

*Tender Fee: Rs.500/-  
(Non-Refundable)*

# **TENDER FORM**

**Tender # PS/09/13-14**

**PRINTING & SUPPLY OF ANNUAL REPORT  
2012-13**

**Date of Issue : May 9, 2014**

**Last Date of Submission : May 28, 2014 (3:00 pm)**

**Date of Opening : May 28, 2014 (3:30 pm)**

**Pay Order / Demand Draft # ....., Amount :Rs.....**

**Drawn on Bank..... Dated.....**

Dear Tenderer:

Thank you the interest you have shown in response to the IBA's advertisement which has floated on website of IBA & SSPRA on May 9, 2014 to print & supply of Annual Report 2012-13.

The Institute of Business Administration, Karachi is premiere educational institute in South Asia imparting quality education to the nation. We are interested to print Annual Report 2012-13 from your esteemed Printing Press.

Tender Forms are available at the Office of Manager Purchase & Stores from May 9, 2014 to May 28, 2014 during 9:00 am to 3:00 pm.

The tender document should be submitted at Purchase Office between 9:00 am to 3:00 pm upto May 28, 2014 and will be opened on same date & venue at 3:30 pm in the presence of representatives who may care to attend. In case of any holiday the tender shall be opened on next working day at same place and time.

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 Bid Security, issued in favor of the Institute of Business Administration, Karachi.

For more information, please contact with on UAN # 38104700 Ext: 2150

Thank you.

-sd-  
**Registrar**

# TENDER FORM

## Printing & Supply of Annual Report 2012-13

S.#	Specification	Qty	Rate	Amount
01	<p><b><u>Printing of Annual Report 2012-13</u></b></p> <p><b><u>Size:</u></b> 11"x8" (closed size)</p> <p><b><u>Title card:</u></b> 310gsm matt laminated</p> <p><b><u>Printing:</u></b> 5+5 color with UV spot</p> <p><b><u>Crease:</u></b> 02 creases (01 front &amp; 01 back)</p> <p><b><u>Binding:</u></b> Hot glue stitch binding</p> <p><b><u>Pages:</u></b> 100 approx</p> <p><b><u>Grammage:</u></b> 135gsm art paper matt laminated</p> <p><b><u>Envelop:</u></b> 135 gsm art paper with printing</p>	1000 Copies and Envelopes		
<b>Total</b>				
<b>17% GST</b>				
<b>Total Amount</b>				

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

Please also quote per page rate for ready reference:

Rate for addition/reduction in page quantity per page Rs. \_\_\_\_\_

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

## **Terms & Conditions**

The following terms of the works are agreed by the printer:

- (i) **Receiving/Acceptance of Purchase/Work Order:** The Printer 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, 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 printer 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:** 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) **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) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- (xii) **Advance Payment:** Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
- (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 Registrar of the IBA and CEO of the printer for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- (xiv) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.

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

- (xv) **Bid Security:** 5% 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.
- (xvi) **Security Deposit:** 5% Security Deposit of total amount will be provided by the party before award of Work Order.
- (xvii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xviii) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the printer.
- (xix) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xx) **Validity of Bid:** Validity is for ninety (90) days.
- (xxi) **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.
- (xxii) **Tender Document:** Tender Document available at the Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.
- (xxiii) **Submission of Documents:** Last date for tender submission is May 28, 2014 upto 3:00 pm.
- (xxiv) **Opening of Tender:** Tender will be opened on May 28, 2014 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xxv) **Stamp Duty:** Stamp duty 0.3% for Goods against total value of Work Order will be levied accordingly.
- (xxvi) **Rights:** All rights reserved with the IBA, Karachi. No part of article can be published, print, copy or transferred to other format without written permission of the IBA authority. Films / Plates and other related printing item should deposit to Purchase Office.

**NOTE:**

- a) Copy right reserved with the IBA, Karachi.
- b) Films / Plates and other related printing item should deposit to Purchase Office.
- c) Price/rate should be quoted on tender document in sealed envelope.

**Important Notes:**

- 1. Photographs scanning and printing to be of high quality.
- 2. Binding to be of high quality.
- 3. Timely Delivery.

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

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

Address \_\_\_\_\_

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

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

\_\_\_\_\_  
SIGNATURE & STAMP