

# **TENDER FORM**

**Tender # ME/07/13-14**

**Provide & Supply Gym Equipment for New Girls Hostel**

**Date of Issue** : **January 29, 2014**  
**Last Date of Submission** : **February 18, 2014 (3:00 pm)**  
**Date of Opening** : **February 18, 2014 (3:30 pm)**

## **1. Introduction**

Dear Tenderer:

Thank you the interest you have shown in response to the IBA's advertisement which has floated on websites of IBA & SSPRA on January 29, 2014 to provide & supply of Gym Equipment for New Girls Hostel.

Tender Documents are available at the Office of Manager Purchase & Stores from January 29, 2014 to February 18, 2014 during 9:00 am to 3:00 pm. In case of any holiday the tender shall be opened on next working day at same place and time.

You are requested kindly to fill in the attached Tender Forms and attach firm / agency profile etc along with the Tender Documents.

Please mention "Tender Number" at top left corner of the envelopes. 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.

Kindly deposit a Pay Order / Demand Draft of 5% of the offered amount, the Earnest Money, issued in favor of the Institute of Business Administration, Karachi.

For more information, please contact with on 38104700 Ext. 2150

Thank you.

-sd-  
**Registrar**

## TENDER FORM

### Provide & Supply of Gym Equipment for New Girls Hostel

Sr. #	Description	Quantity	Rate (Rs.)	Amount (Rs.)
1.	<b>Upright Bike</b> Heavy Duty Use <b>Model:</b> CU-800, <b>Brand:</b> Spirit / Equivalent	1 Unit		
2.	<b>Treadmill</b> Heavy Duty Use <b>Model:</b> CT-810, <b>Brand:</b> Spirit / Equivalent	1 Unit		
<b>Total</b>				
<b>17% GST</b>				
<b>Total Amount</b>				

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

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

**TERMS & CONDITIONS**

- The following terms of the works are agreed by the manufacturer or sole distributor:
- (i) **Receiving/Acceptance of Purchase 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 upto 15% 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 Good / 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) **Sub-letting:** No sub-letting in any case and form will be acceptable.
  - (xi) **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.
  - (xii) **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.
  - (xiii) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
  - (xiv) **Advance Payment:** Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
  - (xv) **Security Deposit:** 5% Security Deposit of total amount will be provided by the party before award of Work Order.
  - (xvi) **Validity of Bid:** Validity is for ninety (90) days.
  - (xvii) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.

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

- (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) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xx) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxi) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxii) **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.
- (xxiii) **Warranty:** OEM warranty must be provided by the supplier/bidder. ONE year comprehensive warranty will be acceptable for non-branded items.
- (xxiv) **Company Profile:** Company Profile be attached with this document.
- (xxv) **Tender Document:** Tender Document available at the Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.
- (xxvi) **Submission of Documents:** Last date for tender submission is February 18, 2014 upto 3:00 pm
- (xxvii) **Opening of Tender:** Tender will be opened on February 18, 2014 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xxviii) **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.
- (xxix) **Stamp Duty:** Stamp duty 0.3% for Goods against total value of Purchase Order / Work Order will be levied accordingly.
- (xxx) **Earnest Money:** Kindly deposit a Pay Order / Demand Draft of 5% of the offered amount, the Earnest Money, issued in favor of the Institute of Business Administration, Karachi.

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

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

Address \_\_\_\_\_

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

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

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