

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

# **TENDER FORM**

**Tender # MAINT/03/22-23**

**SLA for Pumps at IBA**

**Date of Issue : December 26, 2022**

**Last Date of Submission : January 11, 2023 (3:00 PM)**

**Date of Opening of Tender : January 11, 2023 (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 sealed bids from active taxpayers of manufacture / firm / companies / supplier registered with relevant tax authorities for the following tender.

<b>Tender Title (Ref. No.)</b>	<b>Procedure</b>	<b>Bid Security</b>
SLA for Pumps at IBA (Maint/03/22-23)	Single Stage One Envelope	2%
<b>Tender Fee &amp; Dates</b>		
Fee: Rs.1000/-		
Issuance start date: December 26, 2022 at 9am		
Issuance end date & time: January 11, 2023 at 3pm		
Submission date & time: December 26, 2022 to January 11, 2023 from 9am to 3pm		
Opening date & time: January 11, 2023 at 3:30pm		

Tender Document may be collected after submission of paid fee challan from the Office of **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi** on any working day (Monday to Friday). Alternatively, the tender document can be downloaded from the website. 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. Sealed bids should be dropped in Tender Box placed at the Security Office, Gate # 4, IBA Main Campus University Enclave Karachi and will be opened on same date & venue in the presence of the bidders representatives who may wish to attend. In case of holiday the tender shall be opened / received on the next working day at same place and time. Bid Security in the form of Pay Order or Demand Draft has to be submitted in favour of “**IBA Karachi**” along with the Financial Proposal.

Kindly mention “Tender Number” at top right corner of the envelope.

**N.B.** IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to relevant provision of SPP Rules 2010.

**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: <https://ppms.pprasindh.gov.pk/PPMS/public/portal/notice-inviting-tender>

# CONTENTS

1. Introduction	Page 4
2. Instructions	Page 5
3. Scope of Services	Page 6
4. Bill of Quantity	Page 8
5. Bidder Qualification Criteria	Page 9
6. Bidding Data Sheet	Page 10
7. Terms & Conditions	Page 11
8. Integrity Pact	Page 14

## **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 December 26, 2022 to "SLA for Pumps at IBA".

The Institute of Business Administration, Karachi (IBA) is the oldest business school outside North America. It was established in 1955 with initial technical support provided by the Wharton School of Finance, University of Pennsylvania. Later, the University of Southern California (USC) set up various facilities at the IBA & several prominent American professors were assigned to the IBA. The course contents, the curriculum, the pedagogical tools & the assessment & testing methods were developed under the guidance of reputed scholars from these two institutions. IBA has zealously guarded the high standards & academic traditions it had inherited from Wharton & USC while adapting and adjusting them with the passage of time.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Please contact Sr. Purchase Executive on 38104700 ext: 2150 for any information and query

Thank you.

-sd-

**Registrar**

## **2. Instructions**

- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant manufacturers / firms / supplier / companies / distributors / dealers 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 every page. Moreover, attach required supporting document according to the requirement.
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column unanswered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space, please attach a paper & clearly mention item/column name or number etc. that referred the column/item of the Tender Form.
- (c) You can collect the Tender Document from the office of Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Enclave, Karachi from December 26, 2022 to January 11, 2023 during working 9:00 AM to 3:00 pm.
- (d) The last date to submit the Tender Document in sealed envelope is January 11, 2023 by 3:00 pm in the Office of the Head of Procurement, Ground Floor, Fauji Foundation 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.
- (e) Bid Security of 2% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration.
- (f) Successful bidder should provide 5% Performance Security of total value of Purchase Order / Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (g) 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.
- (h) Site visit will be held on January 06, 2023 at IBA Main Campus at 11am with Sr. Manager Operations & Maintenance for understanding the exact nature of the job.
- (i) The contract period may be extended on satisfactory performance of the company / firm / agency with mutual consent.

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### 3. Scope of Services

1.1 For monthly preventive maintenance of above-mentioned pumps, the contractor will physically inspect the pumps, motors, valves, and other associated parts/equipment. Cleaning, greasing, current monitoring of motors, check the seals of the pumps for any leakages. The scope also covers the replacement of valves and repairing of water & sewerage lines at any other location of MC if required. Vendor will submit the maintenance report on monthly basis.

1.2 In case of any breakdown or any other specific planned activity THE SERVICE PROVIDER will diagnose the problem and will submit quotation for prior cost approval from IBA.

Note: THE SERVICE PROVIDER will depute 1xSkilled Technician & 1xHelper at site on permanent basis from 8am to 4pm (Monday to Friday, however staff will be available on call to cater for the emergency. Material consumed in normal maintenance and repair work will be charged at actual subject to cost approval by IBA. Emergency breakdowns and repairs of pumps, water and sewerage lines will also be billed separately subject to prior cost approval by IBA.) OT hrs will be charged accordingly.

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### 1.3 Main Water PUMP FIRE PUMP & S.T.P PUMP

S.No	Building Name	Pump Type	Make/Brand	Quantity	Capacity
<b>Main Campus</b>					
1	S.T.P PUMP	Ebara		2	3 HP
2	S.T.P	Air Blower Motor		2	5.5 kW
3	AMAN CED Building	FIRE PUMP ELECT	GRUNDFOS	1	11kW
4	Abdul Razzak Tabba Academic Center	FIRE PUMP ELECT	GRUNDFOS	1	11kW
5	Student Center	FIRE PUMP ELECT	GRUNDFOS	1	11kW
6	IBA New Boys Hostel	FIRE PUMP ELECT	GRUNDFOS	1	15kW
7	Masjid-Cricket Ground-STP	Submersible Pumps		3	5.5kW
8	MC Pump Room	Water Supply Pump	Lowara	2	4kW

#### Staff Town

S.No	Building Name	Pump Type	Make/Brand	Quantity	Capacity
1	Main Water Pumps	Water Supply Pump	Siemens	3	7.5 HP
2	IBA VFR	FIRE PUMP ELECT	GRUNDFOS	1	11kW

#### Boys Hostel

S.No	Building Name	Pump Type	Make/Brand	Quantity	Capacity
1	IBA New Boys Hostel	FIRE PUMP ELECT	GRUNDFOS	1	15KW
2	Canteen Side	Submersible Pumps		1	5.5kW

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#### 4. Bill of Quantity

Item #	Description	Total Charges	
		Total Monthly Cost without SST Rs.	Total Annual Cost without SST Rs.
1-	<p><b>SLA for Repair &amp; Maintenance of Pumps and Repairing of Water &amp; Sewerage Lines at IBA for Main Campus</b></p> <p>SLA for repair, maintenance and servicing of Water and Fire pumps installed at different locations of IBA Main Campus and Pump Rooms as mentioned above. Repairing of water &amp; sewerage lines of Main Campus.</p>		
<b>Total</b>			
<b>SST</b>			
<b>Total Amount</b>			

**Total Annual Cost per year (in words)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
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## 5. Bidder Qualification Criteria

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

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## 6. Bidding Data

- (a) **Name of Procuring Agency:** Institute of Business Administration, Karachi
- (b) **Brief Description of Works:** SLA for Pumps at IBA
- (c) **Procuring Agency's address:-**Main Campus, University Road, Karachi
- (d) **Amount of Bid Security:-** Bid Security of 2% of total amount/cost will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi
- (e) **Period of Bid Validity (days):-** Ninety Days
- (f) **Performance Security Deposit:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (g) **Deadline for Submission of Bids along with time :-** The last date of submit the Tender Document in sealed envelope in January 11, 2023 by 3pm in the Office of the Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Road, Karachi. The Tender will be opened on same day at 3:30 PM in the presence of representatives who may care to attend.
- (h) **Venue, Time, and Date of Bid Opening:-** Tender will be opened on January 11, 2023 on 3:30 PM at IBA Main Campus, University Road, Karachi.
- (i) **Time for completion from written order of commence:-** 20 days
- (j) **Liquidated damages:-** 2% liquidated damages of the total amount will be imposed per month for which the contractor failed to complete work within the execution period.
- (k) **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**  
# ....., **Amount :Rs.....Drawn on Bank..... Dated.....**

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## **7. Terms & Conditions:**

The following terms of the supply are agreed by the service providers, firms or companies:

- (i) **Signing of Contract Agreement:** The company / firm / agency will sign the contract agreement as acknowledgement.
- (ii) **Services & Supply of Spare Parts on need basis Deliverable:** All services and Supply of Spare Parts on need basis must be delivered as specified in entitlement / authorization. Non-compliance with this condition renders the services and supply of spare parts on need basis liable to non-acceptance.
- (iii) **Duration:** The period of Execution will identify on Contract Agreement for ONE year extendable on mutual agreement and subject to satisfactory performance.
- (iv) **Place of Services:** As specified in the contract agreement unless otherwise informed accordingly.
- (v) **Response Time and LD:** In case of any fault or breakdown, the Contractor shall attend and remove the fault as soon as possible after getting the information. The fault that requires replacement/repair of components needs to be rectified within 72 hours' subject to arrangement of parts. In case of any major fault which requires complete dismantling, repair, replacement, testing and recommissioning the vendor should inform the lead time for the restoration. If the fault is not rectified without due justification within 72 hours or the lead time in case of major break fault, a penalty of 2% of the total amount of repair or replacement job shall be imposed, subject to the maximum of 10% of the total amount of repair or replacement job. Liquidated damages 2% and max 10% will be imposed per month as mentioned above.
- (vi) **Service Execution:** Competent Authority reserves the right to change/alter/remove/reduce/enhance services with or without financial impact; without assigning any reason and the agency / company will abide the instruction(s).
- (vii) **Condition of Services & Supply of Spare Parts on need basis:** The services and supply of spare parts on need basis in all respects with the requirement of the contract agreement and must be in acceptable format otherwise they will be liable to rejection.
- (viii) **Stamp Duty :** Stamp duty of 0.35% for Services against total value of Work will be levied accordingly.
- (ix) **Rejection of Services:** We reserve the right to cancel any or all the services if it is not in accordance with our specification or if the execution of services is delayed.
- (x) **Termination:** That upon termination of this agreement the agency shall be permitted to withdraw all its liabilities, liens, dues, devices, equipment and manpower which may have been placed at anywhere from the time to time.
- (xii) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xi) **Submission of Bills/Invoices:** Beyond the monthly recurring charges with SST invoice, if supply of spare parts incurred, separate GST Invoice along with Delivery Challan should be submitted to IBA.

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- (xv) **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 company/agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties under Arbitration Act 1940.
- (xvi) **Bid Security:** 2% Bid Security must be deposited along with the Tender Form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (xvii) **Price / Rate:** Price / rate must be quoted in bidding documents only and submitted in sealed envelope.
- (xviii) **Performance Security:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract / Warranty, whichever is longest.
- (xix) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance with the **FBR, SRB, SPPRA**.
- (xx) **Spare Parts:** Payment of the spare parts will be subject to prior cost approval through a quotation clearly indicating the unit price, total cost and GST on the letterhead of the company by IBA, followed by submission of Delivery Challan & GST Invoice.
- (xxi) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxii) **Validity of Bid:** Validity is for ninety (90) days.
- (xxiii) **Rights:** IBA reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.
- (xxiv) **Tender Document:** Tender Document available at the Office of Head of Procurement, IBA Main Campus, University Road, Karachi.
- (xxv) **Submission of Documents:** Last date for tender submission is January 11, 2023 up to 3:00pm
- (xxvi) **Opening of Tender:** Tender will be opened on January 11, 2023 at 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xxvii) **Taxes :** All Government taxes (including Income tax and stamp duty), GST, SST, levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- (xxviii) **Awarded of Contract:** Contract will be awarded on lump sum basis for O&M Services whereas Payment of the **repairing jobs &** spare parts will be subject to prior cost approval through a quotation clearly indicating the unit price, total cost, **SST** and GST on the letterhead of the company by IBA, followed by submission of Delivery Challan & GST Invoice on the letterhead of the company.
- (xxix) **Rights to Remove:** IBA reserve the right to remove any area of service as per requirement.

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- (xxx) **Material Supply:** Material / Parts required for operation and maintenance shall be supplied by contractor “only” after prior approval from IBA Maintenance Department by submitting quotation clearly indicating the unit price, total cost and GST on company letter head. Cost of material shall be charged in accordance with the prevailing market rate with 15% service charges. Payment of parts will be made only after submission of delivery challan and GST invoice.
- (xxxii) **Continuity of Service:** The successful bidder while taking over the site will ensure continuity of services. In case of any disruption a fine of 20% for the first monthly bill may be imposed by IBA.
- (xxxiii) **Health Safety:** The contractor shall be responsible for the safety of all its activities including protection of the life & environment on and off the site. IBA is no smoking zone. IBA will not be responsible for any mishap.
- (xxxiiii) **Insurance / Security:** Life Insurance / Security of worker will be the responsibility of contractor.
- (xxxv) **Child Labor:** All staff must have CNIC and clearly mentioned to discourage work through child labor
- (xxxvi) **Character Certificate:** Contractor must provide character certificate of all workers.
- (xxxvii) **Minimum Wages:** In compliance with Sindh minimum wages notification, list of O&M staff required mentioned in clause 5 must maintain minimum wages criteria. The contractor will be required to submit certificate that they are complying minimum wage instructions and IBA will be entitled to ask for monthly payroll sheet.
- (xxxviii) **Deduction:** In case if any staff resigns, leaves without info, removed from job due to any reason then the contractor will arrange the replacement with in 5-days failing which per day amount, as per calculation from Pt 7, commensurate with the staff level will be deducted w.e.f the day of resign, leaving the job without notice, removal from the job.

**Note:**

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

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## 8. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the company/firm/agency for Overall Operation & Maintenance of Airconditioning Systems, Electrical Facilities and Operation & Monitoring of DG Set & Fire Alarm System

M/s \_\_\_\_\_, hereby declares that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the company/firm/agency represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- (c) The company/firm/agency/ accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contract, or other instrument, be stand void at the discretion of the IBA.
- (d) Notwithstanding any right and remedies exercised by the IBA in this regard, company/firm/agency agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

### **Note:**

**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 # \_\_\_\_\_ CNIC # \_\_\_\_\_

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

\_\_\_\_\_  
Stamp & Signature