

## TENDER NOTICE

International Islamic University, Islamabad (IIUI) invites sealed bids from the Manufacturer or their Authorized Dealers / Suppliers/ Distributors duly registered with Income Tax and Sales Tax Departments for the Purchase of Studio Equipment briefly elaborated below:

Sr. No.	Name of Department/Centre	Brief Description	Tender Submission Date & Time (On OR Before)	Tender Opening Date & Time	Tender Fee (Rs.)
1.	Department of Media & Communication Studies	Camcorder Desktop PC Soft Box Lights Cool Lights Computer LED LED Microphones Headphones Cables Memory Card Hard Drives	27-04-2021 10:30 A.M	27-04-2021 11:00 A.M	2000/-

02. Bidding Documents, containing detailed specifications, item descriptions, terms & conditions etc. can be obtained from the Web Site of PPRA as well as IIUI.

03. Sealed bids, prepared in accordance with the instructions in the bidding documents, must reach **on OR before** the date & time mentioned above at the office of Assistant Director-II (Purchase & Store), Room No. 213, 2<sup>nd</sup> Floor, Admin Block, IIUI, Sector H-10, Islamabad. (Contact: 051-9019255) BY COURIER / BY REGISTERED MAIL.

04. The bids will be opened by the **Bid Opening Committee** in the **Council Hall**, Admin Block, Sector H-10, International Islamic University Islamabad.

05. International Islamic University Islamabad reserves the right to accept or reject any or all bid(s) in terms of Rule-33 of Public Procurement Rules 2004.

Javaid Rabbani, Deputy Director (P&S), International Islamic University, Islamabad.

Tel: 051-9019255

**INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD**

Purchase & Store Section, Admin Block, New Campus, Sector H-10, Islamabad.

Tel: 051-9019255 Fax: 051-9258073

Tender No. 17/11/2020/P&S-

Sub: **Tender Document for Purchase of Studio Equipment for DMCS, IIU**

**"TERMS AND CONDITIONS"**

1. Any addition, deletion or modification of any clause of the procurement terms & conditions of International Islamic University Islamabad (IIUI) by any vendor will not be acceptable and may lead to rejection of the bid.
2. Manufacturers or their Authorized Dealers / Suppliers/Distributors duly registered with Income Tax and Sales Tax Departments are eligible to participate in tender.
3. Documents along with Pay Order/Call Deposit/Demand Draft amounting to **Rs. 2000/-** as a tender document fee (Non-Refundable) shall be submitted in favor of International Islamic University, Islamabad to the address given below.
4. Part / Advance payments is not allowed.
5. The exact completion/delivery time from the date of the purchase / work order will be maximum **30 days**. The handing over / completion time is of critical importance.
6. After opening of bids, International Islamic University Islamabad will examine the bids for completeness as per tender document.
7. Purchase order(s) will be awarded to the lowest evaluated OR technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs/Compatibility requirements.
8. International Islamic University Islamabad, will follow the PPRA rule of **Single Stage One Envelope procedure**;
9. Bidders cannot challenge the findings of the evaluation or ask for reason of disqualification.
10. The bid should be submitted in a sealed envelope up to **27-04-2021** on or before **10:30 A.M** and will be opened on the same date **at 11:00 A.M** in the presence of available bidders or their representatives.
11. The envelope should be marked as under;  
  
Assistant Director-II (P&S)  
Room No. 213, 2<sup>nd</sup> Floor, Admin Block,  
Sector H-10, New Campus  
International Islamic University, Islamabad.  
Tel: 051-9019255
12. The envelope shall also bear the word "**CONFIDENTIAL**" and following identification quotation for "**Department of Media & Communication Studies**"
13. **If the vendor fails to deliver the goods to International Islamic University, Islamabad in**



time then the penalty will be charged as under:

- a. 02% per month of the total Purchase Order value.
  - b. If the vendor fails to deliver the goods / services during the extended period (if granted) then the purchase / work order may be cancelled and Earnest money may be forfeited.
14. If the delivered goods / services are not according to the required quality standards / specifications, the same shall be liable to be rejected after inspection. The bidder/vendor would be required to REPLACE as per requirements mentioned in our BoQs at no cost to the IIUI, otherwise the purchase / work order will be cancelled after due date with confiscation of earnest money AND bidder will bear all cost and expenses thereof.
15. All prices should be quoted on **FOR Basis (inclusive of all applicable taxes)**
16. All prices should be valid for at least **120 days** Withdrawal or any modification of the original offer within the validity period shall entitle IIUI to forfeit the earnest money in favor of the IIUI and / or put a ban on such vendor participation in IIUI tenders / works.
17. It is the sole responsibility of the bidder / agent / supplier / manufacturer to comply with the applicable laws, be national or international.
18. In case of any dispute, decision of the President, IIUI will be final and binding upon the parties.
19. The IIUI reserves the right to modify the quantities of goods / services at any time before the award of purchase/ work order.
20. **The bidder is required to furnish in form of "Call Deposit" @2% (Re-fundable) of total value of the bid as Earnest Money in favor of "International Islamic University Islamabad". Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
21. Earnest Money of the successful bidder(s) shall be retained by the IIU till the successful completion of the warranty period of the goods.
22. International Islamic University Islamabad reserves the rights to accept or reject the bid if;
- i. Received later than the date and time fixed for tender submission
  - ii. The tender is unsigned/ unstamped
  - iii. The offer is ambiguous
  - iv. The offer is conditional
  - v. Offer is made by the unauthorized agent/ supplier/service provider of the original equipment manufacturer.
  - vi. The offer is from a firm, which is black listed by any Govt. Office.
  - vii. The offer is received by telephone/telex/fax/telegram.
  - viii. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
  - ix. The Company Profile, client list and detail of similar projects/works is not attached.
23. The bidder should furnish a **CERTIFICATE** on judicial STAMP PAPER worth Rs. 100 as worded below in token of acceptance of all the terms and conditions of the tender. Otherwise the tender will not be considered under any circumstances.

I/ We

- **Company / Vendor Name:** \_\_\_\_\_
- **Postal Address:** \_\_\_\_\_
- **Tel. No:** \_\_\_\_\_ **Mob** \_\_\_\_\_ **No.** \_\_\_\_\_
- **NTN# :** \_\_\_\_\_ **GST#:** \_\_\_\_\_

The undersigned certify that our above named Firm/Company is not blacklisted by any Govt. Office and the terms and conditions as contained in this document, viz "***Terms and Conditions***" are accepted unconditionally.

\_\_\_\_\_  
**Sign & Stamp**

**Note:**

1. Please quote the rates on our BoQs and clearly mention the quoted item(s) Make / Model / Country of Origin and Guarantee/Warranty, otherwise your bid / items may lead to rejection.
2. The quoted item(s) should be of the same specs, make/model or their equivalent.
3. In Addition to filling of the attached BoQs, supporting literature of the quoted model must be attached for verification & technical evaluation of the required specification by the bid evaluation committee. In case of any clash found between the quoted model and the literature model, the item/bid may be rejected.
4. Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

**BOQ FOR PURCHASE OF LAB EQUIPMENT FOR DBS**

S.No	Item	Specifications	Quantity
1	Camcorder	JVC GY-HM180 Ultra HD 4k Camcorder with HD-SDI and Tripod or Equivalent	2
2	Desktop PC	AMD Ryzen 5 5600X Graphics Card: GTX 1660 Motherboard: Gigabyte X570 UD RAM: 32GB DDR4 (4x8GB) Storage 1: 256 GB Intel SSD Storage 2: 4 TB HDD or Equivalent	2
3	Laptop	ASUS FX505DY AMD Ryzen 5 15.6 8GB RAM 256GB HDD or Equivalent	1
4	Soft Box Lights		4
5	Cool Lights	550 Watts	6
6	Computer LED	Samsung 27 inches or Equivalent	2
7	LED	TCL 40 inches or Equivalent	1
8	Microphones	Boya wireless or Equivalent	3
9	Headphones	A4Tech or Equivalent	3
10	Cables	2xSLR 05 meter each, 2xData Card Reader	2 each
11	Memory Card	64GB	1
13	Hard Drives	2TB	2

**Note:** Required Equipment/item must be of the same specs/brands as mentioned above or their Equivalent.

**For any further query, please contact with Dr. Shahzad Saleem, Incharge (IT) Department of Biological Sciences at his email: [dir.it@iiu.edu.pk](mailto:dir.it@iiu.edu.pk)**