



Internal Islamic University,  
Islamabad

# Tender Document

**SUPPLY OF CONVOCAATION  
GOWNS & CAPS**

***International Islamic University***  
***H-10, Islamabad***

**TENDER DOCUMENTS**

<b>Name of Firm</b>	
<b>Address &amp; Contact Number</b>	
<b>NIC/NTN No.</b>	
<b>G.S.T No.</b>	
<b>Tender Applied for:</b>	
<b>Call Deposit Amount</b>	
<b>Call Deposit Receipt No.</b>	

***International Islamic University***  
***H-10, Islamabad***

**TENDER BIDS SUBMISSION & OPENING**

**DATE AND TIME**

**PREPARATION OF GOWNS & CAPS**

<b>Description/Specification</b>	<b>Date of Submission of Tender Documents</b>	<b>Date Opening of Tender</b>
PREPARATION OF CONVOCATION GOWNS & CAPS FOR STUDENTS / TEACHES / V.V.I.PS (As per Annexure-I)	<b>10:00 Hours on October 24, 2023</b>	<b>10:30 Hours on October 24, 2023</b>

# ***International Islamic University***

## ***H-10, Islamabad***

### **TERMS AND CONDITIONS FOR CONVOCATION GOWNS & CAPS**

#### ***1. QUALIFICATION OF THE VENDOR:***

The Firms/Suppliers/Manufacturers eligible to apply are required to submit the following documents with their proposal:

1. Valid registration documents with relevant tax authority. NTN/FTN/STRN etc.
2. Active Taxpayer Certificate.
3. Full Address and Contact Numbers of their Office(s).
4. General Experience (Relevant experience bidders will be preferred).
5. The Firms/Supplier that have never been blacklisted by any Government Agency or Authority.
6. Sample must be provided.

#### ***2. GENERAL:***

- i. Sealed Bids must be accompanied by bid security at 2% of “Total Bid Cost” in form of Bank Draft/Pay Order in original in the name of International Islamic University, Islamabad.
- ii. Conditional/Incomplete tenders will not be accepted.
- iii. Telephone/telexed/faxed/telegraphic quotations will not be entertained.
- iv. Bids submitted without prescribed “Tender Fee” and “Earnest Money” shall be liable for rejection at the time of tender opening. Tender Fee and Earnest money in shape of “Bank Draft/Pay Order” shall be submitted separately along with tender documents. Cheque is not acceptable.
- v. Bidders are required to include all the taxes in their prices/rates.
- vi. For loading, unloading and transportation charges of the items, supplier will be responsible.
- vii. Item rates and amount should be filled in figures as well as in words and should be in accordance with the general directions given in tender documents. Overwriting and cutting will not be acceptable.
- viii. IIUI reserves the right to accept/reject any/all bids or proposals.

**3. METHOD OF PROCUREMENT:**

Bidding will be conducted through “**Open Competitive Bidding**” process and bidding is open to all eligible bidders that meet the minimum qualification criteria and required documents. It will be a “**Single Stage – One Envelope Bidding**” procedure.

**4. SCOPE OF SUPPLY:**

The bidder shall supply items of the specifications given in **attached Annexure-I.**

**5. CURRENCIES OF BID:**

The prices shall be quoted in Pakistani Rupees.

**6. BID BONDS/EARNEST MONEY:**

The bidders shall furnish, as part of this bid, earnest money equal to 2% of total quoted prices with their offer in the form of “Demand Draft/Pay Order” in favor of **International Islamic University, Islamabad**. The Earnest Money may be forfeited if a bidder withdraws his bid during the period of his bid validity.

**7. LATE BIDS:**

Any bid received by the Purchaser after the prescribed deadline for submission of bids shall be returned un-opened to the bidder.

**8. PURCHASER’S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS:**

The IIUI reserves the right to reduce or increase the quantity, accept or reject any/all tenders/bids as per rules.

**9. CONVINCING:**

Unsolicited advice/clarification and any personal approaches at any stage of evaluations are strictly prohibited and may lead to disqualification.

**10. DELIVERY OF ITEMS:**

The bidder shall make delivery of goods at his own cost within the specified period from the date of issuance of “Purchase Order” from IIUI. In case of delay in supply within stipulated time then penalty will be imposed as per requirement. The delivery of items will be made within seven days after issuance of Purchase Order (without penalty) or as agreed and with the prescribed penalty as per following requirement: -

**Penalty rate @ 0.10 % per day for 10 days, 0.20% per day for 20 days, 0.30% per day for 30 days and above.**

**11. MODE OF PAYMENT**

Payment will be made after complete delivery, inspection and acceptance of supplies.

***12. AWARD OF CONTRACT:***

The contract will be awarded to lowest evaluated responsive bidder keeping in mind the quality and as per approved sample.

***13. Taxes:***

All Government Taxes i.e. Income Tax, GST etc. will be deducted.

***14. Bid Validity***

All offers shall remain valid for 60 days from the date of opening of bids, until any further extension required by the International Islamic University, Islamabad.

**Annexure - 1**

**Specifications**

S#	Items Descriptions	Qty.
1	Student's Gowns (Silk) (Black) (On Rent)	5,000
2	Caps (Black with coloured tassel) (On Rent)	5,000
3	Hood (according to degree colour) (On Rent)	5,000
4	VVIP Gowns as per approved deign	30

**Note:**

- i. At least one approved sample must be submitted to the IIUI for review before complete supply.
  - ii. The bidder will be responsible for timely delivery and quality.
  - iii. If IIUI feels that required item is not up to the specified standards in quality of printing, cutting, binding, color, material quality and finishing etc. The sub-standard material will be returned. Decision of return or deduction from Bill will be determined by the IIUI as per requirement.
  - iv. The supply preparation and delivery must be made within a Maximum of one week - time with no extra cost. If the delivery is not made in one week, the delivery will be rejected, and no excuse will be accepted, and deduction will be made from the bill or earnest money will be forfeited.
- **Delivery will be made as per clause – 10.**