



**TENDER NOTICE  
(PLASTIC WINDOW PANES)**

International Islamic University, Islamabad (IIUI) invites electronic bids (E-bids) through the Electronic Procurement and Advertisement System (EPADS) from eligible suppliers/contractors registered with the Federal Board of Revenue (FBR) on the Active Taxpayer List (ATL) for the **Supply of Plastic Window Panes for Kuwait Hostel, IIUI Campus.**

2. Bidding documents containing detail terms and conditions, method of procurement downloaded from IIUI website <https://www.iiu.edu.pk/>, PPRA website [www.ppra.org.pk](http://www.ppra.org.pk) or EPADS <https://eprocure.gov.pk/>. (Pay order of Rs.3000/- may be attached in favour of IIU General Services and Misc Income A/c #5963-5002471381 (Bank Alfalah).

2. 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 **December 23, 2025 (Tuesday) at 11:00 AM**. Financial bids will be opened on the same day at **11:30 AM** in presence of representatives of the bidders via EPADs only.

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

4. 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 for any reason.

**MR. NOMAN MASHAL**

Assistant Director-III Purchase & Store Section

Ph: 051-9019100 (Ext: 2293/2260)

Admin Block, 1st Floor, Room # 108, IIUI, Islamabad



SUPPLY OF PLASTIC WINDOW PANES FOR KUWAIT HOSTEL IIUI CAMPUS

TERMS & CONDITIONS & SPECIFICATIONS FOR BIDDERS FOR SUPPLY OF  
PLASTIC WINDOW PANES FOR KUWAIT HOSTEL, IIUI

Sr.#	Category	Description / Terms & Conditions
1	Project Title	Supply of Plastic Window Panes for Kuwait Hostel, IIUI Campus
2	Employer/ Purchaser	International Islamic University, Islamabad (IIUI)
3	Scope of Tender	Supply of Plastic Window Panes as per specifications.
4	Procurement Method	Single Stage – Single Envelope Procedure (as per PPRA rules). Financial Proposal to be submitted via EPAD along with bid security. Note: A later clause (Bid Opening Procedure) mentions "Single Stage-two Envelop (36(a) PPRA Rule, 2004)". This discrepancy should be clarified by the tender issuing authority.
5	Tender Validity Period	04 calendar months after the date of tender opening.
6	Completion Period	45 days from the commencement date.
7	Maintenance Period	Six calendar months after the date of completion. Employer may notify of any defects during this period.
8	Commencement Date	Date of start will be after issuance of Supply Order/Acceptance Letter/Work Order.
9	Last Date & Time for Submission	Date: December 23, 2025 (Tuesday). Time: 11:00 AM PST.
10	Tender Opening Date & Time	Date: December 23, 2025. Time: 11:30 AM PST. Venue: Office of Deputy Director Purchase & Store, Admin Block, New Campus, Sector H-10, Islamabad. E-Bid Opening Venue: Board Room/Council Hall, IIUI, Sector H-10, Islamabad.
11	Mode of Submission	Only via EPADs. Offers by mail/courier/by hand will not be entertained.
12	Tender Fee	Rs.3,000/- (Non-Refundable).
13	Bid Security (Earnest Money)	<b>Amount:</b> 2% of total IIUI estimated cost. <b>Instrument:</b> Bank Draft / Pay Order / Call Deposit Receipt in favor of "IIU General Services and Misc Income A/c #5963-5002471381 (Bank Alfalah)". Must be valid for at least 06 months. <b>Submission:</b> Soft copy with financial proposal on EPAD; original to be submitted in P&S Section before tender opening.
14	Forfeiture of Bid Security	Bid security may be forfeited if: tenderer withdraws tender during validity period; successful tenderer fails to provide services after award; tenderer does not accept correctness of tender price; items not supplied within due date; selected bidder refuses to supply on quoted amount (if inclusive tax clause applied).
15	Quoted Rates & Taxes	Quoted rates are firm and final for the validity period. Price must be inclusive of all Government Taxes. Income Tax will be deducted at source as per law. If tax inclusion is not specified, the quoted amount will be considered inclusive of all taxes.
16	Payment Terms	No advance payment. Payment will be made after complete delivery as per Supply Order and inspection by the Inspection Committee, upon submission of invoices.
17	Mandatory Registration	Bidder must be registered on EPADs, be GST registered, have NTN, and be on FBR's Active Taxpayer's List (ATL). An ATL certificate must be attached.



18	Financial & Experience Proof	Must provide details of bank statement/turnover for the last three years. Must have sufficient experience, good reputation, and a facility (outlet/shop/office) with a landline/cellular number.
19	Certification	E-Bidders must certify on Rs. 50 stamp paper that they have not been blacklisted by any government organization and that they unconditionally accept all terms and conditions.
20	Liquidated Damages (LD)	For late completion: Rs. 2,000 per day or part thereof. Maximum LD limit: 5% of the tender value. After that, work to be completed at the contractor's risk & cost.
21	Store & Subletting	No store, tools, or plant will be issued by the Employer. The work shall not be sublet.
22	Quantity Variation	Quantity of items may increase or decrease as per original requirement. Payment will be made on actual supplies delivered.
23	Quality & Specification	Items not meeting required specifications/standards will be rejected and must be replaced by the supplier at their own cost. Items found above the required specification will be accepted at the bid price. If items are substandard, IIUI reserves the right to cancel the Purchase Order with one week's notice, forfeit the performance guarantee, and initiate blacklisting.
24	Right to Accept/Reject	IIUI reserves the right to accept or reject any or all bids as per PPRA Rules, 2004.
25	False Information	Submission of any false statement/documents or concealment of information will disqualify the bidder.
26	Dispute Resolution	Any dispute during execution will be resolved by the Grievance Redressal Committee (GRC) of IIUI, whose decision will be final and binding.
27	General Liability	The supplier will bear responsibility for any loss or damage if any terms of the agreement are violated.



**SPECIFICATION OF PLASTIC WINDOW PANES**

Sr. #	Name of Item	Size	Qty.	Unite Rate with GST	Total Amount GST
1	Plastic window Panes	6'x4'	64		
2	M.S. pipe hollow (20 SWG)	½" x ½"	155		
3	Self-drilling truss head screw	½"	03		

**INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD**  
(Purchase & Store Department)

No. 4/5/2025-P&S-

December 08, 2025



**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): \_\_\_\_\_