

**ISLAMIC RESEARCH INSTITUTE
INTERNATIONAL ISLAMIC UNIVERSITY,
ISLAMABAD**

No.7(90)/IRI-Admin-2022-23

Dated:.....

M/s _____

**SUBJECT: TENDER DOCUMENTS FOR SUPPLY OF FURNITURE FOR
“INTERNATIONAL CENTRE OF EXCELLENCE FOR SIRAH STUDIES”
IRI, IIU, FAISAL MASJID CAMPUS, ISLAMABAD.**

Dear M/s,

You are invited to submit tender for supply of following items made in accordance with the specifications at **Annexed-I:-**

- 20 Meeting Room wooden tables (6' x 2'.6" x 2'.6")
- 93 Meeting Room wooden/cushion chairs (1'-10" x 1'-11")
- 03 Roundtables (8' x 2'.6")

2. Sealed tenders valid for a period of 03 months along with Earnest Money @ 2% of the total value of tender in the shape of Call Deposit/Bank Draft in the name of “Islamic Research Institute, Islamabad” must reach the undersigned on or before **07.02.2023** at 10.30 a.m. The tenders will be opened on the same day at 11:00 a.m. in the presence of the bidders/their representatives who may like to attend the opening.

3. Tenders received after the due date and time will not be entertained.

4. Amendments/alteration/cutting and overwriting etc. the tender must be signed in full by the person who has signed the tender. Changes or revisions in rates after the opening of tender will not be allowed.

5. Tenders must be in a sealed cover and on the envelope, it must be written in bold letter “**TENDER FOR SUPPLY OF FURNITURE**” to be opened on **07.02.2023** & should be sent in the name of Dr. Rustam Khan, Deputy Director (A&F), Islamic Research Institute, International Islamic University, Faisal Masjid Campus, E-7, Islamabad.

6. Rates quoted must be inclusive of General Sales Tax and the total cost of the items. Tender without required earnest money or for lesser amount will be treated as nonresponsive.

7. The General Sales Tax Registration No. issued by the Sales Tax Department must be quoted in the bid and **the firm must be an active taxpayer on ATL of FBR otherwise, tender shall not be considered.**

8. The firms will have to provide the samples for assessment of quality and workmanship on demand.

9. **The successful bidder shall have to supply the required items as per specification and items-wise lowest basis** on F.O.R. basis strictly within the stipulated period mentioned in the Supply Order otherwise full Earnest Money will be forfeited.

10. The University reserves the right to accept or reject any/all bid(s)/tender(s) in terms of Section-33 of Public Procurement Rules, 2004.

Dr. Rustam Khan,
Deputy Director (A&F),
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