

TENDER NOTICE

International Islamic University, Islamabad (IIUI) invites sealed bids from the *original manufacturers / authorized distributors* (With Valid Authorization/ Distribution Certificate)/*suppliers* registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue (FBR) for supply of Office Equipment and other items briefly elaborated below:

#	Brief Description of Items	Tender Submission Date & Time (On OR Before)	Tender Opening Date & Time	Tender Fee (Rs.)
1.	Procurement of "Office Equipment" (Printers, Colour Printer, Photocopier Machines)	04-08-2021 10:30 A.M	04-08-2021 11:00 A.M	1,500/-

02. Bidding Documents, containing detailed specifications, item descriptions, terms & conditions etc. can be obtained/ downloaded from www.iiu.edu.pk and www.ppra.org.pk Price of bidding documents is Rs.1,500/-(Rupees one thousand five hundred only) (Non-Refundable) in shape of P.O/CDR/B.C in favor of 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 same address as mentioned below.

04. Bids will be opened by the ***Bid Opening Committee*** in the **COUNCIL HALL**, Admin Block, Sector H-10, International Islamic University, Islamabad in the presence of bidders/their representative(s) who may like to attend the bid opening as per above date and time.

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.

Asstt. Director-II (P&S)
Room No. 213, 2nd Floor, Admin Block,
Sector H-10, New Campus
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. 2/1/2020/P&S-

Sub: **Tender Document for Purchase of "Office Equipment" for 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. Original manufacturers / authorized distributors (With Valid Authorization/ Distribution Certificate)/ suppliers registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue are eligible to participate in tender.
3. Documents along with Pay Order/Call Deposit/Demand Draft amounting to **Rs.1,500/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of International Islamic University, Islamabad, to the address given below.
4. Part / Advance payment(s) is not allowed.
5. The exact completion/delivery time from the date of the purchase / work order will be maximum **60 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 **04-08-2021** 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.
11. The envelope should be marked as under;

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12. The envelope shall also bear the word **"CONFIDENTIAL"** and following identification quotation for **"Purchase of Office Equipment for IIU"**

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 PROCUREMENT OF "OFFICE EQUIPMENT"

S#	Items Description	Qty.	Unit Price with applicable taxes (Rs.)	Total Price with applicable taxes (Rs.)
1.	<u>HP LaserJet Pro M404dn Printers:</u> <ul style="list-style-type: none"> Brand/Model: HP LaserJet Pro M404dn or Equivalent Printing: Automatic two-sided Tray: 100-sheet multipurpose tray 1, 250-sheet tray Print speed Black (A4, normal): up to 38 ppm (default); up to 40 ppm (HP High Speed); Black (letter, normal): up to 40 ppm (default); up to 42 ppm (HP High speed); Black (A4, Duplex): up to 31 ipm; Black (letter, duplex): up to 33 ipm Connectivity: 1 Hi-speed USB 2.0; 1 host USB at rear side; Gigabit Ethernet 10/100/1000 Base-T network; 802.3az (EEE) 802.11b/g/n/2.4/5 Warranty: 1 Year, On-site 	25		
2.	<u>HP Laser 107w Printers:</u> <ul style="list-style-type: none"> Brand/Model: HP Laser 107w or Equivalent Function: Print, Wireless Memory/Processor: 64MB/400MHz Control Panel: Buttons (Power, Cancel, Wireless); LED indicator lights (power, Wireless, Toner, Attention) Connectivity: Hi-Speed USB 2.0 port, Wireless 802.11 b/g/n Recommended monthly page volume: 100 to 1,500 pages Print speed: Black (normal, A4): up to 20 ppm Warranty: 1 Year, On-site 	10		
3.	<u>HP Laserjet Colour Printer:</u> Colour Printer best quality 42 inch or equivalent, thermal inkjet, print cartridges cyan, magenta, yellow, black, preferably print time line diagram @ 35 sec/page, print resolution upto 1200 x 600 dpi, Memory 1 GB, line accuracy +/- 1%, for use by plain, heavyweight coated, technical paper, film, photographic paper, etc. should be able to handle media size from 8.3" to 36 inch wide sheets. Should be compatible with Windows & Mac printer drivers, print service plug in for Android, having fast Ethernet connectivity, Hi speed USB, WiFi with one year warranty and after sales service.	01		
4	<u>Photocopier Machines(Heavy Duty):</u> <ul style="list-style-type: none"> Type: Desktop dual Component Copy per minute: 40-50 CPM Display: Full Colour LCD Panel Copy Selector: 1 to 999 minimum Copy Size: A3, A4, Letter, Legal Paper Capacity: 1000 sheets Bypass: 150 sheets Duplex: Built-in Dual Scan Document: Feeder: Built-in having 300 sheets Memory: 6GB Storage: 256GB SSD Network Colour Scanner And Network Printer: Built-in Scanning Speed: Minimum 240original per minutes Processor: 1.5GHz Local Trolley: Yes Warranty: 1 Year, On-site 	04		