Tender # MISC/10/14-15

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

TENDER FORM

Tender # MISC/10/14-15

REPAIR & MAINTENANCE CIVIL WORKS

Date of Issue	:	March 22, 2015
Last Date of Submission	•	April 9, 2015 (3:00 pm)
Date of Opening	:	April 9, 2015 (3:30 pm)

Pay Order / Demand Draft #, Amount :Rs.....

Drawn on Bank..... 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 leading news papers and IBA & SSPRA websites on March 22, 2015 to repair & maintenance works at some of the housing units located in IBA Staff Town.

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.

For more information, please contact with Mr. Fahim Uddin on 38104700 Ext. 2520 or cell # 03342229732

Thank you.

-sd-**Registrar**

2. Instructions

- (a) 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.
- (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 22, 2015 to April 9, 2015 during working 9:00 am to 3:00 pm.
- (d) The last date of submit the Tender Document in sealed envelope in April 9, 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.

Annex A

3. <u>SCOPE OF WORK BUNGALOW # A-4</u> <u>IBA, STAFF TOWN</u>

S#	SONRY / PLASTER WORK Place	Approx.	Rate	Amount
5#	I lace	Qty (r/ ft)	Nate	Amount
	Masonry work			
	Providing and laying block 12x8x6 (machine			
	made block) masonry, at least 600 psi crushing			
1	set in (1:6) cement sand mortar including curing,			
-	finishing racking out joints, scaffolding, lifting,			
	hoisting etc complete in all respect as per site	500		
	requirement / drawing or as instructed by			
	Maintenance Department.			
	Plaster Work			
	Providing and applying at any height cement and			
2	sand plaster (1:4) to walls, roof, etc., making edges and corners including preparation of			
2	surface before plastering finishing scaffolding			
	curing etc complete in all respect as specified as			
	approved by the Maintenance Department.			
Annr	oximate Total			
Appr				
DIST	EMPERING AND PAINT WORK	ing scrubbing	and filling co	mnlete in all
<u>DIST</u> Provi	EMPERING AND PAINT WORK ding and applying three coats of Distemper includi	ing scrubbing	and filling co	omplete in all
DIST Provi respe	EMPERING AND PAINT WORK ding and applying three coats of Distemper includi ct			-
<u>DIST</u> Provi	EMPERING AND PAINT WORK ding and applying three coats of Distemper includi	Approx.	and filling co	omplete in all Amount
DIST Provi respe S#	EMPERING AND PAINT WORK ding and applying three coats of Distemper includi ct			-
DIST Provi respe S#	EMPERING AND PAINT WORK ding and applying three coats of Distemper includi ct Place Bed Rooms and Servant Room.	Approx. Qty (sq ft)		-
DIST Provi respe S# 1 2	EMPERING AND PAINT WORK ding and applying three coats of Distemper includi ct Place	Approx. Qty (sq ft) 4000		-
DIST Provi respe	EMPERING AND PAINT WORK ding and applying three coats of Distemper includi ct Place Bed Rooms and Servant Room. Drawing and Dining Room	Approx. Qty (sq ft) 4000 1300		-
DIST Provi respe S#	EMPERING AND PAINT WORK ding and applying three coats of Distemper includid ct Place Bed Rooms and Servant Room. Drawing and Dining Room Bath room (Five)	Approx. Qty (sq ft) 4000 1300 850		-
DIST Provi respe S# 1 2 3 4	EMPERING AND PAINT WORK ding and applying three coats of Distemper includi ct Place Bed Rooms and Servant Room. Drawing and Dining Room Bath room (Five) Kitchen	Approx. Qty (sq ft) 4000 1300 850 200		-
DIST Provi respe S# 1 2 3 4 5	EMPERING AND PAINT WORK ding and applying three coats of Distemper includi ct Place Bed Rooms and Servant Room. Drawing and Dining Room Bath room (Five) Kitchen Kitchen Storages	Approx. Qty (sq ft) 4000 1300 850 200 500 500		-
DIST Provi respe S# 1 2 3 4 5 6	EMPERING AND PAINT WORK ding and applying three coats of Distemper includit ct Place Bed Rooms and Servant Room. Drawing and Dining Room Bath room (Five) Kitchen Kitchen Storages In Side Passage	Approx. Qty (sq ft) 4000 1300 850 200 500 700		-
DIST Provi respe S# 1 2 3 4 5 6 7 8	EMPERING AND PAINT WORK ding and applying three coats of Distemper includi ct Place Bed Rooms and Servant Room. Drawing and Dining Room Bath room (Five) Kitchen Kitchen Storages In Side Passage Entrance Passage	Approx. Qty (sq ft) 4000 1300 850 200 500 700 850 700	Unit price	Amount
DIST Provi respe S# 1 2 3 4 5 6 7 8	EMPERING AND PAINT WORK ding and applying three coats of Distemper includi ct Place Bed Rooms and Servant Room. Drawing and Dining Room Bath room (Five) Kitchen Kitchen Storages In Side Passage Entrance Passage Garage	Approx. Qty (sq ft) 4000 1300 850 200 500 700 850 700	Unit price	Amount
DIST Provi respe S# 1 2 3 4 5 6 7 8 Provi	EMPERING AND PAINT WORK ding and applying three coats of Distemper includi ct Place Bed Rooms and Servant Room. Drawing and Dining Room Bath room (Five) Kitchen Kitchen Storages In Side Passage Entrance Passage Garage ding and applying three coats of Paint including so	Approx. Qty (sq ft) 4000 1300 850 200 500 700 850 700	Unit price	Amount
DIST Provi respe S# 1 2 3 4 5 6 7 8 Provi 9	EMPERING AND PAINT WORK ding and applying three coats of Distemper includie ct Place Bed Rooms and Servant Room. Drawing and Dining Room Bath room (Five) Kitchen Kitchen Storages In Side Passage Entrance Passage Garage ding and applying three coats of Paint including so Doors (16)	Approx. Qty (sq ft) 4000 1300 850 200 500 700 850 700 rubbing and	Unit price	Amount
DIST Provi respe S# 1 2 3 4 5 6 7 8 Provi 9 10 11	EMPERING AND PAINT WORK ding and applying three coats of Distemper includit ct Place Bed Rooms and Servant Room. Drawing and Dining Room Bath room (Five) Kitchen Kitchen Storages In Side Passage Entrance Passage Garage ding and applying three coats of Paint including so Doors (16) Windows (11)	Approx. Qty (sq ft) 4000 1300 850 200 500 700 850 200 500 700 850 1300 900 100 100 100 100 100 100 100 100 100	Unit price	Amount Amount
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DIST Provi respe S# 1 2 3 4 5 6 7 8 Provi 9 10 11 Provi respe	EMPERING AND PAINT WORK ding and applying three coats of Distemper includi ct Place Bed Rooms and Servant Room. Drawing and Dining Room Bath room (Five) Kitchen Kitchen Storages In Side Passage Entrance Passage Garage ding and applying three coats of Paint including so Doors (16) Windows (11) Ventilator (05) ding and applying three coats of Weather Shield i ct	Approx. Qty (sq ft) 4000 1300 850 200 500 700 850 200 500 700 850 1300 900 100 100 100 100 100 100 100 100 100	Unit price	Amount Amount

REPA	REPAIR RENOVATION OF KITCHEN				
S#	Detail of Work	Approx. Qty	Rates	Amount	
1	Dismantling / chiseling cement / mosaic concrete	200 sq ft			
	plain, cleaning and straightening the same	-			
	(kitchen)				
	Providing and fixing SS kitchen sink (36 x 18				
	inch or in similar length x breadth) double bowl				
	including all accessories such as hot / cold water				
2	mixture (of approved design / quality Master /	One			
Ζ	Sonex / Faisal) or equivalent) uPVC waste pipe,	One			
	CP bottle trap coupling bracket set, and all joints				
	to service and drains plugging and screwing as				
	necessary to the structure complete in all respect.				
3	Providing and fixing in position cabinets of the				
	following types consisting of ³ / ₄ inch thick MDF				
	laminated board boxing, tuff Formica finished				
	shutters, Partal wood lipping / beading, lacquer				
	polish to wood surfaces including all hardware				
	and accessories complete in all respect as per				
	drawing or as indicated by Maintenance Manager				
	1. Base Cabinets 22 inch deep 30 inch	13 r / ft			
	high				
	2. Low Height cabinets 16 inch deep and				
	30 inch high	12 r / ft			
	3. Hanging Cabinets 16 inch deep 24				
	inch high	42 sq ft			
4	Providing / fixing Master Tiles (or imported	200 sq ft			
	equivalent Standard Quality) of size 10 x 12 in				
	size or 12x12 or 24x12 above slabs and floors /				
	walls including all costs.				
5	providing and fixing in position Marble slabs /	One job			
	counter tops as per size and exiting drawing with				
	cuttings for hob and kitchen sink of given size				
	(Tippy or equivalent) with 2 inch skirting pasted				
	with chemical jelly / bond				
	1. 15 x 2 sq ft				
Appro	ox Total				
11					

REPA	REPAIR RENOVATION OF BATHROOMS				
S #	Detail of Work	Qtty	Rate	Amount	
1	Dismantling old tiles s / chiseling cement / mosaic concrete making it plain, cleaning and straightening the same	1 job			
2	Bathrooms Providing / fixing Master Tiles (or imported equivalent as approved by Maint Dept) of size 10 x 13 / 12x12 or 24x12 inches on walls / floors	1500 sq ft			
3	Providing and fixing English WC (of approved local high quality and color) with commode seat, flush tank, including and fittings, flushing pipe, thimble, all joints to services and drains plugging and screwing as necessary to the structure complete in all respect	5 jobs			
4	Providing and fixing Wash basin with pedestal (of approved local high quality and color) all accessories such as basin mixture, tee stop cock with check nuts, CP, Flexible pipe, uPVC waste pipe, waste coupling bracket set, CP bottle trap and silicon sealant, all joints to services and drain, plugging and screwing as necessary to the structure etc, complete in all respect	5 jobs			
5	Providing and fixing bathroom accessories (of approved local high quality and color) including fixing with rawal plug of approved quality complete in all respect 1. 7 piece bathroom set 2. Bib cock 3. Bib cock with Muslim Shower 4. Shower Mixer with shower and all fitting complete in all respect	5 jobs			
6	Providing & fixing, jointing, testing of GI pipe including specials fittings such as hanging system, socket, tees, elbow, bends, reducers, plugs and unions etc supported or buried in walls / floor or suspended from roof slab as per specification complete in all respect.				
	1. ¹ / ₂ inch dia 2. ³ / ₄ inch dia	1500 r / ft 200 r / ft			
7	Providing and fixing in position cabinets / doors of the following types consisting of ³ / ₄ inch thick MDF laminated board boxing, tuff Formica finished shutters, Partal wood lipping / beading, lacquer polish to wood surfaces including all hardware and accessories complete in all respect				

	as per drawing or as indicated by Maintenance		
	Manager		
	1. Bathroom Almira	100 s/ ft	
	2. Hanging Cabinets 16 inch deep 24		
	inch high	100 s / ft	
Approx	Total		

S# Detail of Work	Approx. qtty	Rate	Amount
1 Providing, fabricating and fixing in position at any height deluxe anodized (Brown or Silver color) locally extruded aluminum (box type thickness of section 2 mm) open able / fixed aluminum windows with 5 mm thick glass (Ghani or equivalent) with gaskets and including cost of 2 mm aluminum door frames with all accessories complete in all respect as shown or as directed by maintenance department.	500 sq. ft		

CAR	CARPENTRY REPAIR JOBS				
S#	Detail of Work	Qtty	Rate	Amount	
1	Repair and maintenance of all existing doors / windows and Kitchen cabinets including scrubbing / polishing (lacquer or wood) and providing and fixing of hinges / tower bolts etc as per site requirement or as directed by maintenance department	Oraish			
Appr	rox Total				

REP A	EPAIR MAINTENANCE OF SEWERAGE LINES / MANHOLES					
S#	Detail of Work	Approx. Qtty	Rate	Amount		
1	Providing and fixing uPVC class "B" pipe for sewer system including excavation preparation of compacted make smooth bed and back filling complete in all respect 1. 6 inch dia					
2	Making / arrangement sewer / water supply connection with existing main water / sewer line complete in all respect as necessary for making the connection to building / toilets / kitchen	200 r /ft				
Appro	ox Total					

REPA	EPAIR MAINTENACE OF NATURAL GAS				
S#	Detail of Work	Approx. Qtty	Rate	Amount	
1	Providing and fixing jointing GI pipe lines for Gas supply medium quality IIL. Including special sockets, tee, elbow, bend, reducer plug and union etc.) Supported on walls or suspended from roof slab, including protective coating or black tapping complete in all respect as per available drawing or as directed. 1. ¹ / ₂ inch dia pipe fittings	80 r /ft			
2	Providing and fixing gas cocks of approved quality of gas company including all accessories complete in all respect 2. ¹ / ₂ inch dia	02 in nos			
Appro	ox Total				

S#	Detail of Work	Approx. Qty	Rate	Amount
1	The sides alongside boundary walls and main pathway to be provided with Garden Tiles 1x1 ft. of approved design joined with cement etc complete in all respect.	1000 r / ft		

MAR	<u>IARBLE / MOSAIC FLOORS</u>					
S#	Detail of Work	Approx. Qty	Rate	Amount		
1	All House Marble / Mosaic Floor, repair including grouting and Polishing Works (All Marble floor need to be chemical polished) 1.Marble Floors 2.Mosaic Floors					
Appro	ox Total			•		

Note:

1. IBA Maintenance Department reserve the right to cancel / amend; increase or decrease scope of work under different headings. Any other related task may also be added or omitted if required as necessity to complete above tasks, contractor required to put up quotation for the same for approval of IBA.

Total of Annexure 'A'

Total Amount: Rs._____

Total Amount in words: Rs._____

Annex B

4. <u>SCOPE OF WORK BUNGALOW #B-</u> <u>5 IBA, STAFF TOWN</u>

Allotted to Mr Wali Ullah Faculty

DIST	EMPERING AND PAINT WORK			
Provid	ling and applying three coats of Distemper in	cluding scrubbing an	d filling comple	ete in all respect
S#	Place	Qty (sq ft)	Rate	Amount
1	Bed Room No,1,2,3 and Servant Room .	2897		
2	Drawing and Dining Room	1277		
3	Bath room (Four)	400		
4	Kitchen	142		
5	Kitchen Store	304		
6	In Side Passage	656		
7	Entrance Passage	867		
8	Garage	632		
Provid	ling and applying three coats of Paint includi	ng scrubbing and filli	ng complete in	all respect
9	Doors (16)	1000		
10	Windows (11)			
11	Ventilator (05)			
Provid	ling and applying three coats of Weather Shie	ld including scrubbin	ng and filling c	omplete in all
respec	et	0	2 0	-
12	Elevation walls	3570		
13	Boundary Wall			
Appro	x Total			

REPA	IR RENOVATION OF BATHROOMS			
S #	Detail of Work	qtty	Rate	Amount
1	Dismantling / chiseling cement / mosaic concrete	One job		
	plain, cleaning and straightening the same			
2	Bathrooms (three)	1000 sq ft		
	Providing / fixing Master Tiles (or imported			
	equivalent as approved by Maint Dept) of size 10			
	x 13 / 12x12 or 24x12 inches on walls / floors			
3	Providing and fixing English WC (of approved	3 jobs		
	local high quality and color) with commode seat,			
	flush tank, including and fittings, flushing pipe,			
	thimble, all joints to services and drains plugging			
	and screwing as necessary to the structure			
	complete in all respect			
4	Providing and fixing Wash basin with pedestal	3 jobs		
	(of approved local high quality and color) all			
	accessories such as basin mixture, tee stop cock			
	with check nuts, CP, Flexible pipe, uPVC waste			
	pipe, waste coupling bracket set, CP bottle trap			

	and silicon sealant, all joints to services and		
	drain, plugging and screwing as necessary to the		
	structure etc, complete in all respect		
5	Providing and fixing bathroom accessories (of	3 jobs	
	approved local high quality and color) including		
	fixing with rawal plug of approved quality		
	complete in all respect		
	5. 7 piece bathroom set		
	6. Bib cock		
	7. Bib cock with Muslim Shower		
	8. Shower Mixer with shower and all		
	fitting complete in all respect		
6	Providing & fixing, jointing, testing of GI pipe		
	including specials fittings such as hanging		
	system, socket, tees, elbow, bends, reducers,		
	plugs and unions etc supported on walls or buried		
	in walls / floor or suspended from roof slab as per		
	specification complete in all respect.		
	3. $\frac{1}{2}$ inch dia	1230 r / ft	
	4. $\frac{3}{4}$ inch dia	80 r / ft	
Approx	x Total		

REPA	IR RENOVATION OF KITCHEN			
S#	Detail of Work	Qtty	Rate	Amount
1	Dismantling / chiseling cement / mosaic concrete	One job		
	plain, cleaning and straightening the same			
2	Providing and fixing SS kitchen sink (36 x 18	One		
	inch or in similar length x breadth) double bowl			
	including all accessories such as hot / cold water			
	mixture (of approved design / quality Master /			
	Sonex / Faisal) or equivalent) uPVC waste pipe,			
	CP bottle trap coupling bracket set, and all joints			
	to service and drains plugging and screwing as			
	necessary to the structure complete in all respect			
3	Providing and fixing in position cabinets of the			
	following types consisting of ³ / ₄ inch thick MDF			
	laminated board boxing, tuff Formica finished			
	shutters, teak wood lipping, wood beading			
	lacquer polish to wood surfaces including all			
	hardware and accessories complete in all respect			
	as per drawing or as indicated by Maintenance			
	Manager			
	4. Base Cabinets 22 inch deep 30 inch	13 r / ft		
	high			
	5. Low Height cabinets 16 inch deep and	12 r / ft		
	30 inch high			
	6. Hanging Cabinets 16 inch deep 24	42 sq ft		

	inch high		
4	Providing / fixing Master Tiles (or imported equivalent Standard Quality) of size 10 x 12 in size or 12x12 or 24x12 above slabs and floors / walls including all costs.	171 sq ft	
5	providing and fixing in position Marble slabs / counter tops as per size and exiting drawing with cuttings for hob and kitchen sink of given size (Tippy or equivalent) with 2 inch skirting pasted with chemical jelly / bond 2. 13 x 2 sq ft	13 x 2 sq ft	
Approx	x Total		

S#	Detail of Work	qtty	Rate	Amount
1	Repair and maintenance of all existing doors / windows and Kitchen cabinets including scrubbing / polishing and providing and fixing of hinges / tower bolts etc as per site requirement or as directed by maintenance department	One job		
Appro	ox Total			L

REPA	REPAIR MAINTENANCE OF SEWERAGE LINES / MANHOLES			
S #	Detail of work	Qtty	Rate	Amount
1	Providing and fixing uPVC class "B" pipe for sewer system including excavation preparation of compacted make smooth bed and back filling complete in all respect 2. 6 inch dia	120 r / ft		
2	Making / arrangement sewer / water supply connection with existing main water / sewer line complete in all respect as necessary for making the connection to building / toilets / kitchen	120 r /ft		
Approx	a Total			

REPA	REPAIR MAINTENACE OF NATURAL GAS			
S#	Detail of work	Qtty	Rate	Amount
1	Providing and fixing jointing GI pipe lines for Gas supply medium quality IIL. Including special sockets, tee, elbow, bend, reducer plug and union c etc.) supported on walls or suspended from roof slab, including protective coating or black tapping	40 r /ft		

	complete in all respect as per available drawing or as directed. 5. ¹ / ₂ inch dia pipe fittings		
2	Providing and fixing gas cocks of approved quality of gas company including all accessories complete in all respect 6. ¹ / ₂ inch dia	02 in nos	
Approx	k Total		

PATHWAY PAVERS OR GARDEN TILES (CLAY TYPE)				
S #	Detail of Work	qtty	Rate	Price (Rs.)
1	The two sides to be raised with Garden Tiles 1x1 ft	100 r / ft		
Approx	x Total			

MOSAIC FLOORS

Floor	Polishing Work			
S #	Detail of work	Approx qtty	Rate	Amount
1	All House Mosaic Floor Polishing Works	2000 sq ft		
	Providing / Applied Floor Polish Sq ft .			
Approx	x Total			

Note:

1. IBA Maintenance Department reserve the right to cancel / amend; increase or decrease scope of work under different headings. Any other related task may also be added or omitted if required as necessity to complete above tasks, contractor required to put up quotation for the same for approval of IBA.

Total of Annexure 'B'

Total Amount: Rs._____

Total Amount in words: Rs._____

<u>TOTAL</u> <u>ANNEXURE A & B</u>

Annexure 'A' for Staff Town House # A-4

5.

Total Amount = Rs. (inclusive of all taxes)

Annexure 'B' for Staff Town House # B-5

Total Amount = Rs._____ (inclusive of all taxes)

Annexure 'A' + Annexure 'B' Grand Total = Rs._____

(inclusive of all taxes)

Grand Total (in words) Rs._____

_____(inclusive of all taxes)

Note for Pre-Bid Meeting:

You are requested to attend pre-bid meeting on April 4, 2015 at 12:30pm at Meeting Room 3rd Floor, Fauji Foundation Building in IBA, Main Campus, Karachi.

6. <u>Terms & Conditions</u>

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

- (i) **Receiving/Acceptance of Work Order:** The contractor will sign the copy of the Work Order as acknowledgement.
- (ii) **Place of Execution:** As specified in the Work Order unless otherwise informed accordingly.
- (iii) **Delayed Execution:** 2% penalty of the total amount will be imposed per month for which the contractor failed to deliver within the execution period.
- (iv) **Inspection:** Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- (v) **Quantity Delivered:** Competent Authority reserves the right to change/alter/remove any item or work or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (vi) **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.
- (vii) **Delivery of Works:** All the works must be executed to the specified site of the IBA.
- (viii) **Rejection of Works:** We reserve the right to cancel any or all the items if works is not in accordance with our specification or if delayed occurred.
- (ix) **Termination:** 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.
- (x) **Submission of Bills/Invoices:** Invoice/bill, Work Order & Clearance Challan should be submitted to Finance Department.
- (xi) Advance Payment: Advance Payment subject to Bank Guarantee.
- (xii) **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 contractor for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- (xiii) **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 tender.
- (xiv) **Bid Security:** 5% Bid Security should be on Total Amount deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (xv) 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.

- (xvi) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xvii) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xviii) Government tax(es), levi(es) and charges(s): It will be charged at actual as per SRO.
- (xix) Validity of Bid: Validity is for ninety (90) days.
- (xx) 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 single housing unit / part of project to different lowest responsive bidders or issue Work Order for all the housing units / project to any lowest responsive bidder.
- (xxi) **IBA, Priorities:** IBA reserves the right to award contract in phases accommodation wise as per IBA priorities.
- (xxii) **Related Work:** Related work may be added or deleted to scope if considered essential to complete related task assigned.
- (xxiii) **Company Profile:** Company Profile be attached with this document.
- (xxiv) **Tender Document:** Tender Document available at the Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.
- (xxv) Submission of Documents: Last date for tender submission is April 9, 2015 upto 3:00 pm.
- (xxvi) **Opening of Tender:** Tender will be opened on April 9, 2015 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xxvii) **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.
- (xxviii) **Stamp Duty**: Stamp duty 0.3% for Services against total value of Work Order will be levied accordingly.
- (xxix) **Experience**: Please provide at least 10 plus years experience for this tender
- (xxx) **Turn Over**: Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (xxxi) **Sales Tax & Income Tax**: Copy of Sales Tax & Income Tax Certificate should be attached.
- (xxxii) **Works Assign**: Work Order might be awarded on part of project basis, so that lowest responsive contractors can be awarded work on different houses.
- (xxxiii)**Contractor Responsibility:** 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 Manager General Maintenance and Manager Purchase & Stores.
- (xxxiv)**Measurement Book:** Entry & Endorsement in Measurement Book for all jobs done is mandatory. The Measurement Book is to be countersigned by Maintenance Supervisor on each occurrence / daily basis.
- (xxxv) **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.

7. Integrity Pact

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

<u>M/s</u>, 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, contact, 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.

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

M/s	
Contact Person:	
Address	
Tel #	_Fax #
Mobile #	e-mail: