

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)	10-02-2022 10:30 A.M	10-02-2022 11:00 A.M	2,000/-

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.2,000/-(Rupees two thousand 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. 2/1/2022/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.2,000/-** 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 **10-02-2022** 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.	<p>HP LaserJet Pro M404dn Printers:</p> <ul style="list-style-type: none"> • Brand/Model: HP LaserJet Pro M402dw or Equivalent • Print speed: up to 38 ppm or Equivalent • Memory: up to 128MB DRAM • Connectivity: USB; WiFi • Duplex: Automatic • Monthly Duty Cycle: up to 80,000 pages • Media Size: A4 • Warranty: 1 Year, On-site 	20		
2.	<p>HP Laserjet Colour Printer/Thermal Plotter:</p> <ul style="list-style-type: none"> • Brand/Model: HP or Equivalent • Model: HP DesignJet T650 Wireless Plotter or Equivalent • Width: 36 inch • Pltter Stand: Included • Printing Technology: Thermal Inkjet or Equivalent • Print Time, Line Diagram: 35 seconds or Equivalent • Print Speed: 25 sec/page on D, 82 D prints per hour or Equivalent • Memory: 1 GB or Equivalent • Resolution: 2400 x 1200 dpi or Equivalent • Network connectivity: USB, RJ45, WiFi • Paper Handling: Manual Feed, Media Cutter, Roll Feed • Media Sizes: Sheet Width: 8.3 to 24” / 21.1 to 61 cm or Equivalent • Roll Width: 11” to 24” / 27.9 to 61 cm or Equivalent • Sheet Length: 11” to 74.7” / 27.9 to 189.7 cm or Equivalent • Warranty: 1 Year, On-site 	01		
3	<p>Photocopier Machines (Heavy Duty):</p> <ul style="list-style-type: none"> • Machine Type: Monochrome Laser Photocopier • Copy per minute: 40-50 CPM • Copy Selector: 1-999 • Page Size: A3, A4, Letter, Legal • Paper Capacity: 1000 or more Sheets • Duplex: Built-in • Dual Scan Document: built-in • Memory: 3-6GB • Storage Capacity: 256-500GB • Network: Yes • Warranty: 1 Year, On-site 	04		

Note: Required Equipments/items must be of the same brand/specs as mentioned above or Equivalent.

For any technical queries; please contact:

Mr. Shahid Mehmood,
 Dy. Director (Networks), IT Department, IIUI
 Phone No: 051-9019570,
 Email: shahid@iiu.edu.pk