

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

TENDER FORM

Tender # MISC/13/14-15

TERMITE PROOFING AT IBA BOYS' HOSTEL

Date of Issue : June 23, 2015
Last Date of Submission : July 9, 2015 (12:00 noon)
Date of Opening : July 9, 2015 (12:30 noon)

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

Drawn on Bank..... Dated.....

C O N T E N T S

1. Introduction.....Page 3

2. Instructions.....Page 4

3. Scope of Work.....Page 5

4. Total Cost of Treatment.....Page 7

5. Terms & Conditions.....Page 8

6. Integrity Pact.....Page 10

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 June 23, 2015 to termite proofing at IBA boys' hostel.

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 related to technical specs, bill of quantity, site visit please contact with Manager General Maintenance on 38104700 Ext. 2520

Thank you.

-sd-
Registrar

2. Instructions

- (a) The Institute of Business Administration, Karachi (IBA) expects that companies / firms / agencies in the appropriate category 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 June 23, 2015 to July 9, 2015 during working 8:30 am to 12:00 noon
- (d) The last date of submit the Tender Document in sealed envelope in July 9, 2015 by 12:00 noon in the Office of the Manager Purchase & Stores, IBA, Main Campus, University Road, Karachi. The Tender will be opened on same day at 12:30 noon 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, Karachi.
- (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) At least 5 plus years experience required for this tender.
- (h) Please submit affidavit if company/firm/agency is not 'Black Listed' from any government / semi government / autonomous or private sector organization.
- (i) Please attach last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (j) Registration of Income Tax & SRB registration (where applicable) is mandatory.
- (k) For more information related to technical specs, bill of quantity, site visit please contact with Manager General Maintenance on 38104700 Ext. 2520.**

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3. **SCOPE OF WORK**

a. **Safety /HSE standards:**

Service Provider do not compromise on safety and try harder in controlling pest, **Service Provider** workman ship is all about SAFETY, safety of Human's, safety of property, safety of machinery and last but not least safety of environment, etc. applying safe methods and using all safety gears. Also strictly follow Customer's Safety Standards at all times, during our services. Here following HSE standards are followed and recommended.

1.1 Each Chemical of **Service Provider** are supported with MSDS.

1.2 **Service Provider** Pest Control Officers & visiting staff are well trained, certified and HSE trained to undertake the jobs.

1.3 **Service Provider** Pest Control Officer would be fully equipped with PPE.

1.4 We also strictly followed the standard of safety for customers.

b. **Treatment :**

Termites are often called the “silent destroyer” because they may be secretly hiding and thriving in any place without any immediate signs of damage. All termites consume cellulose-based plant materials. Unfortunately, all buildings, regardless of their construction type, can provide cellulose food for termite infestation, for Controlling the termites we used only imported termiticide duly recommended by the NPMA (USA),FAO (USA) & WHO(UN).

c. **Treatment Area :**

3.1 Ground Floor Area = **28884.00 sft**

3.2 Floor area = **17188.00 sft**

d. **Procedure :-**

For Ground Floor

(i) Need to drill along the perimeter of walls appx one meter a part width 14 mm, depth 40 cm to inject termiticide for subterranean termites. Hole will be closed after treatment

(ii) Surface spray require along the edges of walls

(iii) Need to apply wood preservative on all built in furniture and to drill hollow areas to inject termiticide.

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(iv) Door frames need to drill both sides to inject termiticide

Above Floors

(v) Need joint drill along the wooden door frame both sides and floor edge to inject termiticide.

(vi) Surface spray require along the edges of walls.

(vii) Need to apply wood preservative on all built in furniture and to drill hollow areas to inject termiticide.

(viii) Door frames need joint drill both sides to inject termiticide

e. **Precautions:-**

(i) All electronic sensitive devices etc,during the treatment must be properly covered.

(ii) In-door plant must be removed from the spraying area.

(iii) All Tapestry (Curtain & Sofas)etc during treatment must be covered or removed.

(iv) Other than the **Service Provider Pest Technician** is not allowed during the treatment, in spite of employers representative with all safety gears is allowed.

f. **Chemicals:-**

AGENDA (Made in France) / equivalent

Service Provider always use the environment friendly Chemical that is approved by all regulatory body like EPA, WHO, FDA & NPMA.

g. **Warranty:**

Five (05) Years due to the termiticide residue, Free of charge complaint services during the guarantee period.

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4. **TOTAL COST OF TREATMENT AT IBA BOY'S HOSTEL:**

TREATMENT AREA IBA BOY'S HOSTEL	TREATMENT AREA	UNIT CHARGES PER SFT (Rs)	TOTAL CHARGES (Rs)
Termite Proofing (Ground Floor)	28,884.00 sft.		
Termite Proofing (Upper Floor)	17,188.00 sft.		
TOTAL			
10% SRB TAX			
GRAND TOTAL			
(INCLUSIVE OF ALL TAXES)			

Service Provider is certified member of NPMA & PEC, and are always ready for giving you service on **24/7** basis with our professional and guaranteed services without compromising safety.

Grand Total (in words) Rs. _____

_____ **(inclusive of all taxes)**

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5. Terms & Conditions:

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

- (i) **Signing of Contract Agreement:** The company / contractor will sign the contract agreement as acknowledgement.
- (ii) **Services Deliverable:** All services must be executed as specified in entitlement / authorization. Non-compliance with this condition renders the services liable to non-acceptance.
- (iii) **Place of Services:** As specified in the contract agreement unless otherwise informed accordingly.
- (iv) **Poor Performance:** Penalty 2% of the total amount will be imposed per month for which the company/agency failed to deliver as per standard or in accordance to the entitlement / authorization.
- (v) **Service Execution:** Competent Authority reserves the right to change/alter/remove/reduce/enhance services without assigning any reason and the agency / company will abide the instruction(s).
- (vi) **Condition of Services:** The services in all respects with the requirement of the contract agreement and must be in acceptable format otherwise they will be liable to rejection.
- (vii) **Stamp Duty :** Stamp duty of 0.3% for Services against total value of Work will be levied accordingly.
- (viii) **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.
- (ix) **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.
- (x) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xi) **Submission of Bills/Invoices:** Invoice / bill & Delivery Advice should be submitted to Finance Department.
- (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 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.
- (xiii) **Bid Security:** 5% 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.

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- (xiv) **Performance Security:** 5% Performance Security should be submitted in form of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (xv) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xvi) **Price / Rate:** Price / rate must be quoted in Tender Document only and submitted in sealed envelope.
- (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.
- (xxi) **Company Profile:** Company Profile be attached with this document.
- (xxii) **Tender Document:** Tender Document available at the Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.
- (xxiii) **Submission of Documents:** Last date for tender submission is July 9, 2015 upto 12:00noon
- (xxiv) **Opening of Tender:** Tender will be opened on July 9, 2015 on 12:30 noon at IBA Main Campus, University Road, Karachi.
- (xxv) **Taxes :** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Work Order.
- (xxvi) **Experience:** At least 5 plus years experience required for this tender
- (xxvii) **Turn Over:** please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (xxviii) **Affidavit:** Please submit affidavit if company/firm/agency is not 'Black Listed' from any government/semi government/autonomous or private sector organization.
- (xxix) **Registration:** Registration of Income Tax, SRB, PEC NPMA is mandatory and supporting documents required.
- (xxx) **Work Awarded:** Work will be awarded on whole basis
- (xxxi) **Rights to Remove:** IBA reserve the right to remove any area of service as per requirement

Note:

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

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6. 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.

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

M/s _____

Contact Person: _____

Address _____

Tel # _____ Fax # _____

Mobile # _____ e-mail: _____

Stamp & Signature