

***Tender Fee: Rs.300/-
(Non-Refundable)***

TENDER FORM

Tender # ME/16/2013-14

Provide & Supply of Electric Water Cooler

Date of Issue : July 3, 2014

Last Date of Submission : July 22, 2014 (11:30 am)

Date of Opening of Tender : July 22, 2014 (12:00 noon)

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 floated on websites of IBA & SSPRA on July 3, 2014 to "Provide & Supply of Electric Water Cooler".

Tender Form is available at the Office of Manager Purchase & Stores from July 3, 2014 to July 22, 2014 between 8:30 am to 11:30 am.

The tender document should be submitted at Purchase Office between 8:30 am to 11:30 am upto July 22, 2014 and will be opened on same date & venue at 12:00 noon 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

Provide & Supply of Electric Water Cooler

S. #	Description	Qty	Rate (Rs.)	Amount (Rs.)
1	ELECTRIC WATER COOLER Brand : MECO or Equivalent Model : ME-60P or Equivalent Capacity: 53US Gallon / per hour or above Input Watt: 910 Compressor: 9000BTU Others: Two Taps and Water Dispensary Drain Tray UV Triplet Water Filter So~Safe Brand or Equivalent must be provided along with each Water Cooler	03		
Total				
18% GST				
Total Amount				

Grand Total 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 Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Delivery Challan on which the Order number, date of delivery, quantity, quality, specs, manufacturer name clearly mentioned. Non-compliance with this condition renders the goods 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 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 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 Good:** 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) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xi) **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.
- (xii) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- (xiii) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xiv) **Security Deposit:** 5% Security Deposit of total amount preferably from National Bank of Pakistan will be provided by the party before award of Work Order.
- (xv) **Validity of Bid:** Validity is for ninety (90) days.
- (xvi) **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.
- (xvii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.

Stamp & Signature

- (xviii) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- (xix) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xx) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (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) **Company Profile:** Company Profile be attached with this document.
- (xxiii) **Tender Document:** Tender Document available at the Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.
- (xxiv) **Submission of Documents:** Last date for tender submission is July 22, 2014 upto 11:30 am
- (xxv) **Opening of Tender:** Tender will be opened on July 22, 2014 on 12:00 noon at IBA Main Campus, University Road, Karachi.
- (xxvi) **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.
- (xxvii) **Stamp Duty:** Stamp duty 0.3% for Goods against total value of Purchase Order will be levied accordingly.

M/s _____

Contact Person: _____

Address _____

Tel # _____ Fax # _____

Mobile # _____ e-mail: _____

SIGNATURE & STAMP

Stamp & Signature