

*Tender Fee: Rs.1000/-
(Non-Refundable)*

TENDER FORM

Tender # FUR/03/18-19

**Fabricate, Provide & Supply of
Workstation & Chairs**

Date of Issue : August 29, 2018

Last Date of Submission : September 17, 2018 (3:00 pm)

Date of Opening of Tender : September 17, 2018 (3:30 pm)

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

Amount of Rs..... 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 IBA & SSPRA websites and leading newspapers on August 29, 2018 to "Fabricate, Provide & Supply of Workstation & Chairs".

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 fabricators/manufacturers / firms / supplier / companies / distributors 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 Sr. Manager Procurement & Stores, IBA Main Campus, University Road, Karachi from August 29, 2018 to September 17, 2018 during working 9:00 am to 3:00 pm.
- (d) The last date of submit the Tender Document in sealed envelope in September 17, 2018 by 3:00 pm in the Office of the Sr. Manager Procurement & 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 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 / Warranty, whichever is longest.
- (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.


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3.

Bill Of Quantity

S. #	Description	Qty	Rate (Rs.)	Amount (Rs.)
1	<p>Work Station</p> <p>OFFICE TABLE.</p> <p>a. Top. 16mm thick Laminated particle board. size 120"x48". Edges 0.4mm PVC lipping.</p> <p>b. Base. 1½" x 1½" 16 swg powder coated pipe.</p> <p>c. Partitioning wall . 16mm Thick laminated particle board both side soft board pasting with fabric only over of the top. Under of the top plane laminated particle board.</p> <p>ELECTRICLE WORK.</p> <p>a. 1 Nos 3 pin & 1 Nos 2 pin sockets with wiring. For each user.</p> <p>We need these workstations for incubation room at HBL Building at city campus and for G&T Auditorium backyard rooms at main campus.</p> 	05 Sets		

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2	<p>Work Station OFFICE WORKSTATION.</p> <p>a. Partitioning wall . 16mm Thick laminated particle board both side soft board pasting with fabric only over of the top. Under of the top plane laminated particle board.</p> <p>b. Top. 16mm thick Laminated particle board. size 33"x 19".Edges 0.4mm PVC lipping.</p> <p>c. Base. 1 ½" x 1 ½" 16 swg powder coated.</p> <p>ELECTRICAL WORK.</p> <p>a. 1 Nos 3 pin & 1 Nos 2 pin sockets with wiring. For each user.</p> <p>We need these workstations for incubation room at HBL Building at city campus and for G&T Auditorium backyard rooms at main campus.</p> 	10 Sets		
3	<p>Revolving Chair Brand: Master Offisys or equivalent Model & Series: Aura LBC or equivalent Sleek and stylish polypropylene armrests. Fixed position angle control system at 2 positions. Extra torsion adjustment control. Guaranteed PU Master Molty Excel Foam seat and backrest, off-white color or equivalent Maroon color revolving chairs. Flexibility in choice of upholstery fabric & leatherette. High frequency compression process on multi-layered veneer shell, anatomically designed for posture support. 5-prong pressure die-cast Aluminum / Nylon with reinforced glass base for added seating support. Twin wheel castors, which meet requirements for BIFMA and DIN standards. Adjustable seat height-gas lifts type and swivel. The S-shape backrest is designed according to the contour of the human spine to provide optimum lumbar. As per Sample</p>	80 Units		

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Total	
17% GST	
Total Amount	

Total Amount Rupees (in words) _____

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4. **Bidding Data**

(a). **Name of Procuring Agency:** Institute of Business Administration, Karachi

(b). **Brief Description of Works:** Tender for Fabricate, Provide & Supply of Workstation & Chairs

(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 in favor of IBA, Karachi, 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 to submit the Tender Document in a sealed envelope is September 17, 2018, 3:00 pm sharp, Office of Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi. The Tender will be opened on same day at 3:30 pm in the presence of all the bidders, or their representatives who may choose to be present in person.

(h). **Venue, Time, and Date of Bid Opening:-** Tender will be opened on September 17, 2018 at 3:30 pm, Office of Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi.

(i). **Time for Completion from Written Order of Commence:-** 60 days

(j). **Liquidity Damages:-** 2% liquidity 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 from Bank..... Dated.....**

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5. Bidder Qualification Criteria

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1	Minimum 5 years of experience for supplying high quality furniture to corporations / institutions / universities	
2	Fabricators/Manufacturers / Firms / Supplier / Companies / Distributors must provide “Sales tax registration certificate with last month return copy both FBR and / or SRB” and NTN certificate at the time of submission of bidding document.	
3	Last 3 years’ financial statements minimum 3 million (per year) in terms of bank statement or financial statement.	

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6. Terms & Conditions

The following terms of the supply are agreed by the fabricators/manufacturers / companies / distributor / firm:

- (i) **Receiving / Acceptance of Purchase/Work Order:** The fabricators/manufacturers / companies / distributor / firm 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) **Late Delivery:** 2% liquidity 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:** 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 will be rejected.
- (viii) **Delivery of Goods / Works:** All the items must be delivered to the Stores of the IBA. Incharge Stores or his representative will sign the receipt with stamp on delivery challan.
- (ix) **Rejection of Goods / Works:** IBA reserves 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) **Completion/Termination:** That upon completion/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 Procurement & Stores Department.
- (xii) **Advance Payment:** Advance Payment is subjected to Bank Guarantee.
- (xiii) **Validity of Bid:** Validity of bid is for ninety (90) days.
- (xiv) **Company Profile:** Company Profile may be attached with this document.
- (xv) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the prevailing SPP Rules.
- (xvi) **Price / Rate:** Price / rate must be quoted in the Tender Form 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.

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- (xviii) **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.
- (xix) **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.
- (xx) **Bid Security:** Kindly deposit a Pay Order / Demand Draft of 2% of the offered amount, the Bid Security, issued in favor of the Institute of Business Administration, Karachi
- (xxi) **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.
- (xxii) **Validity of Bid:** Validity is for ninety (90) days.
- (xxiii) **Discourage Child Labor:** All staff must have CNIC and clearly mentioned to discourage work through child labor.
- (xxiv) **Environmental Friendly Procedure:** Supplier must adopt and provide Environmental Friendly procedures / products.
- (xxv) **Submission of Documents:** Last date for tender submission is September 17, 2018 latest by 3:00 pm.
- (xxvi) **Opening of Tender:** Tender will be opened on September 17, 2018 at 3:30 pm, 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 Order.
- (xxviii) **Stamp Duty:** Stamp duty 0.35% for Goods / Services / Works against total value of Purchase Order will be levied accordingly.

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7. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the fabricators/manufacture/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.

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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 _____ email _____

SIGNATURE & STAMP

Stamp & Signature