

# **TENDER NOTICE**

**INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD (IIUI)** is a Public Sector University and invites sealed bids from the Original Manufacturer or Authorized Distributors (With Valid Authorization/Distribution Certificate) or Suppliers, registered with Income Tax and Sales Tax Departments and who are on **Active Taxpayers List (ATL)** of the Federal Board of Revenue (FBR) for the following items for IIU as per following:

#	Items' Description	Tender Fee (Rs.) (Non-Refundable)	Earnest Money (Refundable)
1.	<b><u>Purchase of ID Card Printer Encoder with Integrated/Modular Laminator for the Office of Provost (Female):</u></b> Tender Documents/BoQ holds complete detail/specs.	2,000/-	<b>02% of the total value of the bid</b>

2. The Tenderers are required to quote/offer a **maximum discount rate** on the retail price of both above said tender.

3. The Tenderers may access the Tender Documents containing detailed terms and conditions, Specifications etc. on websites of IIUI (<https://www.iiu.edu.pk>) and **PPRA/EPADS** (<https://eprocure.gov.pk>) only. International Islamic University, Islamabad will follow the PPRA rule of **Single Stage - One Envelope procedure**:

4. The Tender Documents must be supported **Earnest Money** (refundable) and **Tender Fee (Rs.2,000, non-refundable)** as shown in above table in shape of *CDR/Demand Draft/B.C/ Pay Order* in favour of International Islamic University, Islamabad.

5. The bids shall be prepared in accordance with the instructions in the bidding documents. The Tenderers must submit their bids on **PPRA EPADS only** on or before the bid opening date and time. Any information regarding the procurement/technical issues may kindly be acquired from the following offices please:

For any Procurement/Tender Documents related queries; please contact: <b>Muhammad Bilal,</b> Asstt. Director-II (P&S) Phone No: 051-9019255 <a href="mailto:muhammad.bilal@iiu.edu.pk">muhammad.bilal@iiu.edu.pk</a>	For any <b>Equipment</b> related Technical queries; please contact: <b>Mr. Shahid Mehmood,</b> Dy. Director (Networks) Phone No: 051-9019570 Email: <a href="mailto:shahid@iiu.edu.pk">shahid@iiu.edu.pk</a>
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6. The bids received on EPADS on or before **January 27, 2026, at 10:30 A.M** and will be opened by the **Procurement Committee** on the same day at 11:00 A.M. in the above said address in the presence of bidders/their representative(s) who may like to attend the bid opening. The Bidders are required to submit the Hard copies (**along with the original CDR of 2% as Earnest Money and tender fee with Bid**) of their Bids in the Office of the undersigned on or before the bid opening date/time.

7. The International Islamic University Islamabad reserves the right to accept or reject any or all bid(s) in terms of Rule-33 of Public Procurement Rules 2004.

**Muhammad Bilal**, Asstt. Director-II,  
Purchase & Store Section,  
International Islamic University, Islamabad. Tel: 051-9019255

# INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD

Purchase & Store Section, Admin Block, New Campus, Sector H-10, Islamabad.

Tel: 051-9019255 Fax: 051-9258073

Tender No. 2/1/2025/P&S-14238

Sub: **TENDER DOCUMENTS FOR "PURCHASE OF ID CARD PRINTER ENCODER WITH INTEGRATED/MODULAR LAMINATOR FOR THE OFFICE OF PROVOST (FEMALE)"**

## **“TERMS AND CONDITIONS”**

1. Any addition, deletion or modification of any clause of the procurement terms & conditions of International Islamic University Islamabad (IIUI) by any vendor will not be acceptable and may lead to rejection of the bid.
2. Original Manufacturer OR Authorized Distributors (With Valid Authorization/Distribution Certificate) OR Suppliers registered with Income Tax, Sales Tax Department and who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.
3. Part / Advance payments is not allowed.
4. **Delivery Time:** The exact completion/delivery time from the date of the purchase/work order will be maximum **30-days OR as agreed**.
5. After opening of bids, International Islamic University Islamabad will examine the bids for completeness as per tender document.
6. Purchase order will be awarded to the lowest evaluated/technically recommended bidder(s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs/Compatibility requirements.
7. International Islamic University Islamabad, will follow the PPRA rule of **Single Stage - One Envelope procedure**:
8. The bid proposal(s) should be inclusive of all taxes & duties prescribed by the government from time to time, on “**FOR Basis**” as per BoQs Format (Items deliverable to International Islamic University, New Campus, Sector H-10 Islamabad).
9. **Payment Terms:** Payment will be made after the successful delivery of the item(s), installation at respective places, and inspection by the Inspection Committee.
10. *Security Money @ 10% of the total value of the supply order shall be retained by the IIU till the successful completion of the warranty period (with a minimum four-years warranty, including free maintenance and support) of the goods/services/works.*
11. The Earnest Money of the successful bidder(s) will be released upon the deduction of Security Money from their invoice by the Finance Department, IIUI.
12. The bid should be submitted in a sealed envelope up to **27-01-2026** on or before **10:30 a.m** and Proposals/bids will be opened on the same date **at 11:00 a.m** in the presence of available bidders.
13. The envelope should be marked as under:

### **Assistant Director-II (P&S)**

Room No. 213, 2<sup>nd</sup> Floor, Admin Block, Sector H-10, New Campus  
International Islamic University, Islamabad (Tel: 051-9019255)

14. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation for **“Purchase of ID Card Printer Encoder with Integrated/Modular Laminator for the Office of Provost (Female)”**.
15. If the vendor fails to deliver the goods to International Islamic University, Islamabad in time then the penalty will be charged as under:
  - a) Late Delivery Charges will be charged @ 02% per month of the total Purchase Order value and up to the maximum limit of 10%; LD Charges will be deducted from the invoice of the firm concerned.
  - b) If the vendor fails to deliver the goods/services during the delivery time or extended time period (*if allowed*) then the purchase/work order may be cancelled, Earnest Money will be forfeited and the IIUI also reserves the right to blacklist the defaulter.
18. If the delivered goods / services are not according to the required quality standards/ specifications, the same shall be liable to be rejected after inspection. The bidder/vendor would be required to REPLACE as per requirements mentioned in our BoQs at no cost to the IIUI, otherwise the purchase / work order will be cancelled after due date with confiscation of earnest money AND bidder will bear all cost and expenses **thereof**.

19. All prices should be quoted on **FOR Basis (inclusive of all applicable taxes)**.
20. All prices should be valid for at least **90 days** Withdrawal or any modification of the original offer within the validity period shall entitle IIUI to forfeit the earnest money in favor of the IIUI and / or put a ban on such vendor participation in IIUI tenders / works.
21. It is the sole responsibility of the bidder / agent / supplier / manufacturer to comply with the applicable laws, be national or international.
22. In case of any dispute, decision of the Grievance Redressal Committee (GRC) will be final and binding upon the parties.
23. The IIUI reserves the right to modify the quantities of goods / services at any time before the award of purchase/ work order as per budget constainst.
24. **The bidder is required to furnish in form of "CDRs" @ 02% (Re-fundable) as Earnest AND Tender Fee (Rs.2,000/-) in favor of "International Islamic University Islamabad". Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
25. International Islamic University Islamabad reserves the rights to accept or reject the bid if;
  - i. Received later than the date and time fixed for tender submission
  - ii. The tender is unsigned/ unstamped
  - iii. The offer is ambiguous
  - iv. The offer is conditional
  - v. Offer is made by the unauthorized agent/ supplier/service provider of the original equipment manufacturer.
  - vi. The offer is from a firm, which is black listed by any Govt. Office.
  - vii. The offer is received by telephone/telex/fax/telegram.
  - viii. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
  - ix. The Company Profile, client list and detail of similar projects/works is not attached
  - x. Not submitted a Certificate for acceptance of all ther terms & conditions/not blacklisted by any govt. offices.
26. The bidder should furnish a **CERTIFICATE** on official letter-head/stamp paper as worded below in token of acceptance of all the terms and conditions of the tender documents.

I / We

- **Company / Vendor Name:** \_\_\_\_\_
- **Postal Address:** \_\_\_\_\_
- **Tel. No:** \_\_\_\_\_ **Mob No.** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_
- **NTN# :** \_\_\_\_\_ **GST#:** \_\_\_\_\_

The undersigned certify that our above named Firm/Company is not blacklisted by any Govt. Office and the terms & conditions as contained in this document, viz "**Terms and Conditions**" are accepted unconditionally and in the event of selection of my/our bid; the agreement will be entered into.

**Sign & Stamp**

**Note:**

1. Please quote the rates on our BoQs and clearly mention the quoted item(s) Make / Model / Country of Origin and Guarantee/Warranty, otherwise your bid / items may lead to rejection.
2. The quoted item(s) should be of the same specs, make/model or their equivalent.
3. In Addition to filling of the attached BoQs, supporting literature of the quoted model must be attached for verification & technical evaluation of the required specification by the bid evaluation committee. In case of any clash found between the quoted model and the literature model, the item/bid may be rejected.
4. Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

**BOQ FOR "ID CARD PRINTER, ENCODER WITH INTEGRATED/MODULAR LAMINATOR FOR THE OFFICE OF PROVOST (FEMALE)"**

#	Items Description	Unit/Total Price with all taxes (Rs.)
1	<p><b><u>ID Card Printer, Encoder with Integrated/ Modular Laminator (Qty=01):</u></b></p> <ul style="list-style-type: none"> <li>• Side Printing: Single &amp; Dual</li> <li>• Print Method: Dye-Sublimation / Resin Thermal Transfer</li> <li>• Resolution: 600 dpi</li> <li>• Print Speed: Up to 230 cards per hour (YMCK with transfer) / 16 seconds per card</li> <li>• Memory: 1 GB RAM</li> <li>• Card Sizes Accepted: CR-80</li> <li>• Warranty: 4 years (printer); Lifetime (printhead)</li> <li>• Dual-sided printing</li> <li>• Wasteless LMX card lamination module (one-material and two-material configurations available)</li> <li>• Card flattener</li> <li>• Magnetic stripe encoder</li> <li>• Contact Smart Card encoder</li> <li>• Contactless Smart Card encoding modules</li> <li>• Dual input card hopper module</li> <li>• 100-card input hopper module</li> <li>• Physical locks for card hoppers and consumables access</li> <li>• Secure proprietary consumables system</li> <li>• Customs secure holographic overlaminates</li> <li>• Printer cleaning kit</li> </ul>	
<b>Total Price (with applicable taxes):</b>		
<b>2% Earnest Money of the total quoted Price:</b>		

***Note: Required Equipment/item(s) must be quoted for brand new of the same brand/specs as mentioned above or Equivalent and must be quoted with all applicable taxes.***

*For any visit/technical queries; please contact:*

**Mr. Shahid Mehmood,**  
 Dy. Director (Networks)  
 Phone No: 051-9019570  
 Email: [shahid@iiu.edu.pk](mailto:shahid@iiu.edu.pk)