

## TENDER NOTICE

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD (IIUI) invites sealed bids from the *original manufacturers / authorized distributors / suppliers* (With Valid Authorization/Distribution Certificate) Service Providers registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for Purchase of **"Water Filter Cartridges (Pair) for IIU on Rate Contract/Agreement Basis for Period of 01 Year for IIU"**.

2. Bidding documents, containing detailed terms and conditions, etc. are available at Room No. 213, 2<sup>nd</sup> Floor, Administration Block, Sector H-10, New Campus International Islamic University, Islamabad. Bidding documents can also be downloaded from [www.iiu.edu.pk](http://www.iiu.edu.pk) and [www.ppra.org.pk](http://www.ppra.org.pk). Price of the bidding documents is **Rs. 1,000/-** (*Non-refundable*) in shape of Pay Order/Call Deposit/Bank Draft in favour of IIUI

3. The bids, prepared in accordance with the instructions in the bidding documents, must reach on or before **15-01-2018 up-till 10:30 a.m** at Room No. 213, 2<sup>nd</sup> Floor, Administration Block, Sector H-10, New Campus IIUI. Bids will be opened on the same day i.e **15-01-2018 at 11:00 a.m** in the presence of the bidders/their representatives who may like to attend the opening ceremony.

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

**Javaid Rabbani,**  
Deputy Director (P&S)  
Ph:9019255



# INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD

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

Tel: 051-9019255 Fax: 051-9258073

Tender No. 2/1/2014/P&S-

Sub: **Tender Document for Purchase & Installation of Water Filter Cartridges on Rate Contract basis for a Period of 01 (one) Year**

## "TERMS AND CONDITIONS"

**[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]**

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 / Authorized Distributors / Suppliers (with valid authorization / distribution certificate) registered with Income Tax, Sales Tax Department and who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.
3. Documents along with Pay Order/Call Deposit/Demand Draft amounting to **Rs. 1000/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of International Islamic University, Islamabad, to the address given below.
4. Part / Advance payments is not allowed.
5. The exact completion/delivery time from the date of the purchase / work order will be maximum **20 days**. The handing over / completion time is of critical importance.
6. After opening of bids, International Islamic University Islamabad will examine the bids for completeness as per tender document.
7. Purchase order (s) will be awarded to the lowest evaluated bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
8. International Islamic University Islamabad, will follow the PPRA rule of **Single Stage One Envelope procedure**;
9. Bidders cannot challenge the findings of the evaluation or ask for reason of disqualification.
10. The bid should be submitted in a sealed envelope up to **15-01-2018** on or before **10:30 a.m** and will be opened on the same date **at 11:00 a.m** in the presence of available bidders.
11. The envelope should be marked as under;

Deputy Director (P&S)  
Room No. 213, 2<sup>nd</sup> Floor, Admin Block,  
Sector H-10, New Campus  
International Islamic University, Islamabad.  
Tel: 051-9019225



12. The envelope shall also bear the word "CONFIDENTIAL" and following identification quotation of "Purchase of Water Filter Cartridges for IIU"
13. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
14. If the vendor fails to deliver the goods / services to International Islamic University, Islamabad in time then the penalty will be charged as under:
  - a. 02% per month of the total Purchase Order value.
  - b. If the vendor fails to deliver the goods / services during the extended period (if granted) then the purchase / work order may be cancelled and Earnest money may be forfeited.
15. 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.
16. All prices should be quoted on **FOR Basis (inclusive of all applicable taxes)**
17. All prices should be valid for at least **15 Months** (03 months to finalize the bidding process and twelve months will be the agreement period). 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.
18. It is the sole responsibility of the bidder / agent / supplier / manufacturer/Service Provider to comply with the applicable laws, be national or international.
19. In case of any dispute, decision of the President, IIUI will be final and binding upon the parties.
20. The IIUI reserves the right to modify the quantities of goods / services at any time before the award of purchase/ work order.
21. The bidder is required to furnish in form of **"Pay Order/Demand Draft/Call Deposit" amounting to Rs.25,000/-(Re-fundable) as Earnest Money in favor of "International Islamic University Islamabad"**. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
22. International Islamic University Islamabad reserves the rights to accept or reject the bid if,
  - i. Received without earnest money
  - ii. Received later than the date and time fixed for tender submission
  - iii. The tender is unsigned/ unstamped
  - iv. The offer is ambiguous
  - v. The offer is conditional
  - vi. Offer is made by the unauthorized agent/ supplier/service provider of the original equipment manufacturer.



- vii. The offer is from a firm, which is black listed by any Govt. Office.
- viii. The offer is received by telephone/telex/fax/telegram.
- ix. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
- x. Without sample (For testing)
- xi. Without Warranty (As referred at No. iv of BoQ.

23. The bidder should furnish a **CERTIFICATE** on judicial STAMP PAPER worth Rs. 100 as worded below in token of acceptance of all the terms and conditions of the tender. Otherwise the tender will not be considered under any circumstances.

I / We

**Company / Vendor Name:** \_\_\_\_\_

- **Postal Address:** \_\_\_\_\_
- **Tel. No:** \_\_\_\_\_ **Mob No.** \_\_\_\_\_
- **NTN# :** \_\_\_\_\_ **GST#:** \_\_\_\_\_

The undersigned certify that the terms and conditions as contained in this document, viz "**Terms and Conditions**" are accepted unconditionally and in the event of selection of my/our bid/s; the agreement will be entered into, in the prescribed format attached as **Annex-I**.

\_\_\_\_\_  
**Sign & Stamp**

**Note:**

1. Please quote the rates on our BoQs and clearly mention the quoted Make / Model / Country of Origin, otherwise your bid / items may lead to rejection.
2. 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.
3. Terms & Conditions and BoQs should be attached with the proposal (Technical & Financial Bids), otherwise your tender/bid(s) may be rejected.
4. Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

## BoQ for Supply of Water Filter Cartridges

S.#	Name of item & specifications	UNIT PRICE INCLUSIVE of GST (Rs.)
1	<b><u>Water Filter Cartridges (Pair):</u></b>  ➤ Polyethylene Filter 0.3 Micron ➤ Carbon Block Filter (CTO)  Make: Pure or equivalent	

- i) Free replacement of filter cartridges after each 04 months or what so ever
- ii) Sustaining 50 Psi head pressure
- iii) Back up services during warranty period free of cost
- iv) Four months Warranty for leakage of Water Filters
- v) *Provision of sample for testing along-with quotation*
- vi) *Both the Filter Cartridges must be of the same brand*

For any further query, please contact with Mr. Sajjad Ahmad, Deputy Director (HVAC) at his Office Phone # 9019333 & 9019933 during office hours (8:00 A. M to 03:30 P. M).



**AGREEMENT FOR PURCHASE OF WATER FILTER CARTRIDGES (PAIR) ON RATE  
CONTRACT BASIS FOR A PERIOD OF 01 (ONE) YEAR**

This Agreement is made on \_\_\_\_\_ at Islamabad

**BETWEEN**

**M/S International Islamic University, Islamabad, Pakistan, H-10, Islamabad** (hereinafter referred to as the University which expression, wherever the context so admits shall mean and include its successors and assignees) of the one part through its President empowered and authorized to enter into and to sign this agreement.

**AND**

**M/S -----** (hereinafter referred to as the (Supplier) which expression, wherever to context so admits shall mean and include its successors administrators and assignees) of the second part through its Chief Executive empowered and authorized to enter into and to sign this agreement.

WHEREAS the first party is a University being a legal entity established under the Act of the Parliament and the President of the University has fully authorized his representative to execute this agreement.

WHEREAS this first party will purchase **WATER FILTER CARTRIDGES (PAIR)** against their quoted rates inclusive of General Sales Tax (GST) from the second party as per detail given below:

Sr. #	Name Item	Category/Model/Brand	Unit Price inclusive of GST (Rs.)
01	Water Filter Cartridges (Pair)		

WHEREAS the first party has agreed to execute an Agreement with the second party regarding the purchase of **WATER FILTER CARTRIDGES (PAIR)** against their quoted rates



inclusive of General Sales Tax (GST) from the second party and the second party also agreed to sell the same on the following terms and conditions:

1. That this agreement is for a period of **01 (ONE) YEAR** from the date of signing of this agreement.
2. That the first party will issue a formal supply order for purchase of Water Filter Cartridges mentioned above and the second party i.e. Supplier shall be bound to supply the ordered items of the same specification with the stipulated time period and at the designated place of the first party.
3. That it is also agreed by the second party that time and quality or the essence with the supply order and in case if the second party failed to supply the ordered items within the given date the first party has the right to impose 2% penalty of total amount of supply order for each month of delay from the second party side.
4. That the items mentioned above delivered by the second party i.e. supplier against each supply order shall be inspected by the Inspection Team of the first Party as per supply order issued by P&S Section.
5. That if at any time, it appears that the second party is not following the delivery schedule and would be unable to deliver the ordered items as per specifications/supply order with the specified time to the satisfaction of first party, then the first party shall have the right to cancel the order at any time and procure the all/remaining items from some other source, at the "Risk and Expenses" of second party and also take legal as well as other actions as deemed appropriate for the case.
6. That the second party undertakes/ agrees to provide ----- on site warranty against defects manufacturing or material etc, effective from the date of inspection/acceptance by the first party.
7. That the second party will rectify or remove the faults if arises in the supplied items and covers in warranty within warranty period without any charges and delay.
8. The second party will provide a telephone number of their representative to the first party for customer support that will be provided to the HVAC Section of the first party to promptly address the issue.
9. That the second party i.e. supplier will be bound to address the issue on the same day during the first party's office hours and report to the HVAC Section.



10. That the payment will be made on submission of bills, delivery challan alongwith GST Invoice and after satisfactory completion of supply orders.

11. That the Payment shall be made after the successful completion of delivery of ordered items, their installation, inspection and acceptance by the first Party. Payment shall be released in favor of M/s ----- (Second party) through crossed cheque.

12. That both parties have agreed to perform their part of the contract and in case of default binds themselves to indemnify the other.

13. In case of any dispute in regard to this agreement the matter shall be referred to the arbitrator and with the consent of the parties the President of the Islamic University is a sole arbitrator whose decision shall be final and binding on both the parties.

14. That this agreement shall also be terminated in case the Second party makes any violation/breach of any of the terms of this agreement immediately without being issued any notice.

In witness whereof, the parties have set their hands on this agreement on \_\_\_\_\_.

**Signed by:**

**Signed by:**

\_\_\_\_\_  
For and on behalf of the Purchaser

\_\_\_\_\_  
for and on behalf the Supplier

**In the presence of:**

**in the presence of:**

Witness,

Witness

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_