



International Islamic University *H-10, Islamabad*

TENDER NOTICE FOR SUPPLY OF REFRESHMENT

International Islamic University, Islamabad (IIUI) invites sealed bids for the supply of refreshment along-with logistic arrangements for the upcoming Convocation at Convention Centre, Islamabad on **“Single Stage- Two Envelopes Basis”**. The parties must be economically sound and experienced.

Terms & Conditions

1. Firms should be registered with Income Tax and Sales Tax Department.
2. The Prices should be quoted in Pak Rupees. The GST to be indicated separately where applicable.
3. The Prices quoted should be valid for 60 days and extendable for another 30 days.
4. Two (02) percent of the estimated cost of the refreshment and logistics must be enclosed with the bid as earnest money (refundable to the unsuccessful bidders) in the form of Bank Draft/Pay Order in favour of “International Islamic University, Islamabad”. Bids without earnest money will not be considered. **No Crossed-Cheque/ Security Deposits Receipt/ any other instrument other than Bank Draft/ Pay Order will be accepted.**
5. The University may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The University shall upon request communicate to any bidder who submitted a bid or proposal, the ground for its rejection of proposals, but is not required to justify those grounds.
6. Tender Documents are available on PPRA as well as University website. Please attach tender fee along-with the bid in the form of Bank Draft/ Pay Order of Rs.5000/- in the name of International Islamic University, Islamabad. **The bids without Tender Fee will not be accepted/ entertained.**
7. Detailed Terms & Conditions/ Tender documents can also be obtained from the office of the undersigned immediately after uploading/ publication of the Tender during office hours (0900 hrs to 1500 hrs) except Saturdays and Sundays on provision of Pay Order/ Bank Draft of Rs. 5000/- in the name International Islamic University, Islamabad. No cash will be acceptable.

Interested parties may drop their bids in the Tender Box placed in the office of the Undersigned between 0800 hours to 1100 hours on **24th October 2023 at 11.00 Hours**. The bids will be opened on the same day at 11:30 Hours. No bid will be received after 11:00 hours. Time and date also applicable to tenders to be received through courier service.

Assistant Director Finance
International Islamic University, Islamabad
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