individual capacity shall indemnify and keep IBA and any person claiming through IBA fully indemnified and harmless from and against all damages, cost and expenses caused to or incurred by "THE CONTRACTOR", as a result of any defect in the title of IBA or any fault, neglect or omission by the "THE CONTRACTOR" which disturbs or damage the reputation, quality or the standard of services & works provided by "IBA" and any person claiming through the IBA.

**Article VII**  
**NOTICE**

- 7.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.

**Article VIII**  
**INTEGRITY PACT**

- 8.1 Its intention not to obtain the 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).
- 8.2 Without limiting the generality of the forgoing the contractor/ 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.

- 8.3 The contractor/ 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.
- 8.4 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 contractor / 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.

**Article IX**  
**MISCELLANEOUS**

- 8.1 Works/job/project will be handed over by the "IBA" or vet the cost with authentic stamp and signature.
- 8.2 Competent Authority reserves the right to change / alter / remove any item or reduce / enhance quantity without assigning any reason.
- 8.4 The terms and conditions of the AGREEMENT have been read over to the parties which they admit to be correct and abide by the same.
- 8.5 The validity of the contract will be effective from the date of issue of Work Order.
- 8.6 All terms and conditions of tender vide # CW/21/24-25 will be the integral part of this agreement and can't be revoked.
- 8.7 Any additional work/job, if required / necessary etc over and above/extra the Work Order, will be executed on the basis of Variation Order.
- 8.8 Entry & Endorsement in Measurement Book for all jobs done is mandatory. The Measurement Book is to be countersigned by Maintenance & Project Department Supervisor on each occurrence / daily basis.

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address \_\_\_\_\_

Tel # \_\_\_\_\_ Fax # \_\_\_\_\_

Mobile # \_\_\_\_\_ CNIC # \_\_\_\_\_

E-mail: \_\_\_\_\_