



**TENDER NOTICE
(CLASS ROOM STUDY CHAIR)**

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 Class Room Study Chair for IIUI**.

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, or EPADS [https://eprocure.gov.pk/](https://eprocure.gov.pk). (Pay order of Rs.3,000/-may be attached in favour of IIU General Services and Misc Income A/c #5963-5002471381 (Bank Alfalah).

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 **January 08, 2026 (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 via EPADs only.

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 for any reason.

-Sd-

Dr. SHAHBAZ MALIK

Assistant Director-Iv Purchase & Store Section
Ph: 051-9019100 (Ext: 2259/2260)
Room # 108 1st Floor, Admin Block, Sector H-10.
International Islamic University, Islamabad

**TENDER DOCUMENTS
FOR**

SUPPLY OF CLASS ROOM STUDY CHAIRS FOR IIUI

**TERMS, CONDITIONS & SPECIFICATIONS FOR BIDDERS FOR SUPPLY
OF
CLASS ROOM STUDY CHAIRS FOR IIUI**

Sr. No.	Category	Description / Terms & Conditions
1	Project Title	Supply of Class Room Study Chair for IIUI
2	Employer/ Purchaser	International Islamic University, Islamabad (IIUI)
3	Scope of Tender	Supply of Class Room Study Chair Material specifications and design/sample available at the end of the Tender Document..
4	Procurement Method	The procurement shall be conducted under Single Stage-one Envelop Procedure (36-a) as per PPRA rules. Technical and Financial Proposal: via EPAD shall contain technical and financial documents along with samples of items (where required) with Tender Fee of Rs.3,000/-.
5	Mandatory submission of sample	Submission of sample(s) shall be mandatory. <ul style="list-style-type: none"> • Samples shall be provided by the bidder upon issuance of written letters / emails from the University. No financial liability will be bear by IIU. • Sample of the successful bidder shall be retained by IIU for atleast 06 months. • Failure to submit the required samples within the stipulated time shall render the bid non-responsive.
6	AWARD OF CONTRACT	The contract shall be awarded to the bidders whose sample is found technically compliant (100% as per specifications and design/sample) and who is evaluated Most advantageous financial bid.
7	Completion Period	45 days from the commencement date.
8.	Maintenance Period	Six calendar months after the date of completion. Employer may notify of any defects during this period.
9.	Commencement Date	Date of start will be after issuance of Supply Order/Acceptance Letter/Work Order.
10.	Last Date & Time for Submission	Date: January 08,, 2026 (Thursday). Time: 11:00 AM PST.
11	Tender Opening Date & Time	Date: January 08,, 2026 . 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.
12	Mode of Submission	Only via EPADs. Offers by mail/courier/by hand will not be entertained.

13	Tender Fee	Rs. 3,000/- (Non-Refundable) CDR/Pay order Receipt in favor of "IIU General Services and Misc Income A/c #5963-5002471381 (Bank Alfalah)". Must be valid for at least 06 months.
14	Bid Security (Earnest Money)	Amount: 2% of total IIUI estimated cost. Instrument: 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. Submission: Soft copy with financial proposal on EPAD; original to be submitted in P&S Section before tender opening.
15	Forfeiture of Bid Security	Bid security may be forfeited if: <ul style="list-style-type: none"> • 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).
16	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.
17	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.
18	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.
19	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.
20	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.
21	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.
22	Store & Subletting	No store, tools, or plant will be issued by the Employer. The work shall not be sublet.
23	Quantity Variation	Quantity of items may increase or decrease as per original

		requirement. Payment will be made on actual supplies delivered.
24	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.
25	Right to Accept/Reject	IIUI reserves the right to accept or reject any or all bids as per PPRA Rules, 2004.
26	False Information	Submission of any false statement/documents or concealment of information will disqualify the bidder.
27	Dispute Resolution	Any dispute during execution will be resolved by the Grievance Redressal Committee (GRC) of IIUI, whose decision will be final and binding.
28	General Liability	The supplier will bear responsibility for any loss or damage if any terms of the agreement are violated.

SPECIFICATIONS OF CLASS ROOM STUDY CHAIR

Class Room Study Chair	Qty.	Picture	Unit Rate with GST	Total Amount GST
<p>Class Room Study Chairs</p> <p>i) Seat Shell made with high quality Polypropylene material, seat shell and plastic writing board fixed on steel frame powder coated to keep safe from rust. The front bottom tube has a footrest grip.</p> <p>Specifications:</p> <p>ii) Steel tube made of 1 inch pipe 18 SWG for legs and under writing board, all other tube made of $\frac{3}{4}$ inch 18 SWG. Each leg bottom with plastic boot.</p> <p>iii) Polypropylene plastic thickness 2.4mm</p> <p>iv) Color of Steel Frame and Shell (Seat, Back and Writing board) as per choice.</p> <p>Size</p> <p>Seat Height: 18" inch</p> <p>Full Back Height: 32" inch</p> <p>Width: 20" inch</p> <p>Depth: (seat + back) 32" inch</p> <p>Writing Board Length 20" inch</p> <p>Writing Board Width 10.6" inch</p> <p>Warranty: One year</p>	250 Nos.			

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 Class Room Study Chair for IIU H-10, Islamabad.**
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): _____