

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

TENDER FORM

Tender # ME/14/2013-14

Provide, Supply & Commissioning of PA System

Date of Issue : May 12, 2014

Last Date of Submission : June 2, 2014 (3:00 pm)

Date of Opening of Tender : June 2, 2014 (3:30 pm)

Pay Order / Demand Draft #, Drawn on Bank.....

Amount of Rs..... 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 May 12, 2014 to "Provide, Supply & Commissioning of PA System".

Tender Forms are available at the Office of Manager Purchase & Stores from May 12, 2014 to June 2, 2014 between 9:00 am to 3:00 pm.

The tender document should be submitted at Purchase Office between 9:00 am to 3:00 pm upto June 2, 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.

Thank you.

-sd-
Registrar

TENDER FORM

Provide, Supply & Commissioning of PA System

Sr. #	Description	Quantity	Rate (Rs.)	Amount (Rs.)
1.	PA System Amplifier with integrated Mixer Capacity: 200 W, Power Rating: 220 / 50 Hz Minimum 5 channels, all inputs must be XLR type Brand: Boss / TOA / Sennheiser / Equivalent	2 Sets		
2.	2. Speaker 60 W Brand: Boss / TOA / Sennheiser / Equivalent	04 Nos		
3.	Column Speakers 200 W With Tripod Stands Brand: Boss / TOA / Sennheiser / Equivalent	2 Units		
4.	Collar Mic Brand: Boss / TOA / Sennheiser / Equivalent	4 Units		
5.	Hand held Cordless Mic Brand: Boss / TOA / Sennheiser / Equivalent	3 Units		
6.	Rostrum Mic Brand: Boss / TOA / Sennheiser / Equivalent	2 Units		
Total				
18% GST				
Total Amount				

Total Amount Rupees (in words) _____

IMPORTANT:

Company profile of the company / manufacturer along with specification brochure of machine etc be attached with Tender Document.

Stamp & Signature

TERMS & CONDITIONS

The following terms of the works are agreed by the manufacturer or sole distributor:

- (i) **Receiving/Acceptance of Purchase/Work 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 upto 15% 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 Goods / Works:** 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 / 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.
- (x) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xi) **Termination:** That upon termination of this agreement the service provider shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time.
- (xii) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- (xiii) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xiv) **Security Deposit:** 5% Security Deposit of total amount will be provided by the party before award of Work Order.
- (xv) **Validity of Bid:** Validity is for ninety (90) days.
- (xvi) **Company Profile:** Company Profile be attached with this document.
- (xvii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xviii) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.

Stamp & Signature

- (xix) **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.
- (xx) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxi) **Bid Security:** 5% Bid Security should be deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (xxii) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxiii) **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.
- (xxiv) **Tender Document:** Tender Document available at the Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.
- (xxv) **Submission of Documents:** Last date for tender submission is June 2, 2014 upto 3:00 pm
- (xxvi) **Opening of Tender:** Tender will be opened on June 2, 2014 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xxvii) **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.
- (xxviii) **Stamp Duty:** Stamp duty 0.3% for Goods against total value of Purchase Order / Work Order will be levied accordingly.
- (xxix) **Warranty:** Standard OEM warranty will be given by supplier.
- (xxx) **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.

M/s _____

Contact Person: _____

Address _____

Tel # _____ Fax # _____

Mobile # _____ e-mail: _____

SIGNATURE & STAMP

Stamp & Signature