EXPRESSION OF INTEREST

360° FEEDBACK ONLINE ASSESSMENT TOOL

Date of Issue : March 11, 2013
Last Date of Submission : March 26, 2013 (3:00 pm)
Date of Opening : March 26, 2013 (3:30 pm)

Document Fee Rs.500/- only
(Non-Refundable)
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1. **Introduction**

Dear Applicant:

Thank you the interest you have shown in response to the IBA’s advertisement which has floated on websites of IBA & SSPRA and published in the leading newspaper “Dawn”, “Express” and “Aas” on March 10, 2013 to avail consultancy & conduct training sessions for 360° Feedback Online Assessment Tool.

The Institute of Business Administration, Karachi is premiere educational institute in South Asia imparting quality education to the nation. We are interested to avail consultancy & conduct training sessions for 360° Feedback Online Assessment Tool from professional(s) / consultancy firm(s) / company etc having rich experience in the field.

Expression of Interest (EoI) Primary Documents / Proforma is available at the Office of Manager Purchase from March 11, 2013 to March 26, 2013 during 9:00 am to 3:00 pm. It can also be downloaded from IBA website [www.iba.edu.pk](http://www.iba.edu.pk)

You are requested kindly to fill in the Document / Proforma and attach profile etc along with the EoI Documents. This will be greatly helpful in evaluation.

Please mention “Expression of Interest for Consultancy 360° Feedback Online Assessment Tool” on top left corner of the envelop. IBA reserve the right to accept or reject any or all applications or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.

Kindly submit a Pay Order / Demand Draft of Rs.25,000/- (Rupees Twenty Five Thousand Only) as Security Deposit, issued in favor of the Institute of Business Administration, Karachi.

For more information, please contact with on 38104700 Ext. 2151

Thank you.

-sd-
Registrar
2. **Instructions**

(a) The Institute of Business Administration, Karachi (IBA) expects that aspirant professional(s) / consultancy firm(s) / company etc should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the EoI Primary Proforma 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 EoI Primary Document / Proforma 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 Proforma.

(c) You can collect EoI Documents / Performa from the office of Manager Purchase, IBA Main Campus, University Road, Karachi from March 11, 2013 to March 26, 2013 during working 9:00 am to 3:00 pm hours. If can also be download from IBA, Karachi website [www.iba.edu.pk](http://www.iba.edu.pk)

(d) The last date of submit the EoI Documents / Proforma in sealed envelope in March 26, 2013 by 3:00 pm in the Office of the Manager Purchase, IBA, Main Campus, University Road, Karachi.

(e) Security Deposit of Rs. 25,000/- (Rupees Twenty Five Thousand Only) will be deposited along with EoI Documents / Proforma in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.

(f) Should you need further any assistance / guidance please feel free to contact with Mr. M. Sohail Khan on the following numbers: 38104700 Ext: 2151.

(g) Kindly mentioned “Expression of Interest for Consultancy of 360° Feedback Online Assessment Tool” on top left corner of the envelope.

(h) We require services for Center for Executive Education (CEE). Interested professional(s) / consultancy firm(s) / company etc may offer their rates / charges for consultancy and training sessions.

(i) 360° feedback online assessments should be conducted online and it should be web based application assessment tool.

(j) This online assessment should be able to provide perceptual gaps on heart of leadership, leadership mind, leadership values and negative values not for leaders with 24 or more leadership dimensions for individuals / managers.

(k) 360° feedback online assessments should include feedback of boss, two peers and two subordinates on individual leader.

(l) Soft and hard copies should be provided after the assessment to each individual.
(m) Online questionnaire should have separate questionnaires for leader and for raters (two different questionnaires).

(n) This consulting assignment is for the period of FOUR years effective from the Date of Signing of contract agreement. However, it may be extended for further ONE year on same terms and conditions.

(o) Full Report both hard copies and soft copies should be provided to each and every participant including ancillary writing and reading materials.

(p) It is requested to those who intend to download EoI Documents from portal to attach paid challan of Fee Rs. 500/- (Rupees Five Hundred Only) with the Package / Document. The fee can be deposited in United Bank Ltd, Karachi University Campus Branch in Account # A/c # 003-0002-5. Please note that it is mandatory to pay the document fee Rs. 500/- (non-refundable)

**Note:**
Website should be ready and running at the time of this prequalification for testing purpose.
Evaluation Criteria

a. **Total point for Technical Proposal:** 115
b. **Minimum qualifying percentage is 80%**. Applicant professional(s) / consultancy firm(s) / company etc who secured less than 80% will be categorically disqualified for further process.

3. **Technical Criterion**

1- **360° Feedback Assessment Online Tool:** *(please tick appropriate area)* **Maximum 30 Marks**

*Please provide supporting documents of your claims.*

i. Exclusively Own: ________________________________ 30 Marks

ii. Collaborated / sublet: __________________________ 10 Marks

iii. Hire: _________________________________ 02 Marks

2- **Experience of 360° Feedback System Online:** **Maximum 10 Marks**

*(please tick appropriate area)* Please provide supporting documents of your claims.

i. Yes: ____________________________ 10 Marks

ii. No: ____________________________ Zero Marks

3- **Experience of conducting 360° Feedback Reporting and Providing One-to-One feedback to participants:** **Maximum 10 Marks**

*(please tick appropriate area)* Please provide supporting documents of your claims.

i. Yes: ____________________________ 10 Marks

ii. No: ____________________________ Zero Marks

4- **Leadership Documents should be included in 360° Feedback Assessment Tool / Report:** **Maximum 10 Marks**

*(please tick appropriate area and submit list)* Please provide supporting documents of your claims.

i. 24 +: ____________________________ 10 Marks

ii. 12 +: ____________________________ 05 Marks

Stamp & Signature
5- Qualification (Minimum): (please tick appropriate area)  
Maximum 15 Marks  
Note: Please provide supporting documents of your claims.

i. Phd (Foreign Degree in Leadership Area): _________ 15 Marks

ii. Phd (Foreign): ____________________________ 10 Marks

iii. Phd (Local): ____________________________ 05 Marks

6- International Teaching Experience: (please tick appropriate area)  
Maximum 10 Marks  
Note: Please provide supporting documents of your claims.

i. Yes: ____________________________ 10 Marks

ii. No: ____________________________ 05 Marks

7- Experience of Teaching: (please attach list): (please tick appropriate area)  
Maximum 10 Marks  
Note: Please provide supporting documents of your claims.

i. International - + : ________________ 10 Marks

ii. Local - + : ________________ 05 Marks

8- Survey Conducted:  
Maximum 10 Marks  
Note: Please provide supporting documents of your claims.

i. International - + : ________________ 10 Marks

ii. Local - + : ________________ 05 Marks

9- Dedicated Server:  
Maximum 10 Marks  
Note: Please provide supporting documents of your claims.

i. Available : ________________ 10 Marks

ii. Hiring: ________________ 05 Marks

Stamp & Signature

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4. **Rate / Charges Offered Per Individual / Candidate**

360° Feedback Online Assessment Tool

<table>
<thead>
<tr>
<th>Rate / Charges Offered (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs._________________________</td>
</tr>
<tr>
<td>Rupees in Words: ________________</td>
</tr>
</tbody>
</table>

**Note:**
Rate / Charges must be on the basis of All Inclusive i.e., writing, software, soft copies material and all the tax(es), levies and ancillary and mandatory charges.
5. Terms & Conditions of Works / TOR

The following terms of the Purchase works are agreed by the professional(s) / consultancy firm(s) / company etc:

(i) Receiving/Acceptance of Letter of Intent (LoI): The professional(s)/consultancy firm(s)/company etc will sign the copy of the LoI as acknowledgement.

(ii) Date of Execution: The period of Delivery or Execution will identified on LoI.

(iii) Place of Delivery: As specified in the LoI unless otherwise informed accordingly.

(iv) Abrupt / Poor Performance: Penalty 5% of the total amount will be imposed for which the professional(s) / consultancy firm(s) / company etc failed to deliver within the specified parameters.

(v) Advance Payment: Advance Payment subject to Bank Guarantee.

(vi) Production Execution: Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance job without assigning any reason and professional(s) / consultancy firm(s) / company etc will abide the instruction.

(vii) Condition of Works: All items must meet in all respects with the requirement of the LoI and must be in acceptable format otherwise they will be liable to rejection.

(viii) Execution of Services: After completion of job delivered to the authorized personnel of the IBA-CEE who will sign the receipt with stamp on delivery note.

(ix) Rejection of Works: We reserve the right to cancel any or all the items if assessment is not in accordance with our specification or if the completion of assignment is delayed.

(x) Disclosure of Confidential Script/Material: All rights reserve with the IBA and no information either in written/electronic media/copying form should be disseminated without the permission of the authority.

(xi) Termination: That upon termination of the agreement the professional(s) / consultancy firm(s) / company etc shall be permitted to remove all its devices and equipment which may have been placed by its at premises from the time to time.

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

(xiii) 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 Director CEE of the IBA and the professional(s) / consultancy firm(s) / company etc for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties under the Arbitration Act 1940.

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

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

Stamp & Signature

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(xvi) **Rights:** IBA reserve the right to accept or reject any or all application(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.

(xvii) **Performance Bond or Bank Guarantee:** Performance Bond or Bank Guarantee of any Insurance Company or Schedule Bank of AA rated should be submitted accordingly.

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

(xix) **EoI Document:** EoI Primary Document available at the Office of Manager Purchase, IBA Main Campus, University Road, Karachi.

(xx) **Submission of EoI Documents:** Last date for submission is March 26, 2013 upto 3:00 pm

(xxi) **Opening of EoI:** Will be opened on March 26, 2013 on 3:30 pm at IBA Main Campus, University Road, Karachi.

(xxii) **Security Deposit:** Rs.25,000/- (Rupees Twenty Five Thousand Only) Security Deposit preferably from National Bank of Pakistan will be provided by the party before award of Contract Agreement.

(xxiii) **Website:** The website should be ready and running at the time of this EoI for testing purpose.

(xxiv) **Contract Agreement:** The contract agreement for consulting and conducting survey will be for the period of FOUR years effective from the Date of Signing. However, it may be extended for further ONE years on same terms and conditions.

(xxv) **IBA Charges:** If the regular faculty / personnel directly or indirectly provide consultancy and conduct training session, he / she or company / firm etc will liable to pay 30% of the total fee / charges to the IBA, Karachi. The payment will be made through Pay Order / Demand Draft in favor of Institute of Business Administration, Karachi.
6. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the professional(s) / consultancy firm(s) / company etc works;

M/s........................................................................................................, the company / firm / agency hereby declares that:

(a) Its intention not to obtain the professional(s) / consultancy firm(s) / company etc 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 professional(s) / consultancy firm(s) / company etc 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 professional(s) / consultancy firm(s) / company etc 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, professional(s) / consultancy firm(s) / company etc 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.

Stamp & Signature
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_______________________________

__________________________ Company Seal

__________________________ Stamp & Signature