

*Tender Fee: Rs. 2,000/-  
(Non-Refundable)*

## **TENDER FORM**

### **Tender # ME/07/25-26 Provide and Supply Rowing Machine**

**Date of Issue** : **December 16, 2025**

**Last Date of Submission** : **January 02, 2026 (3:00 PM)**

**Date of Opening of Tender** : **January 02, 2026 (3:30 PM)**

**Company Name:** \_\_\_\_\_

**NTN:** \_\_\_\_\_, **SRB Registration Number:** \_\_\_\_\_

**GST Registration Number:** \_\_\_\_\_

**Pay Order / Demand Draft #** \_\_\_\_\_, **Dated:** \_\_\_\_\_

**Amount of Rs.** \_\_\_\_\_, **Drawn on Bank:** \_\_\_\_\_

## **Notice Inviting Tender (NIT)**

### **Tender Notice**

The Institute of Business Administration (IBA) Karachi, invites online bids on SPPRA EPADS from tax-compliant manufacturers/dealers/distributors/suppliers, registered with the relevant tax authorities and SPPRA EPADS, for the following tender:

<b>Tender Title (Ref. No.)</b>	<b>Procedure</b>	<b>Bid Security</b>
<b>Provide and Supply Rowing Machine</b> (ME/07/25-26)	Single Stage One Envelope	2%
<b>Tender Fee and Dates</b>		
► <i>Tender Fee:</i>	Rs. 2,000/-	
► <i>Issuance start date:</i>	December 16, 2025, from 9:00 AM	
► <i>Issuance end date and time:</i>	January 02, 2026, till 3:00 PM	
► <i>Submission date and time:</i>	December 16, 2025, to January 02, 2026, from 9:00 AM to 3:00 PM	
► <i>Opening date and time:</i>	January 02, 2026 at 3:30 PM	

Tender documents can be downloaded from the IBA and SPPRA EPADS websites. The tender fee challan to be generated from the IBA website at <https://tenders.iba.edu.pk> and deposited at any branch of Meezan Bank Ltd.

Tender Document/Bid (with a copy of Bid Security/Earnest Money and supporting documents) should be submitted/uploaded on SPPRA EPADS <https://portalsindh.eprocure.gov.pk/>. The original Bid Security along with the Original Bid (duly signed and stamped) must be delivered to IBA, Karachi on below mentioned address before bid opening schedule. Bids will be opened on the same date and venue in the presence of the bidders' representatives who may wish to attend.

Please ensure that bid security, in the form of a Pay Order or Demand Draft, is submitted in favor of 'IBA Karachi' along with the tender.

**N.B. (1)** IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to the relevant provision of SPP Rules 2010.

**(2)** Only uploaded bid along with supporting documents will be accepted. In case there is a contradiction between bidder's EPADS submitted bid and manually submitted bid, bid submitted on EPADS will be considered valid for evaluation purpose.

### **REGISTRAR**

IBA, Main Campus, Karachi University Enclave, Karachi-75270

UAN: 111-422-422, Fax: (92-21) 99261508

Contact Person: Sr. Executive Procurement on 38104700, Ext: 2152

Email: [tenders@iba.edu.pk](mailto:tenders@iba.edu.pk), IBA Website: <https://tenders.iba.edu.pk>

SPPRA EPADS Website: <https://portalsindh.eprocure.gov.pk/>

## **CONTENTS**

1. Introduction	Page 4
2. Instructions	Page 5
3. Bidding Data	Page 7
4. Terms and Conditions	Page 8
5. Integrity Pact	Page 11
6. Bidder Qualification Criteria	Page 12
7. Bill of Quantity	Page 13
8. General Conditions of Contract	Page 14

## **1. Introduction**

Dear Tenderer

Thank you for your interest in responding to the IBA's advertisement which floated on IBA and SPPRA websites on December 16, 2025 "Provide and Supply Rowing Machine".

The Institute of Business Administration, Karachi (IBA) is the oldest business school outside North America. It was established in 1955 with initial technical support provided by the Wharton School of Finance, University of Pennsylvania. Later, the University of Southern California (USC) set up various facilities at the IBA and several prominent American professors were assigned to the IBA. The course contents, the curriculum, the pedagogical tools and the assessment and testing methods were developed under the guidance of reputed scholars from these two institutions. IBA has zealously guarded the high standards and academic traditions it had inherited from Wharton and USC while adapting and adjusting them over time.

We expect to avail services/works/items of high standards that meet our prime and basic specifications through this transaction.

Please contact Executive Procurement on 38104700 ext: 2155 for any information and query.

Thank you.

-sd-

**Registrar**

## **2. Instructions**

### **(a) Sign and Stamp**

It is necessary to fill in the Tender Form meticulously and sign and stamp every page. Moreover, attach the required supporting documentation according to the requirement. The tender document will be accepted ONLY on the IBA's prescribed Tender Document available on the IBA's Website.

### **(b) Filling in the Tender Form**

It is mandatory to fill the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column unanswered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space, please attach a paper and clearly mention the item/column name or number etc. that referred to the column/item of the Tender Form.

### **(c) Collection of Tender**

Tender documents can be downloaded from the IBA and SPPRA EPADS websites. The tender fee challan to be generated from the IBA website at <https://tenders.iba.edu.pk> and deposited at any branch of Meezan Bank Ltd.

### **(d) Tender Number**

Please mention "Tender Number" at the top left corner of the envelopes. IBA, Karachi may reject any bid subject to the relevant provision of SPP Rules 2010 and may cancel the bidding process at any time before acceptance of the bid or proposal as per Rule-25(i) of said rules.

### **(e) Communication**

Any request for clarification regarding technical specifications should be submitted in writing to:

Contact Person (IBA):	Executive Procurement Institute of Business Administration, Main Campus, University Enclave, Karachi
Tel #:	021 38104700; Ext 2155
Email:	<a href="mailto:tenders@iba.edu.pk">tenders@iba.edu.pk</a>

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Stamp and Signature

**(f) Submission of Documents and Address**

Tender Document/Bid (with a copy of Bid Security/Earnest Money and supporting documents) to be submitted on SPPRA EPADS <https://portalsindh.eprocure.gov.pk/> by January 02, 2026 till 3:00 PM. The original Bid Security along with the Original Bid (duly signed and stamped) be delivered to IBA, Karachi on above mentioned address before bid opening schedule.

**(g) Rights**

Competent authorities reserve the right to accept or reject any quotation/tender without any reason thereof. Also, the Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason. IBA also reserves the right to issue a Purchase Order for any single item to different lowest responsive bidders or for all the items to any lowest responsive bidder.

**(h) Point of Delivery**

Supply will be delivered at the IBA Store Main Campus University Enclave Karachi. IBA is not liable to pay any Custom duty, Levies, Taxes, Demurrage or any other charges, Warehousing, Logistics etc.

**(i) Clarification / Proof**

Please submit copies of certificates of registration with the Sales Tax and Income Tax departments. The manufacturer/firms/companies/distributors/suppliers should also provide a copy(ies) of the certificate(s) etc. as proof of their claim.

**(j) Conditional / Optional / Alternate Bids**

Such bids will not be accepted.

### **3. Bidding Data**

**(a) Name of Procuring Agency:** Institute of Business Administration, Karachi.

**(b) Brief Description of Works:** Provide and Supply Rowing Machine.

**(c) Procuring Agency's Address:** Main Campus, University Enclave, Karachi.

**(d) Amount of Bid Security:** Bid Security of 2% of the total amount/cost will be submitted along with Tender Documents in the shape of PAY ORDER / DEMAND DRAFT only in the name of the Institute of Business Administration, Karachi.

**(e) Period of Bid Validity (days):** Forty-five (45) Days.

**(f) Deadline for Submission of Bids along with time:** The last date for submitting the Tender Document is January 02, 2026, by 3:00 PM on SPPRA EPADS portal. The Tender will be opened on the same day at 3:30 PM in the presence of representatives who may care to attend.

**(g) The Venue, Time, and Date of Bid Opening:** The Tender will be opened on January 02, 2026, at 3:30 PM at IBA Main Campus, University Enclave, Karachi in the presence of representatives who may care to attend.

**(h) Liquidity damages:** Liquidity damages at the rate of 2% per month of the total contract amount will be imposed on delayed delivery.

**(i) Deposit Receipt No:** \_\_\_\_\_ **Dated:** \_\_\_\_\_  
**Amount (in words and figures):** \_\_\_\_\_  
**Pay Order / Demand Draft #:** \_\_\_\_\_, **Amount: Rs.** \_\_\_\_\_  
**Drawn on Bank:** \_\_\_\_\_, **Dated:** \_\_\_\_\_

## **4. Terms and Conditions**

### **a. Bid Security**

Bid Security, in the shape of a bank draft/pay order in the name of “**Institute of Business Administration**” Karachi, equivalent to 2% of the total cost of the bid, should be submitted along with the tender documents.

### **b. Performance Security**

The successful bidder should provide 5% Performance Security of the total value of the Purchase Order in the form of a Pay Order or bank guarantee prior to the signing of the Contract. The Performance Security shall extend at least three months beyond the Completion of the contract.

### **c. Validity of the Tender**

All proposals and prices shall remain valid for a period of 45 days from the closing date of the submission of the proposal. However, the bidders are encouraged to state a longer period of validity for the proposal.

### **d. Currency**

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

### **e. Ownership**

The ownership of all products and services rendered under any contract arising as a result of this tender will be the sole property of IBA.

### **f. Arbitration and Governing Law**

In case of any dispute, difference, or question which may at any time arise between the parties hereto or any person under them, arising out of or in respect of this Letter of Intent or the subject matter hereof, the same shall be referred to and finally resolved by arbitration under the Arbitration Act, 1940, as amended from time to time. The arbitration shall be administered in accordance with the rules and procedures of the Alternative Dispute Resolution International Center (ADRIC) at the Institute of Business Administration (IBA), Karachi.

The arbitration shall be conducted by a sole independent arbitrator mutually agreed upon by the parties. If the parties fail to agree on an arbitrator within fifteen (15) days of a written request by either party, the arbitrator shall be appointed in accordance with the rules of the ADRIC. The seat and venue of arbitration shall be Karachi, Pakistan, and the proceedings shall be conducted in the English language. The substantive and procedural laws of Pakistan shall apply. Subject to the foregoing, the parties agree that the courts at Karachi shall have exclusive jurisdiction.

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Stamp and Signature

Page 8 | 17

**g. Acceptance of Tender**

The IBA reserves the right not to accept the lowest and to annul the bidding process without assigning any reason whatsoever. IBA Karachi may ask to provide a demo unit that the supplier quoted in the tender. After the final inspection of the unit, the decision will be made.

**h. Support Capabilities**

The bidders should indicate the support capabilities for all the hardware provided during the course of the warranty.

**i. Compliance to specifications**

The bidders shall provide information as per requirements given in BoQ. However, bidders can submit multiple solutions. bidders may not propose/supply any kind of refurbished hardware equipment/ components in their proposals.

**j. Sample:**

A sample would be provided by the bidder upon request for evaluation.

**k. Bid Evaluation:**

The bid will be considered the Most Advantageous Bid on most closely conforming to evaluation criteria and other conditions specified in the bidding document and having the least evaluated cost.

**l. Cancellation**

IBA reserves the right to cancel any or all of the above items if the material is not in accordance with its specifications or if the delivery is delayed.

**m. Delivery Time**

The supply should be completed at IBA within 45 days after receiving of the Purchase Order/LoA.

**n. Genuinity**

Only genuine or original Items will be accepted. Any substandard work & item will not be allowed or accepted.

**o. Liquidity Damages**

Liquidity damages at the rate of 2% per month of the total contract amount will be imposed on delayed delivery or work, up to 10% of the total contract value.

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Stamp and Signature

**p. Invoice**

The invoice/bill should be submitted to the Procurement Department.

**q. Default**

If the Bidder fails to timely deliver items or services as per Bill of Quantity, IBA, Karachi reserves the right to penalize and may also terminate the contract.

**r. Stamp Duty**

A stamp duty of 0.35% against the total value of the Purchase Order will be levied accordingly.

**s. Increase in Price**

No increase in the value of the above-mentioned items will be accepted on account of either unit price, total price, any or all other charges, duties, taxes, the scope of supply and or any other head of account shall be allowed.

**t. Payment:**

Payment will be made within 30 working days, after the complete supply of required items as per the Bill of Quantity and submission of the commercial invoice at IBA, Main Campus, University Enclave, University Road, Karachi.

**u. Physical Inspection:**

Physical inspection at the manufacturer/distributor site may be carried out.

**v. Packing & Transportation**

All Equipment shall be individually packed in standard packing provided by the manufacturer for onwards transportation and delivery. Any item damaged during transportation will be replaced by the bidders at their own cost.

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Stamp and Signature

## **5. Integrity Pact**

- (a) Its intention is not to obtain the Provide and Supply work of any Contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the Bidder represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the Provide and Supply or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- (c) The Bidder accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right and remedies available to the IBA under any law, contact, or other instruments, stand void at the discretion of the IBA.
- (d) Notwithstanding any right and remedies exercised by the IBA in this regard, Bidder agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice and further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/bidder as aforesaid for the purpose of obtaining or inducing Provide and Supply/work/service or other obligation or benefit in whatsoever from the IBA.

### **Note:**

**This integrity pact is a mandatory requirement other than auxiliary services/works.**

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Stamp and Signature

## **6. Bidder Qualification Criteria**

<b>Sr. No.</b>	<b>Mandatory Eligibility Criteria</b>	<b>Remarks Yes / No</b>	<b>Required Supporting Documents</b>
1.	Sports/Gym equipment supplies experience of last three (03) years		One Sports/Gym Equipment Purchase Order/Contract of each year
2.	Last 3 years' turnover with a minimum of 3 million (per year) on average		Annual Income Tax Return of last three years.
3.	Active Income Taxpayer at the time of submission of the bid		NTN and STRN registration certificates
4.	Active Sales Taxpayer		Copy of Last month's Sales Tax return

***Note: Bidder must upload all the Supporting Documents on SPPRA EPADS for evaluation. Any missing documents may affect the bid evaluation.***

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Stamp and Signature

## 7. Bill of Quantity:

Note: Technical Data Sheets of the quoted products must be submitted with the Bid.

Description	Quoted Model	Quoted Brand	Qty	Rate	Amount
<b>Rowing Machine</b> <ul style="list-style-type: none"> <li>Overall Length: 96", Width: 24"</li> <li>Seat Height: Tall legs 20" (51 cm)</li> <li>Monorail Length: 54" (137 cm)</li> <li>Chain or Cord: Nickel-plated steel chain</li> <li>Chain/Cord Housing: Partially enclosed</li> <li>Monitor: PM5</li> <li>Power Requirement: 2 D-Cell batteries.</li> <li>Weight Carrying Capacity: 500 lb (227 kg)</li> <li>Construction: Standard: Aluminum front legs, steel rear legs.</li> <li>Elevated: Steel front &amp; rear legs.</li> <li>Monitor Arm: Rugged nylon. Pivots for storage and to adjust monitor height.</li> <li>Finish: Powder coat</li> <li>Color Scheme: Black</li> <li>Can be separated in 2 parts for easy storage</li> <li>Machine Weight (standard legs): 57 lb (26 kg)</li> <li>Size: 15" x 21.5" x 57" / 12.5" x 21.5" x 27</li> <li>Model: RowErg or equivalent</li> <li>Brand: Concept 2 or equivalent</li> <li>Warranty: Standard OEM Warranty</li> </ul>			2 units		
<b>Total</b>					
<b>18% GST (if applicable)</b>					
<b>Grand Total</b>					

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

Stamp and Signature

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 and Signature

## **8. General Conditions of Contract**

THIS AGREEMENT is executed at KARACHI, on this day \_\_\_\_\_, 2026.

### **BETWEEN**

**M/s. Institute of Business Administration, Karachi** through its **Registrar**, located at Main Campus, University Enclave, Karachi, hereinafter called and referred to as "IBA" (which expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors and assigns) of the FIRST PART.

### **AND**

**M/s. \_\_\_\_\_**, having its office at \_\_\_\_\_, hereinafter referred to as "THE SUPPLIER" (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assign), through its proprietor **Mr. \_\_\_\_\_**, holding CNIC No. \_\_\_\_\_ on the SECOND PART.

**WHEREAS** "IBA" intends to obtain a Supply of Rowing Machine vide tender # ME/07/25-26 (IBA requirement) up to the satisfaction and handing over the material(s) to the "IBA" having accepted the offer in a finished form complete in all respect.

**NOW IT IS HEREBY AGREED and DECLARED BY AND BETWEEN THE PARTIES AS FOLLOWS:**

### **WITNESSETH**

"IBA" hereby offers to appoint "THE SUPPLIER" as their supplier for the specific purpose of "Supply of Rowing Machine". "THE SUPPLIER" hereby agrees to the offer of the "IBA" in acceptance of the terms and conditions herein below forth.

#### **Article I**

#### **DUTIES and SCOPE OF SUPPLY and SERVICES AND AGREEMENT**

- 1.1 "THE SUPPLIER" agrees to Provide and Supply Rowing Machine to "IBA" whenever and wherever form is required as per the terms and conditions of this Agreement.
- 1.2 "THE SUPPLIER" will coordinate their work with the Head of Procurement, of the "IBA" who will assist "THE SUPPLIER" in the supervision of the proposed Supply of Rowing Machine.
- 1.3 "THE SUPPLIER" will visit the Procurement Department located at Main Campus, University Road, Karachi as and when required with a prior appointment.
- 1.4 All logistic charges will be borne by "THE SUPPLIER".
- 1.5 Delivery time must be within 45 days from the date of the LoA/Purchase Order.

#### **Article II**

#### **PAYMENT**

- 2.1 Payment will be made on or before 30 days after delivery and submission of the invoice.

#### **Article III**

#### **WARRANTY**

- 3.1 Comprehensive onsite OEM warranty.

**Article IV**  
**REMUNERATION**

- 4.1 The cost offered by the SUPPLIER is Rs. \_\_\_\_\_ (inclusive of all taxes) Provide and Supply of Rowing Machine vide tender # ME/07/25-26 variation may occur. The cost is inclusive of labour/transportation/supplies/taxes/levies/customs duties etc.
- 4.2 Liquidity damages at the rate of 2% per month, of the total agreed payment as per the Work Order, of the total cost, will be imposed in case of delayed delivery services. Services will be deemed completed in finished form as per specification and "THE SUPPLIER" has to deliver the required number of Supply of Rowing Machine to IBA.
- 4.3 Performance Security 5% of the total amount of Work Order will be provided by "THE SUPPLIER".
- 4.4 Stamp Duty @ 0.35% of the cost of the Purchase Order will be deposited in the Government treasury by the SUPPLIER. This paid Stamp Duty challan would be submitted along with the Bill / Invoice.
- 4.5 Tax(es)/Challan(s)/Levy(ies)/Custom Duties etc, if any or additional will be paid/borne by THE SUPPLIER as per SRO/Notification.

**Article V**  
**ARBITRATION**

- 5.1 In case of any dispute, difference or any 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 hereof shall be referred to the Registrar of the IBA for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties. The Arbitration proceedings will be governed by the Arbitration Act, of 1940 and the Substantive and procedural law of Pakistan. The venue shall be Karachi.

**Article VI**  
**TERMINATION**

- 6.1 "IBA" may terminate this agreement if the job is not executed according to the requirement at any time after issuing a 15-day notice.

**Article VII**  
**INDEMNITY**

- 7.1 "THE SUPPLIER" in its individual capacity shall indemnify and keep IBA and any person claiming through IBA fully indemnified and harmless from and against all damages, cost and expenses caused to or incurred by "THE SUPPLIER", as a result of any defect in the title of IBA or any fault, neglect or omission by the "THE SUPPLIER" which disturbs or damage the reputation, quality or the standard of services provided by "IBA" and any person claiming through the IBA.

**Article VIII**  
**NOTICE**

- 8.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.

**Article IX**  
**SEVERABILITY**

- 9.1 If any terms covenant or condition of this agreement shall be deemed invalid or unenforceable in a

court of law or equity, the remainder of this agreement shall be valid and enforced to the fullest extent permitted by prevailing law.

**Article X**  
**INTEGRITY PACT**

- 10.1 The intention not to obtain the procurement/work of any Contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- 10.2 Without limiting the generality of the forgoing the M/s. \_\_\_\_\_ represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- 10.3 M/s. \_\_\_\_\_ accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of the declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right and remedies available to the IBA under any law, contract, or other instruments, be stand void at the discretion of the IBA.
- 10.4 Notwithstanding any right and remedies exercised by the IBA in this regard, M/s. \_\_\_\_\_ agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice and further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the M/s. \_\_\_\_\_, as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

**Article XI**  
**MISCELLANEOUS**

- 11.1 The terms and conditions of the AGREEMENT have been read over to the parties which they admit to be correct and abide by the same.
- 11.2 The validity of the contract will be effective from the date of issue of the Purchase Order.
- 11.3 All terms and conditions of tender vide # ME/07/25-26 will be an integral part of this agreement.

IN WITNESS WHEREOF both the parties hereto have set and subscribed their respective hands to this agreement at Karachi on the date as mentioned above.



## Tender Notice

The Institute of Business Administration, Karachi (IBA) invites sealed bids from active taxpayers of manufacturers/firms/companies/distributors/suppliers registered with relevant tax authorities for the following tender.

Tender Title (Ref. No.)	Procedure	Bid Security
Provide and Supply Rowing Machine (ME/07/25-26)	Single Stage One Envelope	2%
<b>Tender Fee &amp; Dates</b>		
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### **REGISTRAR**

IBA, Main Campus, Karachi University Enclave, Karachi-75270

UAN: 111-422-422, Fax: (92-21) 99261508

Contact Person: Executive Procurement II on 38104700, Ext: 2155

Email: [tenders@iba.edu.pk](mailto:tenders@iba.edu.pk) , IBA Website: <https://tenders.iba.edu.pk>

SPPRA EPADS Website: <https://portalsindh.eprocure.gov.pk/>

PROCURING AGENCY: INSTITUTE OF BUSINESS ADMINISTRATION (IBA), KARACHI

PROCUREMENT PLAN FOR THE YEAR 2025-26

December 12, 2025

S. No.	Description of Procurement	Quantity (where applicable)	Estimated unit cost (where applicable)	Estimated Total Cost (in Million Rs.)	Funds allocated (in Million Rs.)	Source of funds (ADP/Non ADP)	Proposed Procurement Method	Timings of Procurement 2025-26			
								Q1	Q2	Q3	Q4
1	Construction of Storage Room at IBA Main Campus	N/A	N/A	1.50	1.50	N/A	Single Stage One Envelope	v			
2	Rehabilitation CEO Incubation Office at HBL Academic Block at IBA City Campus	N/A	N/A	3.67	3.67	N/A	Single Stage One Envelope	v			
3	Waterproofing and M/S shade for IBA Girls Hostel	N/A	N/A	2.10	2.10	N/A	Single Stage One Envelope	v			
4	Futsal Court at IBA Main Campus	N/A	N/A	7.80	7.80	N/A	Single Stage One Envelope	v			
5	Interior Finishing, Electrical and Network Works 7th Floor Aman Tower CED Offices	N/A	N/A	5.68	5.68	N/A	Single Stage One Envelope	v			
6	Supply & Installation of Fire Hydrant System at IBA Main Campus	N/A	N/A	10.00	10.00	N/A	Single Stage One Envelope	v			
7	Outsourcing of Multiple Support Services (Framework Contract)	N/A	N/A	36.00	36.00	N/A	Single Stage One Envelope	v			
8	Design, Supply, Installation, Testing & Commissioning of 146.66 kWp Carport Grid Tied Utility Interactive Electric Cables	N/A	N/A	49.50	49.50	N/A	Single Stage One Envelope	v			
9	Photo Voltaic Solar Power System at Staff Town IBA Karachi	N/A	N/A	3.80	3.80	N/A	Single Stage One Envelope	v			
10	Lighting Accessories	N/A	N/A	3.80	3.80	N/A	Single Stage One Envelope	v			
11	Artificial Grass Carpet	N/A	N/A	0.80	0.80	N/A	Single Stage One Envelope	v			
12	Garden Bench	N/A	N/A	1.00	1.00	N/A	Single Stage One Envelope	v			
13	Tablet Chairs for Adamjee Classrooms	N/A	N/A	5.30	5.30	N/A	Single Stage One Envelope	v			
14	Consultancy for Rebranding of IBA Brand Identity and Guidelines	N/A	N/A	3.00	3.00	N/A	Single Stage One Envelope	v			
15	Building Signage	N/A	N/A	1.30	1.30	N/A	Single Stage One Envelope	v			
16	HPII Lamps, Ballast, Ignitors and Fixtures	N/A	N/A	0.90	0.90	N/A	Single Stage One Envelope	v			
17	IP Phone	N/A	N/A	2.10	2.10	N/A	Single Stage One Envelope	v			
18	UPS Batteries	N/A	N/A	0.92	0.92	N/A	Single Stage One Envelope	v			
19	Vehicle Digital Printing of Shuttle & Coaster	N/A	N/A	5.00	5.00	N/A	Single Stage One Envelope	v			
20	Providing & Fixing of Boundary Wall Fencing in Staff Town	N/A	N/A	4.40	4.40	N/A	Single Stage One Envelope	v			
21	Rainwater Harvesting System Near Powerhouse IBA Main Campus	N/A	N/A	28.30	28.30	N/A	Single Stage One Envelope	v			
22	Construction of Tube Well & 250 Rft Bore Hole at IBA Boys' Hostel	N/A	N/A	7.20	7.20	N/A	Single Stage One Envelope	v			
23	Air Conditioners	N/A	N/A	2.20	2.20	N/A	Single Stage One Envelope	v			
24	Rowing Machine	N/A	N/A	24.00	24.00	N/A	Single Stage One Envelope	v			
25	Security & Surveillance Equipment	N/A	N/A	1.60	1.60	N/A	Single Stage One Envelope	v			
26	Sangfor IAG with Support	N/A	N/A	4.40	4.40	N/A	Single Stage One Envelope	v			
27	VOI Licenses with Support	N/A	N/A	3.10	3.10	N/A	Single Stage One Envelope	v			
28	Providing Conference Table for VC Room City Campus	N/A	N/A	8.00	8.00	N/A	Single Stage One Envelope	v			
29	Decoration Services for Convocation-2025	N/A	N/A	12.00	12.00	N/A	Single Stage One Envelope	v			
30	Sprinkler Irrigation System Fountains and Rehabilitation of Bridge at IBA Main Campus	N/A	N/A	15.00	15.00	N/A	Single Stage One Envelope	v			
31	Installation of Pavers at Girls Hostel and Boundary Wall Fencing in Staff Town	N/A	N/A	8.70	8.70	N/A	Single Stage One Envelope	v			
32	Roof Water Treatment at Library Building and Ghani Tayab Building at IBA Main Campus	N/A	N/A	3.20	3.20	N/A	Single Stage One Envelope	v			
33	Catering Services for Convocation-2025	N/A	N/A	60.20	60.20	N/A	Single Stage Two Envelopes	v			
34	Event Management Services for Career Fair 2026	N/A	N/A	3.20	3.20	N/A	Single Stage One Envelope	v			
35	Painting Works at City Campus	N/A	N/A	2.90	2.90	N/A	Single Stage One Envelope	v			
36	Supply, Installation, Testing & Commissioning of 850kVA Diesel Stand by Generator Set	N/A	N/A	1.90	1.90	N/A	Single Stage One Envelope	v			
37	Treadmill Machine	N/A	N/A	2.80	2.80	N/A	Single Stage One Envelope	v			
38	Provide Annual Support of Wireless Equipment	N/A	N/A	1.80	1.80	N/A	Single Stage One Envelope	v			
39	Removal & Relining of Porcelain Tiles at 2nd Floor Terraces Tabba Block	N/A	N/A	4.40	4.40	N/A	Single Stage One Envelope	v			
40	Providing 1" Dia Domestic Connection From KW5B Main Line at IBA Main Campus	N/A	N/A	3.20	3.20	N/A	Single Stage One Envelope	v			
41	Catering Services for Alumni Reunion Event-2026	N/A	N/A	1.80	1.80	N/A	Single Stage One Envelope	v			
42	Provide & Supply Security and Surveillance Equipment with Accessories	N/A	N/A	4.40	4.40	N/A	Single Stage One Envelope	v			
43	Provide, Supply, Installation and Commissioning of UPS-PR-10425	N/A	N/A								

Approved by

Prepared By

SYED FAHAD JAWED

Associate Registrar

Institute of Business Administration

Karachi



May 25, 2022

**NOTIFICATION**

This is to inform all concerned at IBA that the Complaint Redressal Committee has been re-constituted. Following will be the new composition of this committee as per the rules:

**Composition:**

1. Dr. Hilal Anwar Butt, Professor and Editor IBA Business Review
2. Representative of Accountant General Sindh
3. Independent professional from relevant field

Chairman  
Member External Member  
Member External Member

You are requested to extend your usual cooperation and support for their role that is in addition to their current responsibilities.

Thank you,

**Ahsan Yousuf**  
Acting Head  
Human Resources

Cc: Executive Director, IBA  
All Concerned  
IBA Portal  
Personal File

November 25, 2025

## **NOTIFICATION**

This is to inform all concerned at IBA that **Mr. Muhammad Ebad ul Haq, Executive – Procurement**, will serve as the Secretary of the Procurement Committee-B (PC-B), effective from November 16, 2025.

We would like to extend our heartfelt appreciation to Mr. Muhammad Amir Zain for his invaluable contributions as Secretary of the Procurement Committee-B (PC-B), marked by unwavering commitment and dedication.

You are requested to extend your usual cooperation and support.

Thank you



**Irfan Qamar**

Director – Human Resources

Cc: All concerned  
IBA Portal



August 1, 2025

**NOTIFICATION**

This is to inform all concerned at IBA that the "Procurement Committee-B (PC-B)" has been re-constituted by the approval of the competent authority. Following will be the new composition of this committee with effect from August 1, 2025.

**Composition:**

1. <b>Mr. Muhammad Anwar</b> - <i>Chief Librarian</i>	Chairman
2. <b>Mr. Mansoor Ali</b> - <i>Manager IT</i>	Member
3. <b>Mr. Shahabuddin Khan</b> - <i>Assistant Registrar</i>	Member
4. <b>Mr. Muhammad Hanif</b> - <i>Assistant Manager Procurement</i>	Member
5. <b>Mirza Mudassir Baig</b> - <i>Assistant Manager Finance</i>	Member
6. <b>Mr. Muhammad Naveed Akhtar</b> <i>Chief Accounts Officer, Dr. A. Q. Khan Institute (KIBGE), University of Karachi</i>	External Member
7. <b>Mr. Muhammad Haseeb Khan</b> <i>Procurement Officer, Dow University of Health Sciences</i>	External Member

**Mr. Muhammad Amir Zain**, will remain the Secretary of the Committee.

You are requested to extend your usual cooperation and support

Thank you



Irfan Qamar

Director Human Resource

cc: All concerned  
IBA Portal