

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

# **TENDER FORM**

## **Tender # MISC/3/14-15**

### **Provide & Supply of Stationery Items**

**Date of Issue** : **July 14, 2014**  
**Last Date of Submission** : **August 6, 2014 (11:30 am)**  
**Date of Opening** : **August 6, 2014 (12:00 noon)**

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

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

**C O N T E N T S**

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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 Provide & Supply of Stationery Items from your esteemed firm / agency.

Tender Forms are available at the Office of Manager Purchase & Stores from July 14, 2014 to August 6, 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 14, 2014 to August 6, 2014 between working 8:30 am to 11:30 am.
- (d) The last date to submit the Tender Document in sealed envelope is August 6, 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 preferable from National Bank of Pakistan 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 mentioned "Tender Number" at top left corner of the envelope.

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Stamp & Signature

# TENDER FORM

## Provide & Supply of Stationery Items

S. #	Items	Qty	Brand	Rate Rs.	Amount Rs.
1	<b>Duster</b> for white board Jumbo	500	Horse HJD-111 or Equivalent		
2	<b>File Folder</b> (lever file)	600	Korona or Equivalent		
3	<b>File Plastic Sheet</b> A-4 Different Colors	500	Bili or Equivalent		
4	<b>Punch Machine</b> Large (600 P)	100	Opal or Equivalent		
5	<b>Punch Machine</b> 900/8cm Punching Capacity=6.30mm	20	Fuji or Equivalent		
6	<b>Stapler Machine Medium</b> HD 45N	300	Opal or Equivalent		
7	<b>Stapler Machine Heavy Duty</b> HD - 23 S 24	20	Fuji or Equivalent		
8	<b>Scotch</b> Tap 1" (72 yard)	1000	Deer or Equivalent		
9	<b>Sticker Sheet</b> A-4 (Plain)	10000	Myco or Equivalent		
10	<b>Sticker Sheet</b> A4 – 12ups (96 x 46mm)	5000	Myco or Equivalent		
<b>Total</b>					
<b>18% GST</b>					
<b>Total Amount</b>					

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

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### 3. **Terms & Conditions of Supply**

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

- i. **Receiving/Acceptance of Purchase Order:** The vendor will sign the copy of the Purchase 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 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 Good:** 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. **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.

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Stamp & Signature

- 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. **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- xvii. **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.
- xviii. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- xix. **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- xx. **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- 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. 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.
- xxii. **Company Profile:** Company Profile be attached with this document.
- xxiii. **Tender Document:** Tender Document available at the Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.
- xxiv. **Submission of Documents:** Last date for tender submission is August 6, 2014 upto 11:30 am
- xxv. **Opening of Tender:** Tender will be opened on August 6, 2014 on 12:00 noon at IBA Main Campus, University Road, Karachi.
- xxvi. **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.
- xxvii. **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