

TENDER NOTICE

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD (IIUI) invites sealed bids for Hiring of Services of Custom Clearing Agent for a period of 01 (one) year from the reputable firms registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for clearance of Lab Equipments being purchased through imports for different Projects of IIU.

2. Bidding documents, containing detailed terms and conditions, etc. are available at Room No. 213, 2nd Floor, Administration Block, Sector H-10, New Campus International Islamic University, Islamabad. Bidding documents can also be downloaded from www.iiu.edu.pk and 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 **27-06-2018 up-till 10:30 a.m** at Room No. 213, 2nd Floor, Administration Block, Sector H-10, New Campus IIUI. Bids will be opened on the same day i.e **27-06-2018 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

Order No. 17/11/2018/P&S-

b. **Tender Document for Clearing Agent for clearance of Lab Equipment being purchased through imports for different Projects of IIU**

"TERMS AND CONDITIONS"

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

International Islamic University is importing various types of equipments for its projects on C&F/CPT Islamabad basis and wants to conclude contract for 01 (one) Year with a reputable firm having professional expertise in the subject field. All desirous firms having NTN /Sales Tax No are requested to offer their rates with following terms and conditions for clearance of consignments from customs on the lines of BoQs. Sealed Quotations are invited for the purpose as per terms and conditions mentioned below which may be read thoroughly before submitting your offer:

1. Any addition, deletion or modification of any clause of the terms & conditions of International Islamic University Islamabad (IIUI) by any vendor will not be acceptable and may lead to rejection of the bid.
2. Firms 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. After opening of bids, International Islamic University Islamabad will examine the bids for completeness as per tender document.
5. Agreement/Contract will be executed with the lowest evaluated bidder on the basis of item wise/subtotal wise/grand total wise according to the nature of BoQs/Compatibility requirements.
6. International Islamic University Islamabad, will follow the PPRA rule of **Single Stage One Envelope procedure**:
7. Bidders cannot challenge the findings of the evaluation or ask for reason of disqualification.
8. The bid should be submitted in a sealed envelope up to **27-06-2018** 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.

9. The envelope should be marked as under;

Deputy Director (P&S)
Room No. 213, 2nd Floor, Admin Block,
Sector H-10, New Campus
International Islamic University, Islamabad.
Tel: 051-9019255

10. The envelope shall also bear the word **"CONFIDENTIAL"** and following identification quotation **"Hiring of Clearing Agent for clearance of Lab Equipment being purchased through imports for different Projects of IIU"**

11. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.

12. All prices should be valid for at least **15 Months** 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.

13. It is the sole responsibility of the bidder / agent / firm to comply with the applicable laws, be national or international.

14. Rates of each item/process be quoted and complete package price will also be quoted. In order to avoid mixing of processes, firm low in complete package will be preferred.

15. Certificate from organizations where services are being provided must be attached.

16. Custom clearance charges will be paid by clearing agent at the time of release of equipment at the Airport and will forward bill to this office for payment purpose subsequently.

17. Demurrage charges due to late clearance of equipment on Airport will be paid by the clearing firm/agent and no force majeure will be applicable.

18. The firm will make elaborated arrangement for urgent/timely clearance of equipment from concerned Airport. In case the firm fails to clear the equipment, the equipment will be got cleared through 3rd party or under IIU arrangement. The difference of rate will be recovered on Risk and Cost of the Firm.

19. International Islamic University, Islamabad (IIUI) is an Educational Institution and exempted from payment of custom duties and sales tax under Government of Pakistan Tariff No. 9915. While submitting proposal C&F/CPT/CFR, please indicate applicable taxes/duties separately so that the contract is concluded keeping in view the applicability/ exemption of these taxes/duties, accordingly.

20. In case of any dispute, decision of the President, IIUI will be final and binding upon the parties.

21. The bidder is required to furnish in form of **"Pay Order/Demand Draft/Call Deposit" An amount of Rs.100,000/- (Re-fundable) as Earnest/Security 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 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/firm/service provider.
- 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.

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 our above named Firm/Company is not blacklisted by any Govt. Office and the terms and conditions as contained in this document, viz **"Terms and Conditions"** are accepted unconditionally.

Sign & Stamp

Note:

1. Terms & Conditions and BoQs should be attached with the proposal, otherwise your tender/bid(s) may be rejected.
2. Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

BoQ for clearance of Lab Equipment being purchased through imports for different Projects of IIU

Sr. No.	By Air Consignment	Rates	Remarks
1.	Handling/clearance charges on C&F Import Equipment value minimum upto 04.00 lacs per consignment at Islamabad Airport		
2.	Handling/clearance charges on C&F Import Equipment value upto 04.00 to 10.00 lacs per consignment at Islamabad Airport		
3.	Handling/clearance charges on C&F Import Equipment value upto 10.00 to 15.00 lacs per consignment at Islamabad Airport		
4.	Handling/clearance charges on C&F Import Equipment value upto 15.00 to 30.00 lacs per consignment at Islamabad Airport		
5.	Handling/clearance charges on C&F Import Equipment value upto 30.00 to 50.00 lacs per consignment at Islamabad Airport		
6.	Handling/clearance charges on C&F Import Equipment value upto 50.00 lacs and above per consignment at Islamabad Airport		
7.	Delivery Order Charges		
8.	Godown/Storage Charges		
9.	C.A.A Charges		
10.	Duties & Taxes/ Gate Pass Charges		
11.	Loading/ Unloading Charges		
12.	Fork Lifter Charges, if udes		
13.	Transportation Charges		
14.	Packing / Repacking Charges		
15.	Bill of Entry / Shipping Bill Fee		
16.	Punjab Revenue Authority CESS Duty 0.9% of total value of consignment		