



INSTITUTE OF BUSINESS MANAGEMENT (IoBM)
Korangi Creek, Karachi

TENDER FOR SUPPLY OF MEDIA RELATED ITEMS

REF: IoBM/MS042024

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

S.No	Description	Quantity
1	120W Bi-color SMD Panel LED with DMX	8
2	DMX Lighting Controller	1
3	LED Fresnel Light 200W	8
4	Data Video HS-1600T MK-11 Studio Kit	1
5	Sony FX6 Camera (Body Only)	2
6	Pantograph with wire cable	4
7	Sony BP-U70 Battery	2
8	Sony Charger for BP-U70 Battery	1
9	Sony 80 GB CF Express Card	2
10	Blackmagic Studio Camera 6K Pro	4
11	Blackmagic Design Zoom Demand	4
12	Blackmagic Focus Demand	4
Procedure: Single-stage Two Envelope (Technical & Financial Proposals to be submitted in separate sealed envelopes)		
Submission Date: May 08, 2024 10:00 AM		
Opening Date: May 08, 2024 10:30 AM		
Tender Fee: Rs 2000 Non-refundable (In the form of Pay Order drawn in the name of IoBM)		
Mandatory Eligibility Criteria: 1. Minimum 03 years of relevant experience in Pakistan. 2. Bidders must be on the Active Tax Payer List as published by FBR		

Tender Document (for details) may be collected after submission of the paid fee challan from the Procurement Department, IoBM, Korangi Creek during working hours. (09:00 - 16:00 hrs, Monday to Thursday & Saturday). Alternatively, the tender document can be downloaded from the website. Bids will be opened on the said date & venue in the presence of the bidders' representatives who may wish to attend. Kindly mention "Tender Number" at the top left corner of the envelope. IoBM reserves the right to reject or accept any bid or cancel the bidding process.

TERMS & CONDITIONS

1. IoBM may reject all bids at any time prior to the acceptance of a bid.
2. 2% Performance Security should be deposited on the total cost of the quoted amount in the shape of a pay order drawn in favor of the Institute of Business Management (after the tender award). This amount will be released 6 months after successful completion as certified by the IoBM IT Team.
3. Copies of the Sales Tax Registration and NTN are to be attached to the bidding documents.
4. The quoted rates shall be inclusive of all applicable Govt—taxes and charges, which should be separately shown.
5. The purchase committee reserves the right to reject or accept any bid without assigning any reason and the decision of the Committee shall be final.
6. The bidders are requested to submit their bids along with the bid validity period (not less than 90 days)
7. Complete product specification/information to be provided by the bidder
8. Rates shall be quoted in Pak rupees, with the exchange rate used for calculation should be clearly stated.
9. The method of procurement is on open competitive bidding single-stage Two envelope procedure. (Technical & Financial)
10. The rates to be quoted shall be filled in the bidding documents mandatorily.
11. Tender Fee of Rs 2000/- Non-refundable (In the form of Pay Order drawn in the name of Institute of Business Management)
12. The last date of receipt of the bidding document is **May 8, 2024**, at 10:00 a.m. The bid document may be submitted at the IoBM Procurement Department, Admin block, and the bids shall be opened on the same day at 10:30 a.m. in the presence of the bidders who may wish to be present.
13. In case of any holiday or disturbance, the bids shall be opened on the next working day as per the same schedule.
14. Delays in delivery and implementation of the project will attract a penalty of PKR 5,000 per day.
15. The Project Plan (time frame) must be submitted along with the technical proposal.
16. Advance Payments if any will be against a collateral (bank or insurance guarantee)
17. The Tender Notice shall be available on IoBM's website www.iobm.edu.pk/tenders

Total Amount _____

(Rupees _____

Only)

SIGNATURE OF
THE PROPRIETOR AND RUBBER
STAMP
OF THE COMPANY

Bid Data Sheet

Introduction	
1	Name and address of IoBM: Institute of Business Management Plot 84, Naiclass 24, Deh Dih, Tappu Ibrahim, Korangi Creek, Karachi
2	Name of Contract. <i>“Media Equipment”</i>
3 Bid Price and Currency	
3.1	Prices quoted by the Bidder shall be <i>“fixed” and in” Pak Rupees”</i>
4 Preparation and Submission of Bids	
4.1	<i>Qualification requirements:</i> <ol style="list-style-type: none"> 1) NTN 2) Sales Tax 3) Minimum three years' experience of relevant field 4) Turnover of at least the last three years (copy of tax return to be submitted)
5	Bid validity period. Not less than 90 days
6	Number of copies. <i>One Original</i>
7	Deadline for bid submission. May 8, 2024.
8	Under the following conditions, Bid will be rejected: <ol style="list-style-type: none"> 1. Conditional tenders/bids; 2. Bids received after specified date and time; 3. Bidder submitting any false information; 4. Black Listed Firms by Sindh Government or any relevant entity