

TENDER NOTICE

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD (IIUI) invites sealed bids from the original manufacturers / authorized distributors / suppliers (With Valid Authorization/Distribution Certificate) registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for Purchase of **IT Items for the Office of Director, Business Incubation Centre (BIC)**.

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 **02-04-2018 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 **02-04-2018 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

Deputy Director (P&S)

Room No. 213, 2nd Floor, Admin Block

Sector H-10, New Campus

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. 2/1/2018/P&S-

Sub: **Tender Document for Purchase of IT Items for the Office of Director,
Business Incubation Centre (BIC)**

"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 **30 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 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.
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 **02-04-2018** 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, 2nd Floor, Admin Block,
Sector H-10, New Campus
International Islamic University, Islamabad.
Tel: 051-9019255

12. The envelope shall also bear the word "CONFIDENTIAL" and following identification quotation for "Purchase of IT Items for the Office of Director, Business Incubation Centre (BIC)"
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 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 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 **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.
18. It is the sole responsibility of the bidder / agent / supplier / manufacturer 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 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**" @2% (Re-fundable) of total value of the bid 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 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.

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.

Sign & Stamp

Note:

1. Please quote the rates on our BoQs and clearly mention the quoted Make / Model / Country of Origin and Warranty, 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. Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

BoQ for Purchase of IT Items for the Office of Director, Business Incubation Centre (BIC)

Sr. #	Item's Description	Qty.	Unit Price Inclusive of applicable taxes (Rs.)
1	<u>Laptop:</u> HP ProBook 440G4, 14", Core i7, 7 th Gen. Warranty: One Year on-site	01	
2	<u>Fax Machine:</u> Panasonic KX-FL422CX Warranty: One Year on-site	01	
3	<u>Printer:</u> HP Laser Jet Pro M203dn Warranty: One Year on-site	01	
4	<u>Scanner:</u> Canon CanoScan LIDE 120 Warranty: One Year on-site	01	
Grand Total			

Note: Required items must be of same specs as mentioned above or Equivalent

For any further query, please contact with Syed Shakeel Ahmad Shah, Addl. Director (S/W) at his office telephone # 9019539 during office hours (08:00 A. M. to 03:30 P. M)