

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

TENDER FORM

Tender # PS/10/13-14

PRINTING OF EXAM COPIES & MATERIALS

Date of Issue : **June 26, 2014**

Last Date of Submission : **July 16, 2014 (12:00 noon)**

Date of Opening : **July 16, 2014 (12:30 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 June 26, 2014 for printing of exam copies & materials.

The Institute of Business Administration, Karachi is premiere educational institute in South Asia imparting quality education to the nation. We are interested to print exam copies & materials from your esteemed Printing Press.

Tender Forms are available at the Office of Manager Purchase & Stores from June 26, 2014 to July 16, 2014 during 9:00 am to 3:00 pm.

The tender document should be submitted at Purchase Office between 8:30 am to 12:00 noon upto July 16, 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 of Exam Copies & Materials

S. #	Description	Qty	Rate	Amount
1	<u>Examination Copy “F”</u> High finish 68gsm (approx) 13 x 16.50 (open size) 13 x 8.25 (closed size) 02 pin centre binding, 1+1 color printing 20 pages in each Examination Copy ‘F’ 100 copies in each packet <u>Please Note:</u> Every Examination Copy “F” has different serial number.	50,000 copies Option-I		
		30,000 copies Option-II		
2	<u>Examination Copy “T”</u> High finish 68gsm (approx) 13.5” x 16.50” (open size) 13” x 8.25” (closed size) 02 pin centre binding, 1+1 color printing 12 pages in each Examination Copy ‘T’ 100 copies in each packet <u>Please Note:</u> Every Examination Copy “T” has different serial number.	70,000 copies Option-I		
		60,000 copies Option-II		
3	<u>Answer Sheet Supplement</u> High finish 68gsm (approx) 13 x 16.50 (open size) 13 x 8.25 (closed size) 1+1 color printing 04 pages in each 500 sheets in each packet <u>Please Note:</u> Every Answer Sheet Supplement has different serial number.	20,000 copies Option-I		
		10,000 copies Option-II		
4	<u>I.D. Card Ribbon</u> Maroon Color with printing of IBA Logo and clips (best quality) As Per Sample	2000 nos		
Total				
GST				
Total Amount				

Grand Total Rupees (in words) _____

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 evaluated on higher amount and 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 July 16, 2014 upto 12:00 noon.
- (xxiv) **Opening of Tender:** Tender will be opened on July 16, 2014 on 12:30 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) **Copy 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.
- (xxvii) **Works Assign:** 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.

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.

M/s _____

Contact Person: _____

Address _____

Tel # _____ Fax # _____

Mobile # _____ e-mail: _____

SIGNATURE & STAMP