

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

# **TENDER FORM**

**Tender # ME/04/2014-15**

**Provide, Supply & Commissioning of PA System**

**Date of Issue : April 20, 2015**

**Last Date of Submission : May 9, 2015 (3:00 pm)**

**Date of Opening of Tender : May 9, 2015 (3:30 pm)**

**Pay Order / Demand Draft # ....., Drawn on Bank.....**

**Amount of Rs..... Dated.....**

## 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 April 20, 2015 to "provide, supply & testing of PA system".

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

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

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

Thank you.

-sd-  
**Registrar**

# **TENDER FORM**

## **Provide, Supply & Testing of PA System**

Sr. #	Description	Quantity	Rate (Rs.)	Amount (Rs.)
1.	<b>PA System</b> Brand: Boss / TOA / Sennheiser or Equivalent  Amplifier with integrated Mixer Capacity: 240 W Power Rating: 220 / 50 Hz Minimum 5 channels, all inputs must be XLR type Minimum One Year Warranty	1Set		
2.	<b>Wall Mounted Speaker 40 W</b> Brand: Boss / TOA / Sennheiser or Equivalent Minimum One Year Warranty	02 units		
3.	<b>Mic</b> Brand : Audio Technica or Equivalent Model # AT 8668S Anti Shock Microphone Stand Minimum One Year Warranty	2 Units		
<b>Total</b>				
<b>17% GST</b>				
<b>Total Amount</b>				

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

\_\_\_\_\_

### **IMPORTANT:**

Company profile of the company / manufacturer along with specification brochure of machine etc be attached with Tender Document.

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

**TERMS & CONDITIONS**

The following terms of the works are agreed by the manufacturer or sole distributor:

- (i) **Receiving/Acceptance of Purchase/Work Order:** The manufacturers or distributor will sign the copy of the Purchase/Work Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Delivery Challan on which the Order number, date of delivery/work execution, quantity, quality, specs, manufacturer name clearly mentioned. Non-compliance with this condition renders the goods / works liable to non-acceptance. After seven days, IBA will not be responsible for any claim(s) / responsibility.
- (iii) **Place of Delivery:** As specified in the Purchase/Work Order unless otherwise informed accordingly.
- (iv) **Delayed Delivery:** 2% penalty of the total amount will be imposed per month for which the company/firm/agency failed to deliver within the delivery/execution period.
- (v) **Inspection:** Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- (vi) **Quantity Delivered:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (vii) **Condition of Goods / Works:** All items must meet in all respects with the specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- (viii) **Delivery of Goods / Works:** All the items must be delivered to the store of the IBA who will sign the receipt with stamp on delivery note.
- (ix) **Rejection of Goods / Works:** We reserve the right to cancel any or all the items if material is not in accordance with our specification or if the delivery is delayed.
- (x) **Termination:** That upon termination of this agreement the service provider shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time.
- (xi) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- (xii) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xiii) **Security Deposit:** 5% Security Deposit of total amount will be provided by the party before award of Work Order.
- (xiv) **Validity of Bid:** Validity is for ninety (90) days.
- (xv) **Company Profile:** Company Profile be attached with this document.
- (xvi) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xvii) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- (xviii) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.

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Stamp & Signature

- (xix) **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 / firm / agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- (xx) **Bid Security:** 5% Bid Security should be deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (xxi) **Performance Security:** Successful bidder should provide 5% Performance Security of total value of Purchase Order / Work Order in the form of payorder or bank guarantee before submission of invoice.
- (xxii) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (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. IBA, also reserve the right to issue Purchase Order for any single items to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.
- (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 May 9, 2015 upto 3:00 pm
- (xxvi) **Opening of Tender:** Tender will be opened on May 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 Goods against total value of Purchase Order / Work Order will be levied accordingly.
- (xxix) **Warranty:** Minimum One year warranty will be given by supplier.
- (xxx) **Works Assign:** IBA, also reserve the right to issue Purchase Order for any single items to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.
- (xxxi) **Experience:** At least 5 plus years experience required for this tender.
- (xxxii) **Turn Over:** Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.

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

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

Address \_\_\_\_\_

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

Mobile # \_\_\_\_\_ e-mail: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE & STAMP

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