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

TENDER FORM

Tender # FUR/01/2014-15

Fabrication, Supply & Fixing of Furniture Items

Date of Issue	:	**March 26, 2015**
Last Date of Submission	:	**April 14, 2015 (3:00 pm)**
Date of Opening of Tender	:	**April 14, 2015 (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 on March 26, 2015 to "fabricate, supply & fixing of Furniture Item".

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

2. Instructions

(a) The Institute of Business Administration, Karachi (IBA) expects that aspirant manufacturer/supplier/firm 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 March 26, 2015 to April 14, 2015 during working 9:00 am to 3:00 pm.

(d) The last date of submit the Tender Document in sealed envelope in April 14, 2015 by 3:00 pm in the Office of the Manager Purchase & 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 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.

(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 Sample of must be provided for approval of IBA competent authority, before start of work.

(h The material / design & texture of the required furniture items can be preview at IBA Boys Hostel on April 11, 2015 at 11:30am.

(i) Please attached at least 5 plus years experience for this tender.

(j) Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.

(k) Copy of Sales Tax & Income Tax Certificate should be attached.

(l) Cliental list is required.

(m) 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.

Stamp & Signature

3. TENDER FORM
Fabrication, Supply & Fixing of Furniture Item

S. #	Description	Qty	Rate Rs.	Amount Rs.
01	**Single Bed with Mattress & Pillow** Size: 3'0 x 6'0 Head Board and foot Board made of MDF boards. 1 ½" thick, to be made by pressing tow boards of ¾" thick each. Texture Formica pasted, ½" thick and 1 ½" wide Beach wood lapping all around the boards. Framing made of partal wood size. 3" x ¾". Side support section 3 ½" x 1 ½", all edges covered with Beach wood lapping, polished with standing sealer and lacquer complete in all respect including hardware and fitting required.	30 beds		
02	Complete with mattress and pillow from MASTER ALPHA SPRING MATTRESS (SADA) or equivalent as per sample and as approved by IBA. Standard OEM Warranty	30 mattress with pillow		
	Total			
	17% GST			
	Total Amount			

Total Amount Rupees (in words) _____

_____

Note:
Sample available at IBA Boy's Hostel.

_____
Stamp & Signature

4. Terms & Conditions

The following terms of the purchase are agreed by the company:

(i) **Receiving/Acceptance of Purchase/Work Order:** The company will sign the copy of the Purchase/Work Order as acknowledgement.

(ii) **Delivery Challan:** All goods/works must be accompanied by the Delivery Challan on which the Order number, date of delivery/work execution, quantity, quality, specs, company/firm/supplier/agency/service provider 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) **Date of Delivery/Execution:** The period of Delivery or Execution of work will commence from the Date of Issue of the Work Order by the IBA.

(iv) **Delivery Time:** Delivery time 30 days after issuing of work order / purchase order.

(v) **Place of Delivery:** As specified in the Purchase/Work Order unless otherwise informed accordingly.

(vi) **Schedule of Work & Time Line:** Schedule of work and time-line will be framed with mutual consultation of Purchase Department and the company / firm / agency. However, the company is liable to abide and strictly adhere to the Schedule of Work and Time Line provide by the IBA.

(vii) **Delayed Delivery:** 2% penalty of the total amount will be imposed per month for which the company failed to deliver within the delivery/execution period.

(viii) **Inspection:** Physical inspection will be carried out by IBA authority. Ordered material will be accepted subject to final inspection at the time of delivery.

(ix) **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.

(x) **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.

(xi) **Delivery of Goods:** All the items must be delivered to the Store of the IBA and sign receipt with stamp on delivery note should be obtained.

(xii) **Rejection of Goods:** We reserve the right to cancel any or all the items if material is not in accordance with the primary specification or if the delivery is delayed.

(xiii) **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.

(xiv) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Finance Department.

(xv) **Advance Payment:** Advance Payment subject to Bank Guarantee.

(xvi) **Bid Security:** Kindly deposit a Pay Order / Demand Draft of 5% of the offered amount, the Bid Security, issued in favor of the Institute of Business Administration, Karachi.

Stamp & Signature

(xvii) **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.

(xviii) **Validity of Bid:** Validity is for ninety (90) days.

(xix) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.

(xx) **Sub-letting:** No sub-letting in any case and form will be acceptable.

(xxi) **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 manufacturer/supplier/distributor for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.

(xxii) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.

(xxiii) **Company Profile:** Company Profile be attached with this document.

(xxiv) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.

(xxv) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.

(xxvi) **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 Work / Purchase Order for any single item to different lowest responsive bidders or issue Work / Purchase Order for all the items to any lowest responsive bidder.

(xxvii) **Tender Document:** Tender Document available at the Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.

(xxvii)**Submission of Documents:** Last date for tender submission is April 14, 2015 upto 3:00 pm.

(xxix) **Opening of Tender:** Tender will be opened on April 14, 2015 on 3:30 pm at IBA Main Campus, University Road, Karachi.

(xxx) **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.

(xxxi) **Stamp Duty:** Stamp duty 0.3% for Goods against total value of Work / Purchase Order will be levied accordingly.

(xxxii) **Experience:** Please provide documentary proof at least 10 plus years experience for the related work.

(xxxiii)**Turn Over:** Please attached documentary proof last 3 plus years' financial turnover in terms of bank statement or financial statement.

(xxxiv)**Sales Tax & Income Tax:** Copy of Sales Tax & Income Tax Certificate should be attached.

(xxxv) **Article:** Technical article of beds including mattress with pillow and their specification must be as same as existing sample at IBA, Boys Hostel.

Stamp & Signature

(xxxvi)**Availability of Article/Items**: The manufacturer/supplier/firm/company must ensure that specified article/items should be presented for approval before start of work. Unavailability of article/items at the time of Work Order or material shortage due to any reason whatsoever would lead to forfeiture of Bid Security.

Important Note:

1- The material / design & texture of the required furniture items can be preview at IBA Boys Hostel on April 11, 2015 at 11:30am.

2- Furniture's material / design and texture in finished form & complete in all respect will be same as the items available in, IBA Boys Hostel.

3- Sample must be provided to Purchase Office for approval before start of work.

Note:

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

5. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the manufacturer/supplier/firm/company works:

M/s _____, the manufacturer / supplier / firm / company 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 manufacturer/supplier/distributor 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.

_____
Stamp & Signature

(c) The manufacturer/supplier/distributor 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, contact, 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, manufacturer/supplier/distributor 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.

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

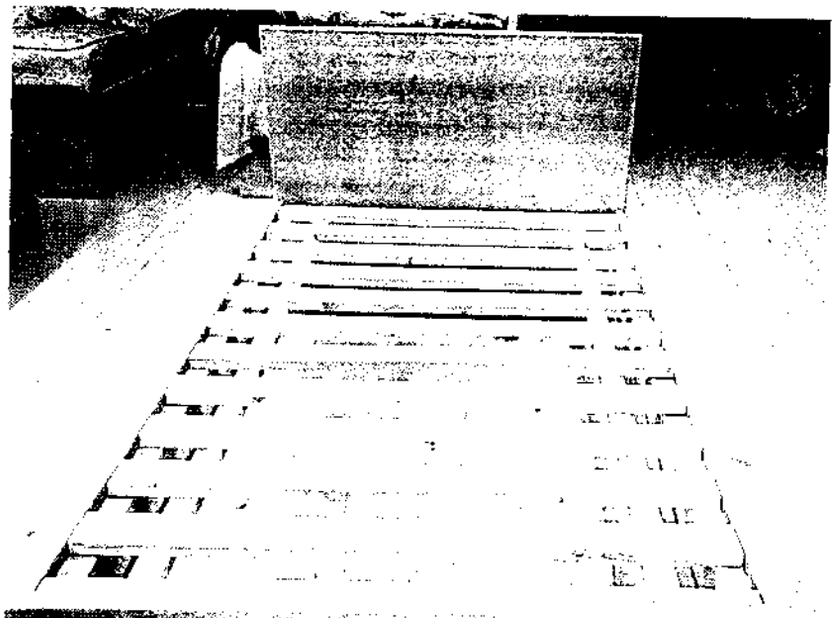
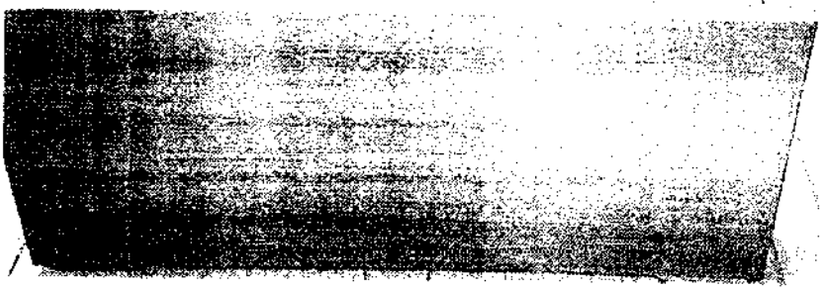
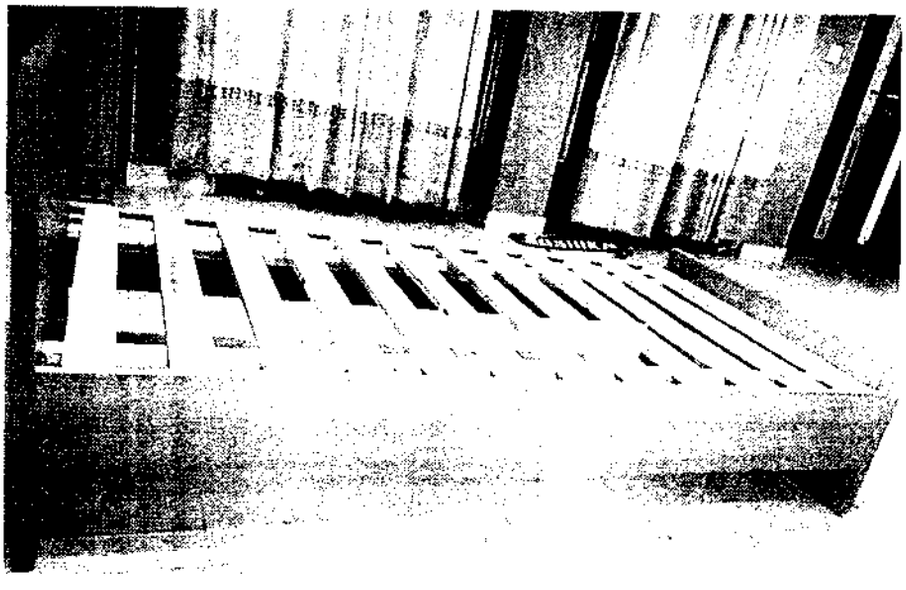
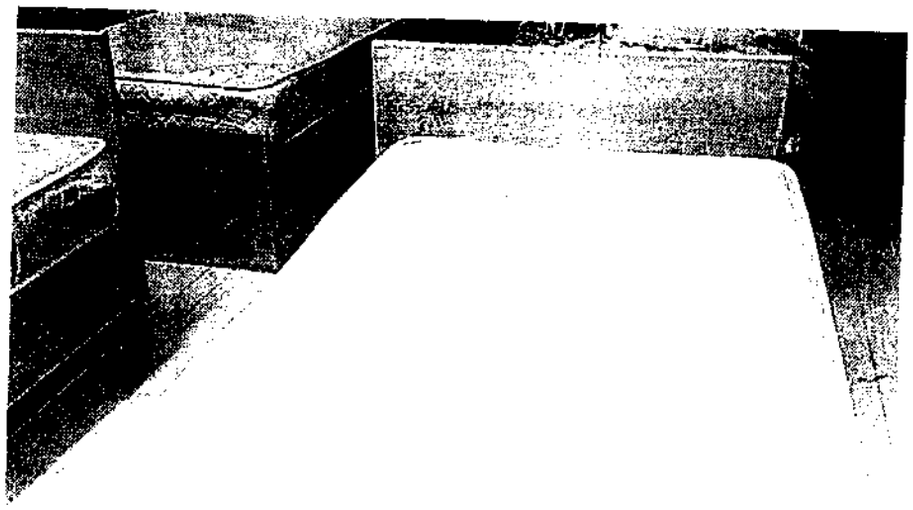
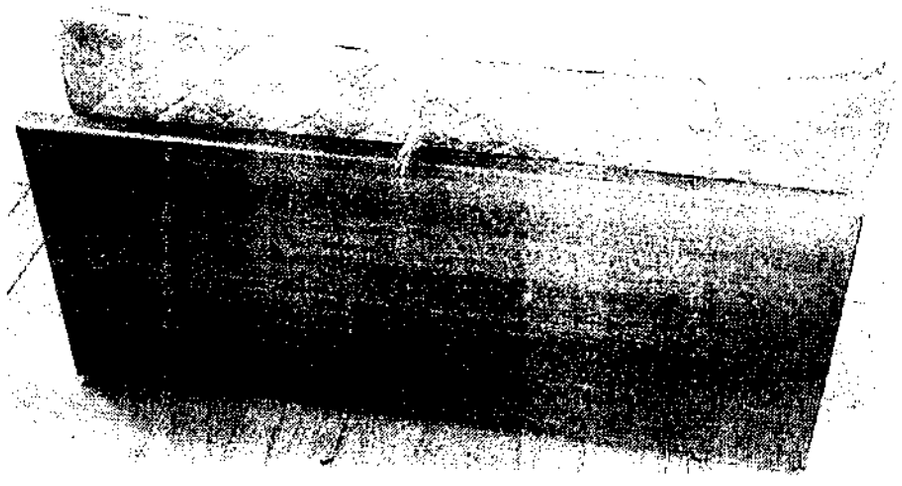
M/s _____

Contact Person _____

Address _____

Tel # _____ Fax _____

Mobile _____ email _____

_____
Stamp & Signature

SAMPLE PICS