

INTERNATIONAL ISLMIC UNIVERSITY, ISLAMABAD



BIDDING DOCUMENT FOR PROCUREMENT OF
OFFICE STATIONERY ITEMS

FOR IIUI

TECHNICAL BID

**Mailing Address: International Islamic University P.O. Box 1243, Sector H-10
Islamabad.**

Purchase & Store Section: Tel 051-9019769, 9019259, 9019258

Web: <https://www.iiu.edu.pk/>. PPRA: <https://www.ppra.org.pk/>.

EPADS: <https://eprocure.gov.pk/>.

INVITATION TO BIDS

International Islamic University, Islamabad (IIUI), invites E-bids on EPADS from the firms/general order supplier / companies registered with Income Tax, Sales Tax Departments and are on FBR's Active Taxpayer's List (ATL) for supply of office stationery to International Islamic University, Islamabad.

2. Bidding documents containing detail terms and conditions, method of procurement, etc may be obtained/downloaded from the Office of the undersigned on payment of **Rs.3000/- (Rupees Three Thousand only)** non-refundable. Bidding documents can also be downloaded from IIUI website <https://www.iiu.edu.pk/> , PPRA website www.ppra.org.pk. Or EPADS <https://eprocure.gov.pk/>. (Pay order of Rs.3000/- may be attached in case downloaded from website).

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 Office of the undersigned by March 26, 2025 at 11:00 AM . Technical bids will be opened on the same day at 11:30 AM. in presence of representatives of bidders.

4. 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 a E-Bid/proposal.

Muhammad Sajid Mahmood
Assistant Director - I (P&S)
Purchase & Store Section
Ph: 051-9019100 (Ext: 769, 259, 258)
Admin Block, 1st Floor, Room # 106, IIUI, Islamabad

GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS

1. To supply office stationery items for International Islamic University, Islamabad, Sector H-10, Islamabad.
2. Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and have National Tax Number (NTN) and are on FBR's Active Taxpayer's List (ATL). A certificate may be attached to verify that your firm is an active tax payer.
3. The quoted rates will be firm and final for the whole validity period as mentioned in the SBD. The Purchase Order to successful E-Bidder(s) will be issued upon completion of all codal formalities under the rules.
4. E-Bidder(s) must have sound financial position details of bank statement/turnover for the last three years shall be provided. The E-bidder shall have sufficient experience, well reputation and have the facility of outlets/shop or office with land line telephone/Cell number.
5. Tender Fee of Rs. 3000/- (Non Refundable) and Two (2%) bid security (Refundable) of total value of Bid in shape of Demand Draft / Pay Order / Call Deposit Receipt in favor of "**International Islamic University, Islamabad**", must be submitted along with covering letter in the Purchase & Store Section. The soft copy of the bid security must be attached with E-Bids on EPADS. E-Bids without Tender Fee or LESS earnest money of the total value of Bid will not be entertained. No Crossed-Cheque / Bank Challan / Cash or any other instrument other than Demand Draft / Pay Order / Call Deposit will be accepted.
6. The Bid Security should be valid for a period not less than 6 months and must be enclosed in financial bid. The same for the un successful E-bidder will be returned after award of tender.
7. Offer received by any other means other than E-PADS, received through mail / courier / by hand before the expiry of submission time will be rejected.
8. **Please attach soft copy of bid security along-with the technical bid / proposal and original bid security to be submitted in the P&S Section before tender opening date and time.**
9. All hard copies of bids should be submitted in tape or ring binding. Bids with loose papers shall be rejected. All documents should contain an index and proper page numbers attached in sequence as indicated for evaluation in the bidding documents and signatures of authorized

person.

10. The offered price in Pak Rupees of item(s) should be inclusive of all Government Taxes. Income Tax will be deducted at the time of payment according to the Income Tax Laws/Regulations and shall be valid for the tender period.

11. **Bid Opening Procedure: - Single Stage-Two Envelop (36(b) PPRA Rule, 2004)**- Procedure will be adopted to evaluate the offer. Complete bid containing **Technical** and **Financial** proposal along with Bid Security, all required information and documentary evidences must be submitted on EPADS and hard copies (Sealed Envelopes) in P&S Section as per following schedule

Procurement Method	Single Stage Two Envelope			
Date & Time for Submission of Bids on EPADS	Date	26-3-2025	Time	11.00 HRS PST
Date & Time for Opening of Technical Bids on EPADS	Date	26-3-2025	Time	11.30 HRS PST

12. The bid shall comprise a single package containing two separate envelopes each envelope should contain separately the **“Technical Proposal”** and **“Financial Proposal”**

13. Two separate envelopes shall be marked as **“Technical Proposal”** and **“Financial Proposal”** in bold and legible letters.

14. Initially **“Technical Proposal”** will be opened to evaluate the offer(s) as per the required criteria mentioned in the tender document/SBD. Only one rate shall be allowed for each item, multiple rates in the bids for one item shall not be admissible.

15. The technical proposal of eligible bidders will be evaluated against the requirements specified in the SBD.

16. Offer(s)/item(s) which will not be found according to the standard/specification(s) and evaluation criteria shall not be accepted and **“Financial Proposal”** of such firms will be returned unopened.

17. **“Financial Proposal”** will be opened only of those firms who are technically responsive and

obtained the minimum threshold of 70 marks for technical evaluation.

18. The bid shall remain valid for the period of **90 days** from the date of bid opening and extendable for another 90 days.
19. The Purchase Order will be issued on requirement basis and the IIUI may issue part Purchase Order. The quantity of items may increase or decrease as per original requirement and therefore, payment will be made on completion of supplies on actual basis. Successful bidders should make sure timely supply of office stationary items as per the Purchase Order issued by IIUI.
20. The supplier will deliver the items at Central Store, IIUI. Successful bidders should make sure timely supply of office stationary items as per the Purchase Order issued by IIUI.
21. Submission of any false statement/Documents or concealing of information will disqualify the bidder.
22. Item(s) which will not be found according to required specifications/standard shall not be accepted and will be replaced by the supplier at his own cost. However, items found above the required specification and standard will be accepted at the same bidding cost.
23. In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will be borne by the supplier.
24. The employer will open the E- bids on EPADS in the presence of the tenderers or their representatives who choose to attend on date, time and venue mentioned in tender notice.
25. The successful bidder must submit Performance Guarantee of 5% of total quoted amount in favor of IIUI in the shape of CDR from any scheduled Bank otherwise tender award will be rejected. However, the 2 % bid security will be returned after Issuance of PO and receiving the Performance Guarantee from successful bidder.
26. The International Islamic University, Islamabad reserves the right to accept or reject the bids as prescribed under PPRA Rules, 2004.
27. Bids not accompanied by bid security or with less amount of bid security will not be entertained.
28. If the IIUI observed that the items are not provided as per the standard and requirement or are substandard. The IIUI shall have the right to cancel the PO with one week notice and forfeiting the performance guarantee. Action for blacklisting of the firm will also be initiated.
29. In case applicable taxes have neither been included in the quoted price nor mentioned

whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required items, if selected and declared as lowest evaluated bid. In case selected bidder is not willing to supply on quoted amount then bid security submitted with the bid will be forfeited in favor of the IIUI.

30. If the bid is withdrawn before the expiry of its validity or the items are not provided within due date, the bid security will be forfeited in favor of the IIUI.
31. No advance payment will be made for any kind of invoice. IIUI will arrange expeditious payments on submission of invoices. Payment shall be made after delivery, of complete items as per Purchase Order and inspection by Inspection Committee.
32. Any dispute arises during execution between the purchaser and the supplier, the decision of the GRC will be final and binding upon both the parties.
33. E-Bids on EPADS will be opened at the Board Room/Council Hall, IIUI, Sector H-10, Islamabad.
34. E-Bidders must certify that they have not been blacklisted by any government organization and that they have read and unconditionally accepted all terms and conditions on Rs. 50 stamp paper.

LIST OF ITEMS

Sr. No.	Description of Item	Quantity
1	Paper A4, 70 grams, Paper One, Zap or equivalent	2500 Reams
2	Paper Legal, 70 grams, Paper One, Zap or equivalent	190 Reams
3	Dasta Sheets (Narrow Line) Fine Quality (As per sample available in P&S Section)	300,000 sheets
4	Ball Point Blue, Black, Red (Dollar Clipper)	300. Pkt
5	Board marker (Dollar) Blue /Black	200 pkt
6	Gum Stick (21 gm Keta/M&G)	200 No.
7	Stapler Machine (Deli)	50 No.
8	Paper Clips (Three flower 36 mm)	150.pkt
9	Stapler pin (Dollar/opal)	400. pkt
10	File Board (Al-Farooq/Shahen) legal size	1000 No.
11	Register 10 (Al Farooq/ Luckey)	100 No.
12	Peon Book (96 pgs Arhan/tayyaba)	100 No.
13	Scotch Tap (Olympia /three flower) width 1"	200 No.
14	Paper Tape Abro (Opal 1")	200 No.
15	Envelop 9x4 Khaki	20,000 No.
16	Envelop Medium A4 Khaki	8,000 No.
17	Envelop Legal/ large Khaki	5000 No.
18	Envelop Legal (White)	1000 No.
19	Envelop A4 (white)	1000 No.

20	Box File (Alfalah 992)	70 No.
21	Lock (large) 50 mm tri circle	100 No.
22	Duster Cloth (yellow)	500 No.
23	Pen fluid Kitta	200 No.
24	Attendance Register (01 No.)	50 No.
25	Dust Bin (Plastic)	25 No.
26	File Basket Plastic	25 No
27	Lead Pencil (Gold Fish)	50 pkt
28	Pointer Dollar 0.3 (Blue, Black, Green, Red)	50 pkt
29	Single punch (Metal body)	50 No.
30	File Flapper (Racine)	500 No.
31	Board Duster (local)	150 No.
32	File Tag (fine quality)	200 Bundle
33	Wall Clock Cell (power plus AA)	250 No.

ANNEXURES

Annex – A

(Firm/Company Information)

Firm/Company Information

S #	Required Information	Response
1	Legal Name of the Firm, Company and or Shop	
2	Year of Registration / Establishment of the Organization/Firm/Company and shop etc	
3	National Tax Number	
4	General / Sales Tax Number	
5	Name and designation of 'Head of Firm/Company or Shop	
Mobile:		
Phone/s:		
Email:		
Fax:		

(Technical Evaluation Criteria)

Sr. No.	Description	Total Points	Category Points	Marks Obt.	Remarks
1	Relevant experience	30			Copies of Contract /Purchase Order /Work Order are required
	Experience of supply of office stationery if more than 5 years.		30		
	Experience of supply of office stationery if more than 3 years but less than 5 years		25		
	Experience of supply of office stationery if less than 3 years but greater than 1 years		15		
2	Financial Strength	35			Copies Purchase Order /Work Order and income tax return are required
	The office stationery supplied is more than Rs 5 million in last 3 year		35		
	The office stationery supplied is more than Rs 3 million in last 3 year		25		
	The office stationery supplied is more than Rs 1 million in last 3 years year		5		
3	Availability of Outlet, Shop or Office	30			Documented Proof of Registration
	Shop, Outlet or office registered in the name of Firm/ proprietor for the last five years		30		
	Shop, Outlet or office registered in the name of Firm/ proprietor for the last three years		20		
	Shop, Outlet or office registered in the name of Firm/ proprietor for the last one years		10		
4	Past Performance from Clients	5			Documented Proof
	Satisfactory Certificates from different Clients (1 points for each Recommendation letter)		5		
Total Points		100			

Minimum qualifying score for technical qualification is 70. Please mark/flag the supporting documents shared for technical qualification scoring.

The firm will be selected on the basis of the lowest quoted price of the technically qualified bidders.

(Eligibility Response Check List)

Eligibility Check List				
Sr.No	Eligibility Criteria Details	Evidence/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	Evidence of bidding firms/company's Registration / Incorporation	Evidence of certificate of incorporation is required	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide National Tax Number (NTN) and General / Provincial Sales Tax , (if applicable) in the name of Firm/Company and provide a copy of registration	Registration Copy required	<input type="checkbox"/>	<input type="checkbox"/>
3	Active Tax payer copy of last 3 years tax return are required.	(2022-24 tax returns copy required)	<input type="checkbox"/>	<input type="checkbox"/>
4	Pay Order/ Bank Draft of 2% Bid Security attached with the Financial Proposal in separate sealed envelope.		<input type="checkbox"/>	<input type="checkbox"/>
5	Pay Order/ Bank Draft of Rs. 3000/- Tender Fee (Non Refundable) attached with the Technical Proposal in separate sealed envelope.		<input type="checkbox"/>	<input type="checkbox"/>
6	Affidavit on stamp paper of Rs. 50/-, declaring that firm/company is not blacklisted by any Government agency/authority and and that we have read and unconditionally accepted all terms and conditions (Original required)	We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted and that we have read and unconditionally accepted all terms and conditions		

(SIGNATURE & SEAL OF BIDDER)