

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD

(PURCHASE & STORE SECTION)

INVITATION TO BIDS

International Islamic University, Islamabad (IIUI), invites E-bids on EPADS from the firms/general order supplier / companies registered with Income Tax, Sales Tax Departments and are on FBR's Active Taxpayer's List (ATL) **for supply of Computer Chairs (Qty 165 Nos.) of International Islamic University H-10, Islamabad.**

2. Bidding documents containing detail terms and conditions, method of procurement, etc may be obtained/downloaded from the Office of the undersigned on payment of **Rs.3000/- (Rupees Three Thousand only)** non-refundable. Bidding documents can also be downloaded from IIUI website <https://www.iiu.edu.pk/> , PPRA website www.ppra.org.pk. Or EPADS <https://eprocure.gov.pk/>. (Pay order of Rs.3000/- may be attached in case downloaded from website).

3. The bids, prepared in accordance with instructions in the bidding documents, along with Bid Security/Earnest money of 2% of the total bid value in the shape of Bank draft/Pay order drawn in favor of International Islamic University, Islamabad may reach Office of the undersigned by **October 07, 2025 (Tuesday) at 11:00 AM** . Financial bids will be opened on the same day at **11:30 AM** in presence of representatives of bidders.

4. It is clarified that only those bids submitted on EPADS will be entertained for consideration/evaluation.

5. As per PPRA Rules 33(1), 2004, International Islamic University, Islamabad (IIUI), has the right to reject any or all E-Bids/proposals at any time prior to the acceptance of a E-Bid/proposal.

Javed Akhtar
Superintendent-IV (P&S)
Purchase & Store Section
Ph: 051-9019100 (Ext: 260)
Admin Block, 1st Floor, Room # 108, IIUI, Islamabad

**TENDER DOCUMENTS
FOR**

***Supply of Computer Chair for Deptt. of Software Engineering, Faculty of
Computing & Information Technology (Male/Female/IT) IIUI Campus***

Date:-**17-09-2025**

TERMS & CONDITIONS & SPECIFICATIONS FOR BIDDERS FOR SUPPLY OF COMPUTER CHAIRS FOR IIUI

1. SCOPE OF TENDER:	The International Islamic University, Islamabad (hereinafter called the Employer) wishes to receive the tenders for Supply of Computer Chairs (Qty 165) at Deptt. of Software Engineering, Faculty of Computing/IT, Male/Female New Campus IIUI. Bill of quantities. The contractor shall supply, high quality Chairs as per the specifications. The contractor must provide samples for approval before supply. 1.SCOPE OF WORK Chair as per specification and sample available at University <u>Material Specifications are available at the end of Tender Document</u> Final inspection by IIU’s appointed committee																											
2. EVALUATION CRITERIA	Financial 50 % Technical 50 % <u>Division of 50% Financial Marks Formula</u> Sf= 100 x Fm/F Sf denotes the financial score of the proposal under consideration. Fm is the price of the lowest price proposal: F denotes the price of the proposal under consideration <u>Division of 50% Technical Marks</u> <table><tr><td>1. Foam and Project Fabric</td><td>= 20</td></tr><tr><td>2. Imported Cylinder (Taiwan Heavy Guage)</td><td>= 40</td></tr><tr><td>3. Imported base (Taiwan320 mm)</td><td>= 20.</td></tr><tr><td>4. Imported Arm (Taiwan)</td><td>= 10</td></tr><tr><td>5. Warranty</td><td><u>=10</u></td></tr><tr><td></td><td>100</td></tr></table> <u>Final Marking Formula</u> <table><tr><td></td><td>Original</td><td>Weight in RFP document</td><td>Calculation</td><td>Weighted</td></tr><tr><td>Technical</td><td></td><td></td><td></td><td></td></tr><tr><td>Financial</td><td></td><td></td><td></td><td></td></tr></table>	1. Foam and Project Fabric	= 20	2. Imported Cylinder (Taiwan Heavy Guage)	= 40	3. Imported base (Taiwan320 mm)	= 20.	4. Imported Arm (Taiwan)	= 10	5. Warranty	<u>=10</u>		100		Original	Weight in RFP document	Calculation	Weighted	Technical					Financial				
1. Foam and Project Fabric	= 20																											
2. Imported Cylinder (Taiwan Heavy Guage)	= 40																											
3. Imported base (Taiwan320 mm)	= 20.																											
4. Imported Arm (Taiwan)	= 10																											
5. Warranty	<u>=10</u>																											
	100																											
	Original	Weight in RFP document	Calculation	Weighted																								
Technical																												
Financial																												
3. SUFFICIENCY OF TENDER:	Each tenderer shall satisfy himself before tendering as to the correctness and sufficiency of his tender and of the rates and the prices entered in the Price Schedule (Bill of Quantities), which rates and prices shall expect in so far as it is otherwise expressly provided in the tender documents, cover all his obligations under the agreed purchase order and all matters and things necessary for the proper SUPPLY. The tenderer is advised to obtain for himself at his own cost and responsibility all information that may be necessary for preparing the tender and entering into the execution of the works.																											

4. TENDER SECURITY:	Amount equal to 2 % (Two percent) of the total cost as tender security in the shape of Bank draft or Pay order in favor of International Islamic University, Islamabad. Any tender not accompanied by acceptable tender security shall be rejected by the employer as non-responsive. The tender security may be forfeited: If a tenderer withdraws his tender during the period of tender validity. In case of successful tenderer fails to provide services after award of work. If a tenderer does not accept the correctness of his tender price. The tender security of the bidder shall be released after retained an amount of retention money over/equal to the bid security.
5. VALIDITY OF TENDERS:	The tenders shall remain valid for the period of 04 calendar months after the date of tender opening.
6. COMPLETION PERIOD:	The work has to be completed within 01 Month from the commencement date.
7. LAST DATE FOR SUBMISSION OF TENDER	The tenderers shall submit the tender on or before October 07, 2025 at 11:00 A.M (TUESDAY) , which will be opened on same date at 11:30 A.M in the office of Deputy Director (Purchase & Store) main admin Block New Campus, Sector H-10, Islamabad
8. MAINTENANCE PERIOD/ REMEDYING DEFECTS:	The maintenance period shall be six calendar months after the date of completion. The employer may at any time prior to the expiry of this period, notify the successful bidder of any defects.
9. DATE OF COMMENCEMENT	The date of start will be reckoned after issuance of Supply Order/Acceptance Letter/ work order.
10. LIQUIDATED DAMAGES (L.D) FOR LATE SUPPLY:	If the bidder fails to complete the works within the time of completion, the successful bidder will be liability to the employer for such failure shall be to pay the amount at the rate of Rs. 2000- per day or part thereof, will be imposed up to maximum limit of 5% of the tender value. There after the work will be got executed at the risk & cost of the contractor/bidder.
11. SECURITY DEPOSIT/ RETENTION MONEY:	Retention Money equal to 5 % of supply as performance guarantee of total payment will be deducted by the Employer. Retention shall be released by the employer to the successful bidder within 14 days after either expiry of the maintenance period and/or the remedying of notified defects and/or the completion of outstanding work(s), whichever is later.
12. STORES:	No Store, T & P etc. shall be issued by the Employer to the contractor/bidder.
13. SUBLETTING:	The bidder shall not sublet the work.

GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS

1. Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and have National Tax Number (NTN) and are on FBR's Active Taxpayer's List (ATL). A certificate may be attached to verify that your firm is an active tax payer.
2. The quoted rates will be firm and final for the whole validity period as mentioned in the SBD. The supply order to successful E-Bidder(s) will be issued upon completion of all codal formalities under the rules.
3. E-Bidder(s) must have sound financial position details of bank statement/turnover for the last three years shall be provided. The E-bidder shall have sufficient experience, well reputation and have the facility of outlets/shop or office with land line telephone/Cell number.
4. Tender Fee of Rs. 3000/- (Non Refundable) and Two (2%) bid security (Refundable) of total value of Bid in shape of Demand Draft / Pay Order / Call Deposit Receipt in favor of **"International Islamic University, Islamabad"**, must be submitted along with covering letter in the Purchase & Store Section. The soft copy of the bid security must be attached with E-Bids on EPADS. E-Bids without Tender Fee or LESS earnest money of the total value of Bid will not be entertained. No Crossed-Cheque / Bank Challan / Cash or any other instrument other than Demand Draft / Pay Order / Call Deposit will be accepted.
5. The Bid Security should be valid for a period not less than 6 months and must be enclosed in financial bid. The same for the un successful E-bidder will be returned after award of tender.
6. Offer received by any other means other than E-PADS, received through mail / courier / by hand before the expiry of submission time will be rejected.
7. **Please attach soft copy of bid security along-with the technical bid / proposal and original bid security to be submitted in the P&S Section before tender opening date and time.**
8. All hard copies of bids should be submitted in tape or ring binding. Bids with loose papers shall be rejected. All documents should contain an index and proper page numbers attached in sequence as indicated for evaluation in the bidding documents and signatures of authorized person.
9. The offered price in Pak Rupees of item(s) should be inclusive of all Government Taxes. Income Tax will be deducted at the time of payment according to the Income Tax Laws/Regulations and shall be valid for the tender period.
10. **Bid Opening Procedure: - Single Stage-Single Envelop (36(a) PPRA Rule, 2004)-** Procedure will be adopted to evaluate the offer. Complete bid proposal along with Bid Security, all required information and documentary evidences must be submitted on EPADS and hard copies (Sealed Envelopes) in P&S Section as per following schedule:

Procurement Method	Single Stage Single Envelope			
Date & Time for Submission of Bids on EPADS	Date	07-10-2025	Time	11.00 HRS PST
Date & Time for Opening of Technical Bids on EPADS	Date	07-10-2025	Time	11.30 HRS PST

11. The bid shall remain valid for the period of **90 days** from the date of bid opening and extendable for another 60 days.
12. The quantity of items may increase or decrease as per original requirement and therefore, payment will be made on completion of supplies on actual basis. Successful bidders should make sure timely repair and maintenances services items as per the Purchase Order issued by IIUI.
13. Submission of any false statement/Documents or concealing of information will disqualify the bidder.
14. Item(s) which will not be found according to required specifications/standard shall not be accepted and will be replaced by the supplier at his own cost. However, items found above the required specification and standard will be accepted at the same bidding cost.
15. In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will be borne by the supplier.
16. The employer will open the E- bids on EPADS in the presence of the tenderers or their representatives who choose to attend on date, time and venue mentioned in tender notice.
17. The successful bidder must submit Performance Guarantee of 5% of total quoted amount in favor of IIUI in the shape of CDR from any scheduled Bank otherwise tender award will be rejected. However, the 2 % bid security will be returned after Issuance of PO and receiving the Performance Guarantee from successful bidder.
18. The International Islamic University, Islamabad reserves the right to accept or reject the bids as prescribed under PPRA Rules, 2004.
19. Bids not accompanied by bid security or with less amount of bid security will not be entertained.
20. If the IIUI observed that the items are not provided as per the standard and requirement or are substandard. The IIUI shall have the right to cancel the PO with one week notice and forfeiting the performance guarantee. Action for blacklisting of the firm will also be initiated.
21. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required items, if selected and declared as lowest evaluated bid. In case selected bidder is not willing to supply on quoted amount then bid security submitted with the bid will be forfeited in favor of the IIUI.
22. If the bid is withdrawn before the expiry of its validity or the items are not provided within due date, the bid security will be forfeited in favor of the IIUI.
23. No advance payment will be made for any kind of invoice. IIUI will arrange expeditious payments on submission of invoices. Payment shall be made after delivery, of complete items as per Supply Order and inspection by Inspection Committee.
24. Any dispute arises during execution between the purchaser and the supplier, the decision of the GRC will be final and binding upon both the parties.
25. E-Bids on EPADS will be opened at the Board Room/Council Hall, IIUI, Sector H-10, Islamabad. E-Bidders must certify that they have not been blacklisted by any government organization and that they have read and unconditionally accepted all terms and conditions on Rs. 50 stamp paper

SPECIFICATIONS OF COMPUTER CHAIR

ITEM WITH DESCRIPTION	QUANTITY	PICTURE	PRICE/RATE (WITH GST) QOUTATION DETAILS BY BIDDER
Computer Chair (with arm) Size: Seat 18'x18" Back 16"x16" Seat Height 30-36 (varies minimum & maximum level) Revolving and hydraulic, Imported (Taiwan)/Fine Quality base , cylinder and arm. Seat & back made of life time guarantee/best quality foam with Project fabric which is not less than Rs.600 per meter. One year warranty.	165		

ACKNOWLEDGMENT OF TENDER TERM AND CONDITIONS BY BIDDER BEFORE SUBMISSION OF TENDER

To,
In charge Purchase & Store
International Islamic University IIUI,
H-10 Islamabad

Subject: Acknowledgement of Tender Terms and Conditions – [Tender Reference_____].]

Dear Sir

We, _____ (Company Name), hereby acknowledge that we have:

1. Carefully read and understood all the terms, conditions, specifications, and instructions mentioned in the tender document for **supply of Computer Chair for IIUI H-10**.
2. Agreed to comply with all requirements, including eligibility criteria, submission deadlines, and quoted rates of contractual obligations.
3. Verified that all information provided in our bid is accurate and complete.
4. Accepted that any non-compliance may lead to disqualification or rejection of our bid.

We confirm our participation in the tender process and submit our bid accordingly.

Authorized Signatory:

Name: _____

Company Name: _____

Address of the firm _____

Designation: _____

Signature & Stamp _____

Seal (if applicable): _____