

INSTITUTE OF BUSINESS ADMINISTRATION (IBA) KARACHI
Main Campus, University Road, Karachi

Tender Notice

Tender Number: IT/06/2010-11

Sealed quotations are invited from the firms having GST and Income Tax Registration numbers for the supply of following items during 2010-11.

S.No.	Items	Description	Unit Price without GST	Unit Price with GST
	HP Toners	Quantity		
	Specifications			
1	HP 05A	20		
2	HP 35A	05		
3	HP 36A	30		
4	HP 49A	20		
5	HP 51 A	20		
6	HP 53 A	25		
7	Toner Cartridge HP 74	20		
8	Toner Cartridge HP 75	20		
9	Toner Cartridge HP 131	20		
10	Toner Cartridge HP 135	20		
11	Toner Cartridge HP 61 black	15		
12	Toner Cartridge HP 61 color	15		
13	HP 12A	04		
14	HP 16A	10		
15	HP 29X	20		
16	HP 55A	30		
17	Toner Cartridge HP 96 black	15		
18	Toner Cartridge HP 97 color	15		
19	Color Toner Kit of HP3800 Printer	05		

TERMS AND CONDITIONS:

1. The rates quoted will be applicable till September 30 2011.
2. Taxes will be deducted as per rules.
3. Only HP Authorized partners can apply and supply latest HP letter of Authorization certificate with quote.
4. Attachment of bank draft/ pay order / call deposit for a sum of 2.5% in the favor of Director Finance, IBA Karachi of the total quoted amount as an earnest money with the bid is necessary. Amount will be refunded to unsuccessful bidders; however, refund to successful bidders will be made after the finalization of delivery of the said toners.
5. The firm should use their printed letterhead pad where firm name, telephone no. etc. must be mentioned.
6. Firm should quote prices along with sales tax and indicate brand name wherever necessary.
7. The successful firms will have to supply items within fifteen days after the issue of supply order at their own expenses.

8. The competent authority reserves the right to reject or approve any tender completely or partially. The reason/ grounds for rejection of bids/ proposal will be communicated to supplier / contractors upon request.
9. If desired items are not supplied on time/or the supply are found substandard, the competent authority could not only cancel the agreement during the year completely or partially without prior intimation but the earnest money could also be confiscated and legal action could be initiated.
10. The tenders complete in all respects should reach the undersigned latest by 02nd April, 2011 till 11.00 a.m. and these will be opened at 11.30 a.m. the same day in presence of the bidders or their representatives.
11. Vendor is responsible to change with new toner if any toner found faulty in any aspect without any delay.
12. Quoted rates should remain valid up to 180 days from the date of opening the tender.
13. An owner of more than one company can send bid of his one company.
14. Specification of items tender should be clearly mentioned in the tender. Tender received after due date or incomplete in any sense will not be entertained. The store incharge will check the quality of items before award of contract. The firm should provide Guarantee/Warranty for a period of one year for supply of toners.
15. An affidavit on Stamp paper properly attested by the Oath Commissioner is attached with the bid to the effect that the firm has neither been black listed, nor having any dispute with any government organization and also there is no litigation against the firm.
16. In case of failure of supplies within stipulated time, IBA Karachi may forfeit/ confiscate the call deposited and the firm may be black listed.
17. Submission of any false statement/documents including concealing of any information is likely to disqualify the bidder.

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