

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

TENDER FORM

Tender # MISC/31/13-14

**Provide & Supply Of Gardening Tools,
Equipments & Accessories**

Date of Issue : July 17, 2014
Last Date of Submission : August 7, 2014 (11:30 am)
Date of Opening : August 7, 2014 (12:00 noon)

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 on July 17, 2014 to provide & supply of gardening tools, equipments & accessories.

Tender Documents are available at the Office of Manager Purchase & Stores from July 17, 2014 to August 7, 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

TENDER FORM

Provide & Supply of Garden Tools & Equipments

S#	Name of Tool / Equipment	Pictorial	Qty	Rate (Rs.)	Amount (Rs.)
1	Big Shovel Blade Size 10-12 inch Handle Length standard size		4		
2	Axe Axe weight without handle 2 kgs Handle Length standard		4		
3	Hedge Shears / Scissors large Size (full size) Blade size 1 ft Overall size 2 ft Grip type wooden		8		
4	Super Clipper (manual Grass cutter) 16 inch front discharge Number of blades 5-6 Recommended Brand Holland or equivalent		3		
5	Composite Bin / carts (large size) Bin capacity / volume large 30-40 liters UK origin or equivalent Bin material fiber / parachute		4		
8	Walk Behind Lawn Mower (petrol Engine Operated) Span 18 – 22 inch, Rotary, rear Discharge Recommended Brand & Model US / MTD or equivalent		1		

10	Garden Nylon Pipe (best quality as per sample) of size 1 inch dia Sample required as provided		1000 running feet		
11	Fiber / Plastic Watering Cans Capacity / Volume 10 liters		6		
12	Hand Cutter / Secateurs Type: bypass Blade size 9 inch		6		
Total					
18% GST					
Total Amount					

Grand Total Rupees (in words) _____

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 Scaffolding must be accompanied by the 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 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 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) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xv) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.

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) **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.
- (xviii) **Security Deposit:** 5% Security Deposit of total amount will be provided by the party before award of Work Order.
- (xix) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- (xx) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxi) **Validity of Bid:** Validity is for ninety (90) days.
- (xxii) **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 item to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.
- (xxiii) **Company Profile:** Company Profile be attached with this document.
- (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 August 7, 2014 upto 11:30 am.
- (xxvi) **Opening of Tender:** Tender will be opened on August 7, 2014 on 12:00 noon 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 will be levied accordingly.

M/s _____

Contact Person: _____

Address _____

Tel # _____ Fax # _____

Mobile # _____ e-mail: _____

Stamp & Signature