

*Tender Fee: Rs.2,000/-  
(Non-Refundable)*

## **TENDER FORM**

**Tender # FUR/02/25-26**

# **Furniture Works at Staff Cafeteria, IBA Main Campus**

**Date of Issue : March 09, 2026**

**Last Date of Submission : March 25, 2026 (3:00 pm)**

**Date of Opening : March 25, 2026 (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>
Furniture Works at Staff Cafeteria, IBA Main Campus (FUR/02/25-26)	Single Stage One Envelope	2%
<b>Tender Fee &amp; Dates</b>		
Fee: Rs.2,000/-		
Issuance start date: March 09, 2026 at 9 AM		
Issuance end date & time: March 25, 2026 at 3 PM		
Submission date & time: March 09, 2026 to March 25, 2026 from 9 AM to 3 PM		
Opening date & time: March 25, 2026 at 3:30 PM		
<b>Site Visit:</b> March 18, 2026 at 11 AM at IBA Main Campus		

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 Assistant Manager Procurement 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/#/>

# CONTENTS

1. Introduction..... Page 4

2. Instructions.....Page 5

3. Bill of Quantity.....Page 6

4. Drawing.....Page 11

5. Bidding Data ..... Page 19

6. Bidder Qualification Criteria..... Page 20

7. Terms & Conditions.....Page 21

8. Integrity Pact.....Page 23

## 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 March 09, 2026 to "Furniture Works at Staff Cafeteria, IBA Main Campus".

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 Assistant Manager Procurement 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 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.
- (a) You can collect the Tender Document from the office of Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Enclave, Karachi from March 09, 2026 to March 25, 2026 during working 9:00am to 3pm.
- (b) The last date of submit the Tender Document in sealed envelope in March 25, 2026 by 3pm in the Office of the Security Office, Fauji Foundation IBA Main Campus, University Enclave, Karachi. The Tender will be opened on same day at 3:30pm in the presence of representatives who may care to attend.
- (c) 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.
- (d) 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.
- (e) Please mention "Tender Number" at top right 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.

### 3. BILL OF QUANTITY

#### Furniture Works at Staff Cafeteria, IBA Main Campus

S. NO.	Description	Unit	Qty	Rate	Amount
	<p>General Note Applicable For All Relevant BOQ Items (Architectural Works):</p> <p>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%.</p> <p>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.</p> <p>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.</p> <p>Same procedure will be followed in the case if the source of supply is given or</p>				

<p>type of material is given and they are changed.</p> <p>3- All Glass to be Clear Float Glass of approved quality (Ghani, Tariq Float Glass).</p> <p>4- Gypsum board (Arish, United or approved equivalent).</p> <p>5- MDF board (Lasani or approved equivalent).</p> <p>6- Laminate board (Al-Noor Lasani - Baluchistan Laminate or approved equivalent).</p> <p>7- Paint Work: 3 coats of matt enamel paint finish (Jotun, ICI or Berger) of approved shade.</p> <p>8- Paint on all M.S. Work where shown: anti rust epoxy coating of approved manufacturer.</p> <p>9- Expansion Bolts to be Fischer or approved equivalent.</p> <p>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 &amp; 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.</p>				
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1.	<p><b>Customized Furniture Works: Rectangular Table Isolation - 01 on Ground Floor.</b></p> <p>Providing and install in position 2'-8" x 2'-10" x 2'-6" high Table, consisting of 20mm thick Laminated MDF board (Patex or approved equivalent) for table top with 3mm thick edge binding, 3" dia x 16 SWG M.S. Leg welded with 14" Dia x 16 SWG M.S. Base Plate with approved Powder Coated Finish on all M.S. Works, including all hardware, wastage, lifting, cutting, fixing, etc., complete in all respect as per drawing and instruction of the Architect. Refer to Dwg AR-300</p>	Nos	14		
2.	<p><b>Sofa Seating Isolation - 02 on Ground Floor (Half Circle).</b></p> <p>Providing and install in position 6'-0" Dia Half Circle x 2'-9" high Sofa Seating, consisting of solignum treated partial wood internal framing of approved sections, PVC Paper Veneer pasted with approved adhesive on 12 &amp; 20mm thick MDF board cladding for structure &amp; legs fixed on wooden frame with approved Polish Finish, Foam Padding (Molty Foam or approved equivalent) wrapped on Foaming, Jute Fabric Upholstery as per 3D &amp; approved quality &amp; sample wrapped on foam padding, including all hardware, wastage, lifting, cutting, fixing, etc., complete in all respect as per drawing and instruction of the Architect. Refer to Dwg AR-301</p>	Nos	5		

3.	<p><b>Long Sofa Seating Isolation - 03 on Ground Floor.</b>          Providing and install in position 39'-6" x 1'-6" x 2'-9" high Sofa Seating, consisting of solignum treated partal wood internal framing of approved sections, 12mm &amp; 20mm thick Laminated MDF board (Patex or approved equivalent) for structure &amp; legs, Foam Padding (Molty Foam or approved equivalent) wrapped on Foaming, Jute Fabric Upholstery as per 3D &amp; approved quality &amp; sample wrapped on foam padding, including all hardware, wastage, lifting, cutting, fixing, etc., complete in all respect as per drawing and instruction of the Architect.          Refer to Dwg AR-302</p>	Nos	1		
4.	<p><b>Round Table Isolation - 04 on Ground Floor.</b>          Providing and install in position 2'-9" Dia x 2'-6" high Round Table, consisting of Cast in Washed terrazzo finish (1:2 terrazzo cast in table top white cement mixed with approved German pigment of required colour using marble chips of approved size, colour and quality for table top, 3" dia x 16 SWG M.S. Leg welded with 14" Dia x 16 SWG M.S. Base Plate with approved Powder Coated Finish on all M.S. Works, including all hardware, wastage, lifting, cutting, fixing, etc., complete in all respect as per drawing and instruction of the Architect.          Refer to Dwg AR-303</p>	Nos.	5		
5.	<p><b>Chairs Isolation - 06 on Ground Floor.</b>          Providing and install in position Imported Plastic Chair (IFL, Global, Master &amp; Interwood) as per 3D etc., complete in all respect as per drawing and instruction of the Architect.          Refer to Dwg AR-305</p>	Nos.	10		

6.	<b>Chairs Isolation - 07 on Ground Floor.</b> Providing and install in position Metal Mesh Chair (IFL, Global, Master & Interwood) as per 3D etc., complete in all respect as per drawing and instruction of the Architect. Refer to Dwg AR-306	Nos.	18		
7.	<b>Rectangular Long Table Isolation - 08 on Ground Floor (External).</b> Providing and install in position 10'-0" x 2'-8" x 2'-6" high Table, consisting of Cast in Washed terrazzo finish (1:2 terrazzo cast in table top white cement mixed with approved German pigment of required colour using marble chips of approved size, colour and quality) for table top & legs, including all hardware, wastage, lifting, cutting, fixing, etc., complete in all respect as per drawing and instruction of the Architect. Refer to Dwg AR-307	Nos.	2		
8.	<b>Woven Chairs Isolation - 09 on Ground Floor (External).</b> Providing and install in position Woven Chair (As Approved) as per 3D etc., complete in all respect as per drawing and instruction of the Architect. Refer to Dwg AR-308	Nos.	12		
<b>Total Amount</b>					
GST 18%					
<b>Grand Total Amount Including GST</b>					

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

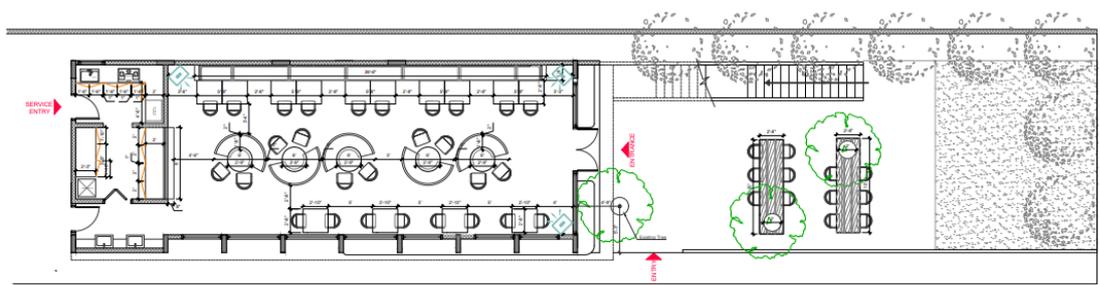
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## 4. DRAWING

## General Notes:

- All dimensions are in feet and inches, unless mentioned otherwise please do not scale the drawings, and use the specified dimensions.
- Dimensions are for guidance purpose only and may have slight variations.
- Contractors are requested to verify measurements on site at actual
- These drawings are the sole property of Lakeer Design Studio and may not be replicated or used elsewhere without the architects written permission.
- Any material or items depicted in 3d renders are subject to market availability and may have slight variations.

AR-100



1 FURNITURE WORKING PLAN  
Scale: 1/8"=1'-0"

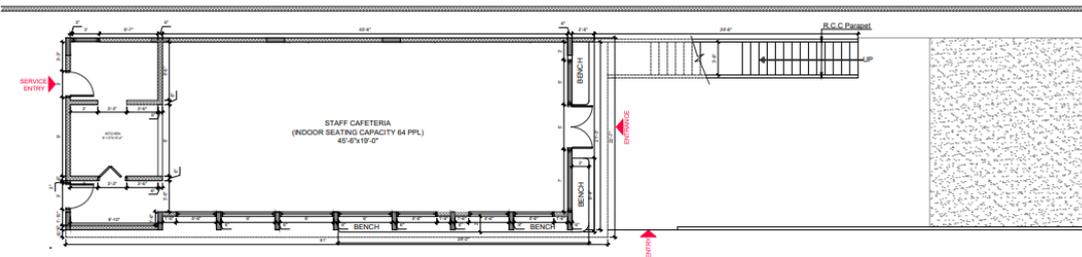
CLIENT:  
IBA CAFETERIA BUILDING

ISSUE:  
PROPOSED DOCUMENT SET

ARCHITECTS:  
**LAKEER**  
ARCHITECTS | INTERIOR | FURNITURE  
ALL RIGHTS RESERVED. PROJECT NO. 2025-126  
P.O. BOX 114, WASHINGTON HEIGHTS, NEW YORK  
www.lakeerdesign.com

Drawing Title  
GROUND FLOOR WORKING PLAN

Drawn By:- SH  
Checked By:- SAMEEN  
Scale:- N.T.S  
Date:-  
Project No:- 2025-126  
Sheet Size:- A3  
Drawing No:- AR-100



1 WORKING PLAN  
Scale: 1/8"=1'-0"

AR-303



CLIENT:  
IBA CAFETERIA BUILDING

ISSUE:  
PROPOSED DOCUMENT SET

ARCHITECTS:  
**LAKEER**  
ARCHITECTURE | INTERIOR | FURNITURE  
100, AL-SAYED STREET, P.O. BOX 114,  
D.C.C. (Cairo), EGYPT  
www.lakeer.com.eg

Drawing Title  
3D VIEW-06

Drawn By:- SH  
Checked By:- SAMEEN  
Scale:- N.T.S  
Date:-  
Project No:- 2025-126  
Sheet Size:- A3  
Drawing No:-  
AR-303

① 3D VIEW-06  
Scale: 1/8"=1'-0"

AR-304



CLIENT:  
IBA CAFETERIA BUILDING

ISSUE:  
PROPOSED DOCUMENT SET

ARCHITECTS:  
**LAKEER**  
ARCHITECTURE | INTERIOR | FURNITURE  
100, AL-SAYED STREET, P.O. BOX 114,  
D.C.C. (Cairo), EGYPT  
www.lakeer.com.eg

Drawing Title  
3D VIEW-07

Drawn By:- SH  
Checked By:- SAMEEN  
Scale:- N.T.S  
Date:-  
Project No:- 2025-126  
Sheet Size:- A3  
Drawing No:-  
AR-304

① 3D VIEW-07  
Scale: 1/8"=1'-0"

AR-106



1 3D VIEW-01  
Scale: 1/8"=1'-0"

CLIENT:  
IBA CAFETERIA BUILDING

ISSUE:  
PROPOSED DOCUMENT SET

ARCHITECTS:  
**LAKEERI**  
ARCHITECTURE | INTERIOR | FURNITURE  
100, WASHINGTON SQUARE, SUITE 200, WASHINGTON, DC 20004  
TEL: 202.462.1234 FAX: 202.462.1235  
WWW.LAKEERI.COM

Drawing Title  
3D VIEW-01

Drawn By:- SH  
Checked By:- SAMEEN  
Scale:- N.T.S  
Date:-  
Project No:- 2025-126  
Sheet Size:- A3  
Drawing No:- AR-106

AR-107



1 3D VIEW-02  
Scale: 1/8"=1'-0"

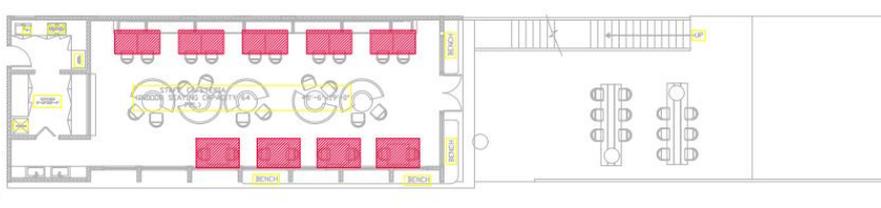
CLIENT:  
IBA CAFETERIA BUILDING

ISSUE:  
PROPOSED DOCUMENT SET

ARCHITECTS:  
**LAKEERI**  
ARCHITECTURE | INTERIOR | FURNITURE  
100, WASHINGTON SQUARE, SUITE 200, WASHINGTON, DC 20004  
TEL: 202.462.1234 FAX: 202.462.1235  
WWW.LAKEERI.COM

Drawing Title  
3D VIEW-02

Drawn By:- SH  
Checked By:- SAMEEN  
Scale:- N.T.S  
Date:-  
Project No:- 2025-126  
Sheet Size:- A3  
Drawing No:- AR-107



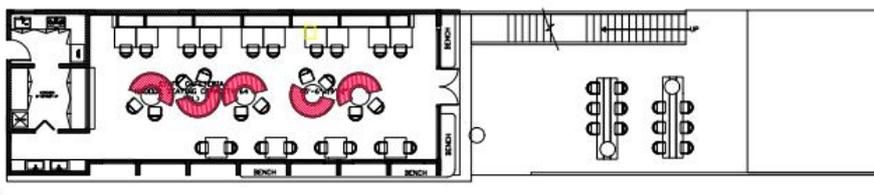
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Scale: N.T.S



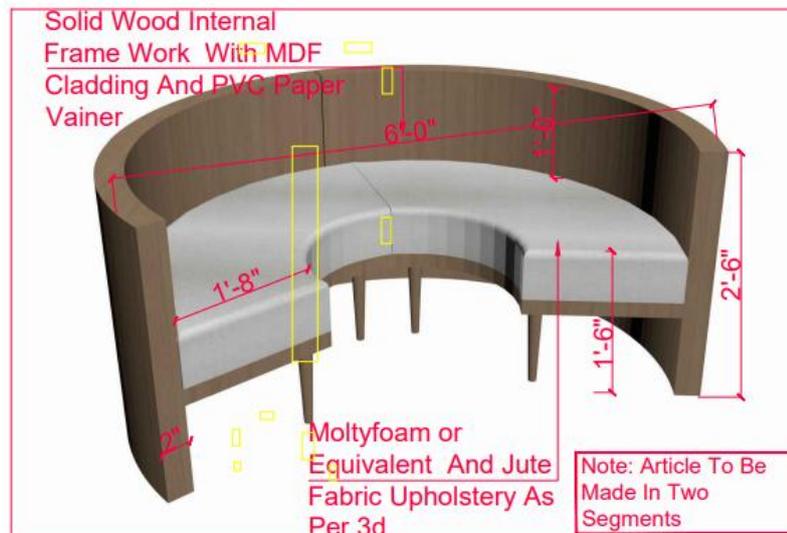
1 ISOLATION-01  
Scale: N.T.S

AR-300

CLIENT:  
IBA  
ISSUE:  
ISSUE FOR CONSTRUCTION  
ARCHITECTS:  
Drawing Title:  
ISOLATION-01  
GROUND FLOOR  
Drawn By:- SH  
Checked By:- SAMEEN  
Scale:- N.T.S  
Date:- 13-09-2025  
Project No:- 2025-225  
Sheet Size:- A3  
Drawing No:-  
AR-300



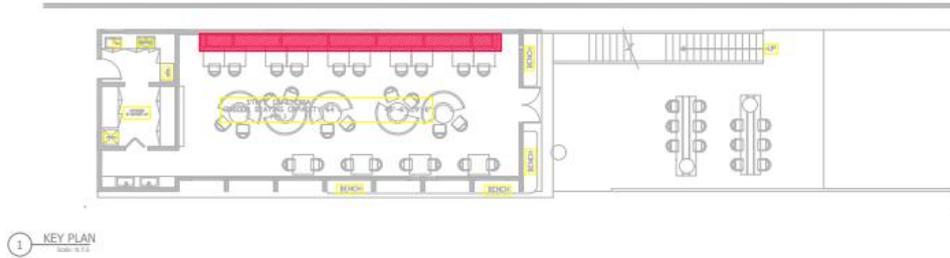
1 KEY PLAN  
Scale: N.T.S



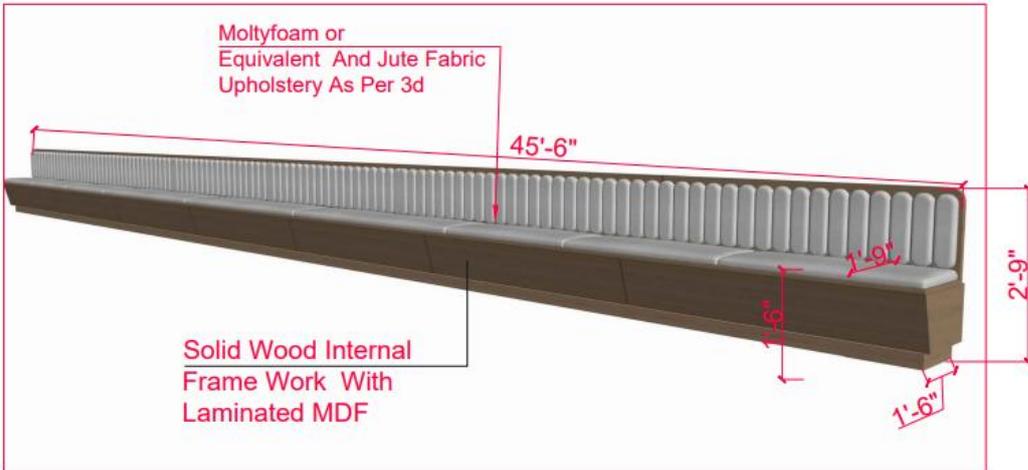
1 ISOLATION-02  
Scale: N.T.S

AR-301

CLIENT:  
HAMSUN SUITES 2  
ISSUE:  
ISSUE FOR CONSTRUCTION  
ARCHITECTS:  
Drawing Title:  
ISOLATION-02  
GROUND FLOOR  
Drawn By:- SH  
Checked By:- SAMEEN  
Scale:- N.T.S  
Date:- 13-09-2025  
Project No:- 2025-225  
Sheet Size:- A3  
Drawing No:-  
AR-301



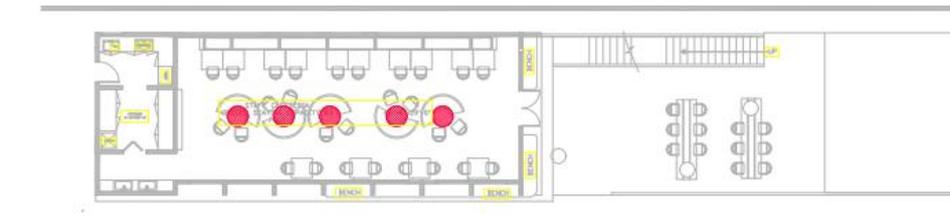
1 KEY PLAN  
SCALE: 1/4" = 1'-0"



1 ISOLATION-03  
SCALE: 1/4" = 1'-0"

AR-302

CLIENT: IBA  
 ISSUE: ISSUE FOR CONSTRUCTION  
 ARCHITECTS:  
 Drawing Title: ISOLATION-03 GROUND FLOOR  
 Drawn By: SH  
 Checked By: SAMEEN  
 Scale: N.T.S  
 Date: 13-09-2025  
 Project No: 2025-225  
 Sheet Size: A3  
 Drawing No: AR-302



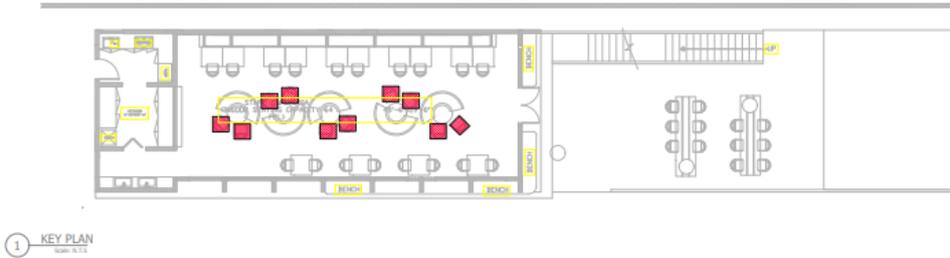
1 KEY PLAN  
SCALE: 1/4" = 1'-0"



1 ISOLATION-04  
SCALE: 1/4" = 1'-0"

AR-303

CLIENT: IBA  
 ISSUE: ISSUE FOR CONSTRUCTION  
 ARCHITECTS:  
 Drawing Title: ISOLATION-04 GROUND FLOOR  
 Drawn By: SH  
 Checked By: SAMEEN  
 Scale: N.T.S  
 Date: 13-09-2025  
 Project No: 2025-225  
 Sheet Size: A3  
 Drawing No: AR-303



1 KEY PLAN  
Scale: N.T.S.

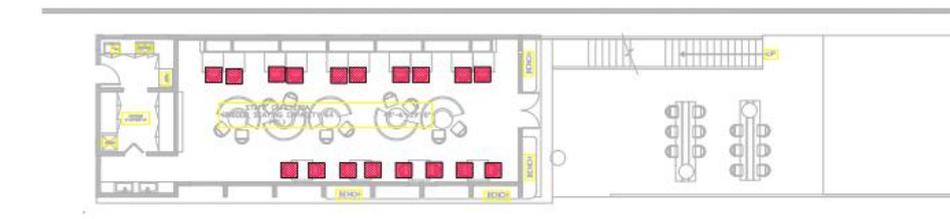


Note: Readymade Imported Plastic Chairs As Per 3d

1 ISOLATION-06  
Scale: N.T.S.

AR-305

CLIENT: IBA  
 ISSUE: ISSUE FOR CONSTRUCTION  
 ARCHITECTS:  
 Drawing Title: ISOLATION-06 GROUND FLOOR  
 Drawn By:- SH  
 Checked By:- SAMEEN  
 Scale:- N.T.S  
 Date:- 13-09-2025  
 Project No:- 2025-225  
 Sheet Size:- A3  
 Drawing No:- AR-305



1 KEY PLAN  
Scale: N.T.S.



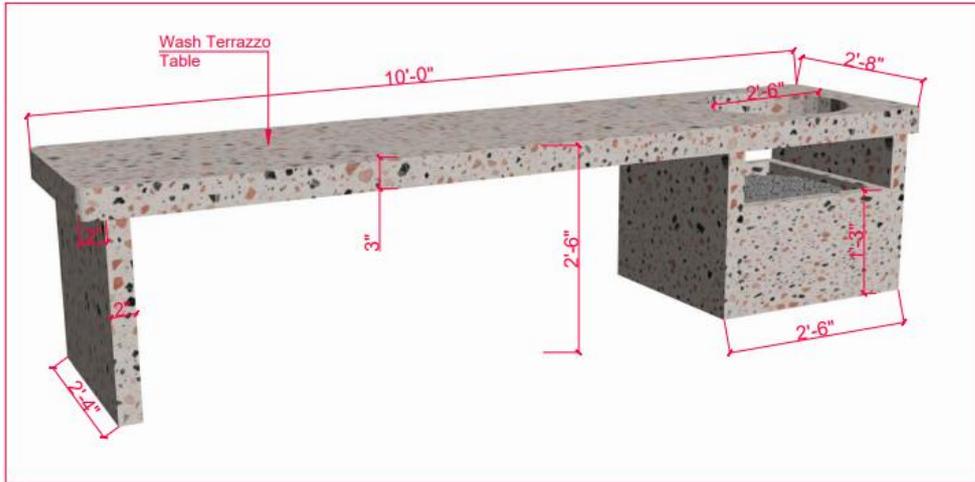
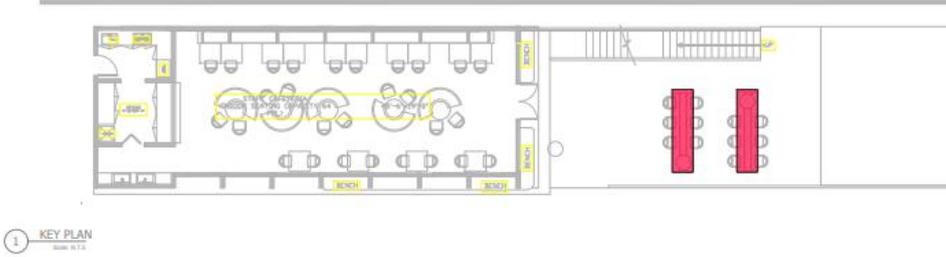
Note: Readymade Imported Metal Chairs As Per 3d

1 ISOLATION-07  
Scale: N.T.S.

AR-306

CLIENT: IBA  
 ISSUE: ISSUE FOR CONSTRUCTION  
 ARCHITECTS:  
 Drawing Title: ISOLATION-07 GROUND FLOOR  
 Drawn By:- SH  
 Checked By:- SAMEEN  
 Scale:- N.T.S  
 Date:- 13-09-2025  
 Project No:- 2025-225  
 Sheet Size:- A3  
 Drawing No:- AR-306

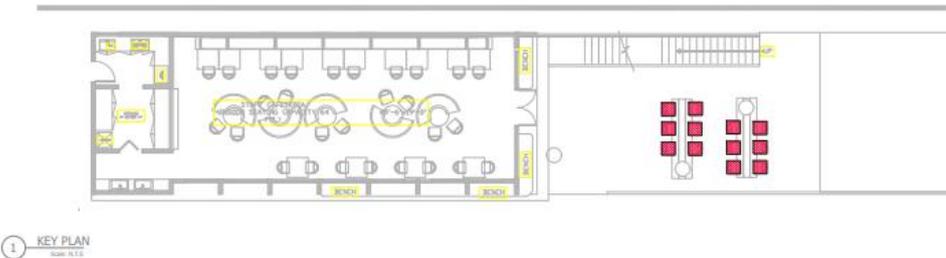
AR-307



CLIENT: ISA  
 ISSUE: ISSUE FOR CONSTRUCTION  
 ARCHITECTS:  
 Drawing Title:  
 ISOLATION-08  
 GROUND FLOOR  
 Drawn By: SH  
 Checked By: SAMEEN  
 Scale: N.T.S  
 Date: 13-09-2025  
 Project No: 2025-225  
 Sheet Size: A3  
 Drawing No: AR-307

1 ISOLATION-08  
Scale: 1/16"

AR-308



CLIENT: ISA  
 ISSUE: ISSUE FOR CONSTRUCTION  
 ARCHITECTS:  
 Drawing Title:  
 ISOLATION-09  
 GROUND FLOOR  
 Drawn By: SH  
 Checked By: SAMEEN  
 Scale: N.T.S  
 Date: 13-09-2025  
 Project No: 2025-225  
 Sheet Size: A3  
 Drawing No: AR-308

1 ISOLATION-09  
Scale: 1/16"

## 5. BIDDING DATA

**Name of Procuring Agency:** Institute of Business Administration, Karachi

**(a) Brief Description of Works:** Furniture Works at Staff Cafeteria, IBA Main Campus

**(b) Procuring Agency's address:-**Main Campus, University Road, Karachi

**(c) 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

**(d) Period of Bid Validity (days):-** Ninety Days

**(e) 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.

**(f) Deadline for Submission of Bids along with time :-** The last date of submit the Tender Document in sealed envelope in March 25, 2026 by 3pm in the Office of the Security Office, Gate # 4, 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.

**(g) Venue, Time, and Date of Bid Opening:-** Tender will be opened on March 25, 2026 on 3:30 PM at IBA Main Campus, University Road, Karachi.

**(h) Time for Completion from written order of commence:-** 6 to 8 weeks

**(i) Satisfactory Performance:** Bidders having already worked in IBA must submit a satisfactory performance / work completion certificate for the completed work.

**(j) Liquidated damages:-** 2% liquidated damages of the total amount will be imposed 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.....**

## 6. BIDDER QUALIFICATION CRITERIA

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1	Minimum 5 projects of relevant experience (Furniture works) during the last three years.	
2	Recently completed projects involving made to order furniture works. Min. amount Rs. 3.0 million or above. (Attach documentary proof issued by the Client/Consultant).	
3	Last 3 years' minimum 6 million (per year) average turnover in terms of financial / bank statement.	
4	"Sales tax registration certificate both FBR and / or SRB" and NTN.	
5	Undertaking of no dissatisfactory performance by any institution / organization during last three years.	

## 7. TERMS & CONDITIONS

The following terms of the supply are agreed by the manufacturer / supplier / distributor / firms or companies:

- (i) **Receiving / Acceptance of Purchase/Work Order:** The manufacturers / supplier / 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 execution, quantity, quality, specs, manufacturer name clearly mentioned. Non-compliance with this condition renders the goods liable to non-acceptance. After seven days, IBA will not be responsible for any claim(s) / responsibility.
- (iii) **Place of Delivery:** Delivery at the mentioned location(s) as specified in the BoQ.
- (iv) **Delayed Delivery:** 2% liquidated damages of the total amount will be imposed per month for which the company/firm/agency failed to deliver within the delivery/execution period and maximum upto 10%.
- (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.
- (vii) **Condition of Goods:** 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:** 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:** 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) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xi) **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.
- (xii) **Submission of Invoices:** Invoice / Bill should be submitted to Procurement Department.
- (xiii) **Validity of Bid:** Validity is for ninety (90) days.
- (xiv) **Company Profile:** Company Profile be attached with this document.
- (xv) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xvi) **Price / Rate:** must be quoted on Tender Form only and submitted in sealed envelope.
- (xvii) **General Sales Tax:** Will be paid on applicable items only by the company/firm/agency.
- (xviii) **Bid Security:** 2% 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.

- (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) **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.
- (xxi) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxii) **Tender Document:** Tender Document available at the Office of Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Road, Karachi.
- (xxiii) **Discourage Child Labor:** All staff must have CNIC and clearly mentioned to discourage work through child labor.
- (xxiv) **Environmental Friendly Procedure:** Supplier / Manufacturer / Distributor must ensure Environmental Friendly procedure of manufacturing and avoid the use of Toxic material.
- (xxv) **Submission of Tender:** Last date for submission is March 25, 2026 up to 3 PM.
- (xxvi) **Opening of Tender:** Tender will be opened on March 25, 2026 on 3:30 PM at IBA Main Campus, University Road, Karachi.
- (xxvii) **Stamp Duty:** 0.35% against total value of Work Order will be levied accordingly.
- (xxviii) **Currency:** All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- (xxix) **Active Tax Payer:** Manufacturers / Firms / Supplier / Companies / Distributors shall maintain its status as an active/filer taxpayer with taxation authorities while rendering services to IBA, Karachi.
- (xxx) **Delivery Time:** The items should be delivered within 6 to 8 weeks from the date of acceptance of LoA.
- (xxxi) **Bid Evaluation:** The bid that after meeting the bidder eligibility criteria, is found substantially responsive to the terms and conditions as set out in the bidding documents.
- (xxxii) **Conditional /Optional / Alternate Bids:** Such bids will not be accepted.

## **8. Integrity Pact**

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

M/s \_\_\_\_\_, the manufacturers / companies / distributor / firm 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 manufacturers / companies / distributor / firm 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 manufacturers / companies / distributor / firm 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, manufacturers / companies / distributor / firm 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 manufacturers / companies / distributor / firm 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 # \_\_\_\_\_ CNIC # \_\_\_\_\_

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