

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

TENDER FORM

Tender # CW/01/14-15

**Provide, Supply & Fixing Work Of False
Ceiling At Adamjee Block**

Date of Issue : July 25, 2014
Last Date of Submission : August 18, 2014 (11:30 am)
Date of Opening : August 18, 2014 (12:00 noon)

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

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

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1. Introduction

Dear Tenderer:

Thank you the interest you have shown in response to the IBA's advertisement which has floated in IBA & SSPRA websites on July 25, 2014 to provide, supply & fixing work of false ceiling at Adamjee Block.

Tender Documents are available at the Office of Manager Purchase & Stores from July 25, 2014 to August 18, 2014 between 8:30 am to 11:30 am. 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 company / 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 Bid Security, issued in favor of the Institute of Business Administration, Karachi.

For more information, please contact with Mr. Fahim Uddin on 38104700 Ext. 2520 or cell # 03342229732

Thank you.

-sd-
Registrar

2. Instructions

- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant service providers should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form 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 Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column unanswered 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 Tender Form.
- (c) You can collect the Tender Document from the office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi from July 25, 2014 to August 18, 2014 during working 9:00 am to 12:00 noon.
- (d) The last date of submit the Tender Document in sealed envelope in July 25, 2014 by 12:00 noon in the Office of the Manager Purchase & Stores, IBA, Main Campus, University Road, Karachi. The Tender will be opened on same day at 12:30 pm in the presence of representatives who may care to attend.
- (e) Bid Security of 5% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (f) 5% Security Deposit of total amount will be provided by the party before award of Work Order.
- (g) Kindly mentioned "Tender Number" at top left corner of the envelope.

Stamp & Signature

3. TENDER FORM

Provide, Supply & Fixing Work of False Ceiling at Adamjee Block

S #	Description	Unit	Qty	Rate	Amount
1	Providing and Install in position 1/2" thick Gypsum Board Ceiling (Thermac or approved Equivalent) false ceiling sheet size 8' x 4' x 1/2" thick (revealed edges) with G.I. frame work of approved section including all accessories, G.I.hanging system with approved fibre tape on joints, cutting out openings for all light fixtures, linear grills and diffusers including wooden/gypsum light palment and providing 1" x 1" x 16-18 SWG "U" channel or angle for protection of edges where ever required, matt enamel paint (ICI or Equivalent) after installation in the required number of coats, complete and as per instruction of Maintenance Department(for payment net horizontal surface will be measured and fixture & A/C diffusers will be deducted).	Sqft	3,000		
Total Amount Rs (Inclusive of all taxes)					

Total (in words) Rs. _____

(inclusive of all taxes)

 Stamp & Signature

4. Terms & Conditions

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

- (i) **Receiving/Acceptance of Work Order:** The contractor will sign the copy of the Work Order as acknowledgement.
- (ii) **Place of Execution:** As specified in the Work Order unless otherwise informed accordingly.
- (iii) **Delayed Execution:** 2% penalty of the total amount will be imposed per month for which the contractor failed to deliver within the execution period.
- (iv) **Inspection:** Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- (v) **Quantity Delivered:** Competent Authority reserves the right to change/alter/remove any item or work or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (vi) **Condition of Works:** All works must meet in all respects with the BoQ of the Order and must be in good condition otherwise they will be liable to reject.
- (vii) **Delivery of Works:** All the works must be executed to the specified site of the IBA.
- (viii) **Rejection of Works:** We reserve the right to cancel any or all the items if works is not in accordance with our specification or if delayed occurred.
- (ix) **Termination:** That upon termination of this agreement the contractor shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time.
- (x) **Submission of Bills/Invoices:** Invoice/bill, Work Order & Clearance Challan should be submitted to Finance Department.
- (xi) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xii) **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 contractor for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- (xiii) **Price / Rate/Charges/Cost:** Rate / charges / cost must be quoted on Tender Form only and submitted in sealed envelope.
- (xiv) **Bid Security:** 5% Bid Security should be on Total Amount deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (xv) **Security Deposit:** 5% Security Deposit of total amount will be provided by the party before award of Work Order.
- (xvi) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.

- (xvii) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xviii) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xix) **Validity of Bid:** Validity is for ninety (90) days.
- (xx) **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 Work Order for any single unit / part of project to different lowest responsive bidders or issue Work Order for whole project to any lowest responsive bidder.
- (xxi) **Company Profile:** Company Profile be attached with this document.
- (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 August 18, 2014 upto 11:30 am.
- (xxiv) **Opening of Tender:** Tender will be opened on August 18, 2014 on 12:00 noon at IBA Main Campus, University Road, Karachi.
- (xxv) **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.
- (xxvi) **Stamp Duty:** Stamp duty 0.3% for Services against total value of Work Order will be levied accordingly.
- (xxvii) **Works Assign:** Work Order might be awarded on part of project basis, so that lowest responsive contractors can be awarded work on different jobs.

Note:

This Terms & Conditions is integral part of contract agreement besides other clauses / articles.

Stamp & Signature

5. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the service provider;

M/s _____, the service provider hereby declares that:

- (a) Its intention not to obtain the procurement 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 foregoing the manufacturer/supplier/distributor 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 manufacturer/supplier/distributor 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, contract, 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, manufacturer/supplier/distributor 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

Note:

This integrity pact is mandatory requirement other than auxiliary services / works.

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 _____

Stamp & Signature