

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD



TENDER NOTICE (FURNITURE (HOSTEL ITEMS))

International Islamic University, Islamabad (IIUI), invites E-bids on EPADS from the firms/general order suppliers/companies registered with Income Tax, Sales Tax Departments and are on FBR's Active Taxpayer's List (ATL) **for supply of Furniture (Hostel Items) 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.5,000/- (Rupees Five 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.5,000/- may be attached in case downloaded from the 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 to the office of the undersigned by **October 23, 2025 (Thursday) at 11:00 AM**. Financial bids will be opened on the same day at **11:30 AM** in presence of representatives of the 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 E-Bid/Proposal.

Dr. Shahbaz Malik
Assistant Director-IV
Purchase & Store Section
Ph: 051-9019100 (Ext: 2259/2260)
Admin Block, 1st Floor, Room # 108, IIUI, Islamabad

**TENDER DOCUMENTS
FOR**

***Supply of Furniture (Hostel Items) for newly constructed Female
Hostels) IIUI Campus***

Date: **-03-10-2025**

1.	SCOPE OF TENDER:	The International Islamic University, Islamabad (hereinafter called the Employer) intends to receive the tenders for Supply of Furniture (Hostels items) at newly constructed Girls Hostels at New Campus IIUI. Bill of quantities. The contractor shall supply high quality furniture as per the specifications. The contractor must provide samples for approval before supply. <u>SCOPE OF WORK</u> Furniture as per specification and design/sample available in the University. <u>Material Specifications are available at the end of Tender Document</u> Final inspection by IIU's appointed committee.
2.	METHOD OF PROCUREMENT	The procurement shall be conducted under <u>Single Stage – Two Envelope</u> Procedure as per applicable rules. <u>Envelope–I (Technical Proposal)</u>: shall contain technical documents along with samples of items (where required). No financial information shall be included in this envelope. <u>Envelope–II (Financial Proposal)</u>: shall contain only the price bid.
3.	MANDATORY SUBMISSION OF SAMPLES	For all items where the quantity mentioned in the tender documents is 10 (ten) or more, submission of sample(s) shall be mandatory. Samples shall be provided by the bidder upon issuance of written letters / emails from the University. Failure to submit the required samples within the stipulated time shall render the bid non-responsive.
4.	TECHNICAL EVALUATION	The Technical Evaluation shall be carried out solely on the basis of inspection of samples submitted by the bidders against the specifications provided in the tender documents. A bidder shall be declared Technically Qualified only if the submitted sample is found 100% compliant with the required specifications. No partial compliance or deviation shall be accepted.
5.	FINANCIAL EVALUATION	The Financial Proposals of only those bidders who are declared Technically Qualified shall be opened. The Financial Proposals of technically non-compliant bidders shall be returned unopened.
6.	AWARD OF CONTRACT	The contract shall be awarded to the bidder whose sample is found technically compliant (100% as per specifications) and who has submitted the lowest evaluated financial bid.
7.	SUFFICIENCY OF TENDER:	Each tenderer shall satisfy before the tendering as to the correctness and sufficiency of the tender and of the rates and the prices entered in the Price Schedule (Bill of Quantities). The rates and prices shall expect in so far as it is otherwise expressly provided in the tender documents, cover all obligations under the agreed purchase order and all matters and things necessary for the proper SUPPLY. The tenderer is responsible to obtain all the information at his own cost and responsibility that may be necessary for preparing the tender and entering into the execution of the works.
8.	TENDER SECURITY:	Amount equal to 2 % (Two percent) of the total cost as a tender security in the shape of Bank draft or Pay order shall be made 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 a successful tenderer fails to provide services after award of the work. ▪ If a tenderer does not accept the correctness of the tender price. ▪ The tender security of the bidder shall be released after retaining an amount of retention money over/equal to the bid security.
9.	VALIDITY OF TENDERS:	The tenders shall remain valid for the period of 04 calendar months after the date of tender opening.
10.	COMPLETION PERIOD:	The work has to be completed within 45 days from the commencement date.
11.	LAST DATE FOR SUBMISSION OF TENDER	The tenderers shall submit the tender on or before <u>October 23, 2025 (Thursday)</u> at <u>11:00 A.M (TUESDAY)</u> which will be opened on same date at <u>11:30 A.M</u> in the office of Deputy Director (Purchase & Store) Admin Block, New Campus, Sector H-10, Islamabad.
12.	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.
13.	DATE OF COMMENCEMENT	The date of start will be reckoned after issuance of Supply Order/Acceptance Letter/ Work order.
14.	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 liable to the employer for such failure shall be bound to pay the amount at the rate of Rs. 2000- per day or part thereof. The Liquidated Damages will be imposed up to maximum limit of 5% of the tender value. Thereafter, the work will be executed at the risk & cost of the contractor/bidder.
15.	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.
16.	STORES:	No Store, T & P etc. shall be issued by the Employer to the contractor/bidder.
17.	SUBLETTING:	The bidder shall not sublet the work.

TERMS & CONDITIONS & SPECIFICATIONS FOR BIDDERS FOR SUPPLY OF FURNITURE (HOSTELS ITEMS) FOR IIUI

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 the 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 with the tender. The E-bidder shall have sufficient experience, well

	reputation and have the facility of outlet/shop or office with land line telephone/cellular number.
4.	<i>Tender Fee of Rs.5,000/- (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 cover letter to 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 the 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.</i>
5.	The Bid Security should be valid for a period not less than 06 (six) months and must be enclosed in financial bid. The same for the unsuccessful E-bidder will be returned after award of the 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: - <u>Single Stage-two Envelop</u> (36(b) 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) to the P&S Section as per following schedule:

Procurement Method	Single Stage two Envelope			
Date & Time for Submission of Bids on EPADS	Date	23-10-2025	Time	11.00 HRS PST
Date & Time for Opening of Technical Bids on EPADS	Date	23-10-2025	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 IUI.
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 the 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 observes 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 the 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 the Inspection Committee.
24.	Any dispute arises during execution between the purchaser and the supplier, the decision of the Grievance Redressal Committee (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

**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 Furniture (Hostel Items) for Female Hostel, 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): _____

SPECIFICATION OF FURNITURE AND FIXTURE OF UMBRELA PROJECT

S#	NAME OF ITEM	SPECIFICATION	QTY	PICTURE
1.	Iron/Steel Bed (Single)	Size: L 75" x W 36" x H 25" Upper side, 18" Lower side Frame made of Iron square pipe 1 ½ " x 1 ½ " 16 SWG (Gauge) with center two support Horizontal Net Base Iron Patti 1"x 1"(soother) (Qty 12 Nos.) Paint: Smoke Grey. <i>Design as per picture and sample.</i>	215	
2.	Foam (Mattress)	Size 72" x 36" x 4" inches with Standard cloth and zipper having Master Molty Foam Life time Guarantee/ A quality Grade or equivalent brand. <i>Bidder must be an authorized distributor/dealer or Original Equipment Manufacturer or Bidder with an OEM authority letter in favour of IIUI</i>	215	
3.	Study Table	Size: Top made of (3 x 2)', ¾" thick in lamination with sheesham/pvc edges. One drawer lockable having alfit channel, steel frame square 1'x1" pipe in 18 Gauge (SWG). <i>Design as per picture and sample.</i>	215	
4.	Study Chair (Steel Plastic)	Frame made of Iron pipe, plastic seat and back (Model # 796-B Made by M/s Citizen International Plastic Industries (Pvt.) Ltd. Gujranwala or equivalent brand) <i>Design as per picture</i>	215	
5.	Dinning Table (For Mess)	4'x4' (Square) Top made of best quality Lamination with sheesham wood/PVC edges and frame Frame/Base made of 2"x2" 18 SWG square pipe 4'x4'(Standard Height 2'.6") with leg support <i>Design as per picture.</i>	20	
6.	Mess Chair(Steel Plastic) for Mess	<u>Study/Mess Chair,</u> Frame made of Iron pipe, plastic seat and back (Model # 796-B Made by M/s Citizen International Plastic Industries (Pvt.) Ltd. Gujranwala or equivalent brand). Design as per picture.	215	
7.	Chairs for common Room/Lounge	Frame made of Iron pipe, plastic seat and back (Model # 796-B Made by M/s Citizen International Plastic Industries (Pvt.) Ltd. Gujranwala or equivalent brand). <i>Design as per picture.</i>	150	

8.	Officer Table	Size: (4½x2½x3)' Frame made in ¾ "lamination & lipping with sheesham wood 1 ½ "show laminated board on front, good quality 3 drawers lockable tea tray on right side, with foot rod, A class lacquer polish wherever required. <u>Design as per picture.</u>	03	
9.	Officer Chair (Low Back)	Revolving and hydraulic, five star base, Taiwan cylinder, seat & back of best quality foam with project/leatherite. <u>Design as per picture.</u>	03	
10.	Visitors Chair	(31H x 18W x 18"D, Seat height: 18") Frame of made of Sheesham wood (lacquer polish). Seat and Back Molty/Equivalent Foam with project fabric. Fabric color dark brown. <u>Design as per picture.</u>	25	
11.	Reception Counter (Wooden)	Design as per picture and drawing enclosed at Annex-I	01	
12.	Steel Cabinet/Almirahs)/Ward Robes (Double)	Fully made in 20 gauge material. (Size Height-6'x4', Depth- 2') Two separate Hanger with Door, separate lock, two shelf each upper & lower side with standard Colour. <u>Design as per picture.</u>	10	

ELEVATION 1

