

# **TENDER FORM**

## **Tender # ME/15/13-14**

### **Provide & Supply of Paper Shredder Machine**

**Date of Issue** : **July 2, 2014**  
**Last Date of Submission** : **July 19, 2014 (11:30 am)**  
**Date of Opening** : **July 19, 2014 (12:00 noon)**

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

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

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## 1. Introduction

Dear Tenderer:

The Institute of Business Administration, Karachi is premiere educational institute in South Asia imparting quality education to the nation. We are interested to procure Paper Shredder Machine from your esteemed firm / agency.

Tender Forms are available at the Office of Manager Purchase & Stores from July 2, 2014 to July 19, 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 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 on 38104700 Ext. 2150

Thank you.

-sd-  
**Registrar**

## **2. Instructions**

- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant vendors 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 un-answered 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 2, 2014 to July 19, 2014 between working 8:30 am to 11:30 am.
- (d) The last date to submit the Tender Document in sealed envelope is July 2, 2014 by 11:30 am in the Office of the Manager Purchase & Stores, IBA, Main Campus, University Road, Karachi. The Tender will be opened on same day at 12:00 noon in the presence of representatives who may care to attend.
- (e) Bid Security of 5% of total charges will be deposited 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) Should you need further any assistance / guidance please feel free to contact with Mr. Muhammad Hanif on the following numbers: 38104700 Ext: 2150.
- (h) Kindly write "Tender Number" at top left corner of the envelope.

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Stamp & Signature

# TENDER FORM

## Provide & Supply of Paper Shredder Machine

S. #	Items	Qty.	Rate Rs.	Amount Rs.
1	<b><u>Paper Shredding Machine</u></b> Cross-cut 2x30 sheet capacity 70g/A4 30-31 Super Strong Motor Power 2 Entrances for Paper & CD's Full Metallic Body Throat Width 270mm Bin Capacity 60 L Ultra Shredding Speed 5.2m/min Duty Cycle: 60 Mins Unit Size 450x415x880 Brand Oastar Model # RS2200-S or Equivalent	1 unit		
<b>Total</b>				
<b>18% GST</b>				
<b>Total Amount</b>				

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

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

### 3. Terms & Conditions of Supply

The following terms of the procurement are agreed by the manufacturers/suppliers 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 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. **Delivery Charges:** Goods/items will be delivered by the supplier/firm/agency/company free of charge at the IBA, site as specified in Purchase Order.
- x. **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.
- 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.
- xiii. **Security Deposit:** 5% Security Deposit of total amount will be provided by the party before award of Work Order.
- xiv. **Validity of Bid:** Validity is for ninety (90) days.
- xv. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.

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Stamp & Signature

- 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. **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- xviii. **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- xix. **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- 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 Purchase Order for any single items to different lowest responsive bidders or issue Purchase Order for all the items 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 July 19, 2014 upto 11:30 am
- xxiv. **Opening of Tender:** Tender will be opened on July 19, 2014 on 12:00 noon at IBA Main Campus, University Road, Karachi.
- xxv. **Stamp Duty:** Stamp duty 0.3% for Goods against total value of Purchase Order / Work Order will be levied accordingly.

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