

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

# **TENDER FORM**

**Tender # MISC/29/13-14**

## **PROVIDE & SUPPLY PRINTING ITEMS FOR ICM CONFERENCE ITEMS**

**Date of Issue** : **April 8, 2014**  
**Last Date of Submission** : **April 23, 2014 (3:00 pm)**  
**Date of Opening** : **April 23, 2014 (3:30 pm)**

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

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

## **1. Introduction**

Dear Tenderer:

Thank you the interest you have shown in response to the IBA's advertisement which has floated on websites of IBA & SSPRA websites on April 8, 2014 to provide & supply ICM Conference Items.

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

Tender Documents are available at the Office of Manager Purchase & Stores from April 8, 2014 to April 23, 2014 between 9:00 am to 3:00 pm. 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**

## TENDER FORM

### Provide & Supply ICM Conference Items

ITEMS	Description	Quantity	Rate Rs.	Amount Rs.
<b>Conference Bag</b>	<p>Size: Length: 16", Breadth 11" Width 2" Material:</p> <p><b>Material</b></p> <ol style="list-style-type: none"> <li>1. Rexine (Katora) black color will be used for the bag.</li> <li>2. Rexine (Katora) black color will be used for front flap, size 16" x 11". Sipping 1cm over and under</li> <li>3. Zip front flap # 5 YKK, WAZIR or equivalent</li> <li>4. Zip inner pocket # 5 YKK, WAZIR or equivalent</li> <li>5. Zip over main pockets # 10 YKK, WAZIR or equivalent</li> <li>6. Plastic bukle under front flap</li> </ol> <p><b>Body Structure</b></p> <ol style="list-style-type: none"> <li>1. One pocket (full size) upper flap with zip # 5</li> <li>2. One under pocket size : 16" x 11" with zip</li> <li>3. One sections for main bag with zip # 10</li> <li>4. Stitched nylon newar of 3.5' of 1.5" black color with adjustable buckle and two hooks each side.</li> <li>5. Top handle rexine (katora) 8"x1.2" handle size : 8" x 1/2" x 2 handles each either side</li> <li>6. Nylon newar gola on</li> </ol>	360		

	<p>Front Flap black color</p> <p>7. Name Holder pocket on back of the bag size: 4"x2.75" with window 2"x1.5"</p> <p><b>Printing:</b> Logo and 4 color screen printing and inscription on front flap</p> <p><b>Sample Is Available At Purchase Office For Ready Reference</b></p>			
<b>Note pads</b>	<p><b>Size:</b> A4 <b>Leaves:</b> 50 pages <b>Grammage Pages:</b> 80gsm offset paper <b>Title :</b> 300gsm artcard <b>Title Printing :</b> 4 color <b>Pages Printing :</b> 4 Color with Rule <b>Binding:</b> Spiral (Top Side)</p>	360		
<b>Conference Folder</b>	<p><b>Paper :</b> Polypaper front face with foam wading leatherette texture <b>Color :</b> Black <b>Size :</b> 10" x 8" x 1" (spine) closed size <b>Embossing :</b> TWO logos (IBA &amp; ICM) on front side <b>Left Inner Side Folder</b> Name Window Pocket : 4.0" x 3.0" Credit Card Pocket : 4.0" x 3.0" for 04 cards <b>Right Inner Side Folder</b> Writing Pad 8" x 6.5" 50 pages 70gsm offset Coarse Regzine Pasted on both sizes <b>Stitch :</b> All round stitching with black thread <b>Pen:</b> metal body with IBA-ICM logo. Sample should be approved by IBA, Purchase Office <b>Pen Holder:</b> Stitched on Spine Fastening: Magnetic button fasten strap 3.5" x 1.5"</p>	360		

<b>Badge holder-Lanyards</b>	Crimson Color 7.5 mm flat lanyard with printing of ICM Logo with clips (best quality) <b>As Per Sample</b> <b>Printing &amp; Supply of Badges</b> Size : 3.75 x 2.5 inch Grammage: 80gsm offset Color: 4 color printing Others: Complete hard lamination	360		
<b>Certificates</b>	Size : A4 Grammage: 310gsm artcard Color: 4 color printing Others: Complete hard lamination	360		
	Management Team	50		
<b>Conference CDs</b>	<b>CD Jacket</b> Size : 5 x 5 inch Grammage : 128gsm matt paper Printing : 05 color printing  <b>CD Sticker</b> Size : according to CD with die cutting Printing : 04 color printing  <b>CDs Write</b> Standard Size CDs with CD writing  Branded CD (general specs 700MB) Sony/Maxell or equivalent	360		
<b>Total</b>				
<b>17% GST</b>				
<b>Total Amount</b>				

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

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

## **Terms & Conditions**

The following terms of the works are agreed by the vendor / supplier:

- (i) **Receiving/Acceptance of Purchase/Work Order:** The vendor / supplier 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 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 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 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.

Stamp & Signature

- (xiv) **Bid Security:** 5% Bid Security should be evaluated on higher cost and 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 preferably from National Bank of Pakistan 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) **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) **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 April 23, 2014 upto 3:00 pm.
- (xxiv) **Opening of Tender:** Tender will be opened on April 23, 2014 on 3:30 pm 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.
- (xxvi) **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) **Important Note:** All items should be delivered on or before May 1<sup>st</sup>, 2014.

M/s \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address \_\_\_\_\_

Tel # \_\_\_\_\_ Fax # \_\_\_\_\_

Mobile # \_\_\_\_\_ e-mail: \_\_\_\_\_

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