

# INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD

## E-TENDER DOCUMENT FOR PROCUREMENT OF GOLD MEDALS FOR 13TH CONVOCATION (2026)

### E-TENDER NOTICE- CORRIGENDUM

The International Islamic University, Islamabad invites sealed E-bids through **EPADS** from Original Manufacturers/Authorized Distributors/Registered Suppliers for the supply of **400 Gold Medals** for Undergraduate and Graduate students, as per the specifications given below.

**Tender No:** IIUI/P&S/GM/2026

**Item:** Gold Medals (400 Nos.)

**Tender Fee:** Rs. 3,000/- (Non-refundable) via Call Deposit/Bank Draft in favour of *International Islamic University, Islamabad.*

**Bid Security:** Rs.32000/- (Thirty Two Thousand only ) shall be made via Call Deposit Receipt (CDR) or Bank Draft.

**Bid Submission Deadline:** Tuesday 17-03-2026 at 10:30 AM

**Bid Opening:** Tuesday 17-03-2026 at 11:00 AM at the Office of Deputy Director (P&S), Admin Block, IIUI, H-10, Islamabad.

### **PART 1: MANDATORY ELIGIBILITY CRITERIA (PASS/FAIL)**

Bidders must submit proof of the following:

1. **Legal Status:** Valid NTN, GST Registration, and Active Taxpayer List (ATL) of FBR.
2. **Relevant Experience:** Minimum 3–5 years in manufacturing high-quality medals, trophies, or institutional insignia.
3. **Authorization:** Original Manufacturers or Authorized Distributors with valid authorization letter.
4. **Sample Submission:** Physical sample must be submitted with the bid, without providing sample bid will be not considered for further evaluation by the committee.
5. **Non-Blacklisting:** Affidavit on legal stamp paper confirming no blacklisting by any government/educational institution.

### **PART 2: TECHNICAL SPECIFICATIONS**

No.	Feature	Specification
1	<b>Quantity</b>	400 Medals (300 for Undergraduate, 100 for Graduate)
2	<b>Material</b>	Brass medal, gold plated
3	<b>Diameter</b>	50 mm ± 1 mm (round shape)
4	<b>Thickness</b>	3 mm ± 0.5 mm
5	<b>Type and weight per Medal</b>	Type Gold with 25–30 grams weight
6	<b>Front Design</b>	Embossed IIUI Logo with "International Islamic University Islamabad" in circular inscription
7	<b>Reverse Design</b>	Engraved: "For Excellence in Academics" and year "2026"
8	<b>Ribbon &amp; Ribbon Attachment</b>	Three colors (as per university identity) with metal clutch
9	<b>Packaging</b>	Individual box, velvet-lined, green color
10	<b>Finish</b>	High-polish gold plating, anti-tarnish coating

### **Additional Details:**

**Gold Plating:** Minimum 18K gold finish Gold Plated (Minimum 18K Gold Finish) on Brass/Copper Alloy Base

- **Customization:** Back side to include awardee's name, session, and degree program
- **Quality Assurance:** Scratch-resistant, tarnish-free finish with certification of material authenticity

### **Special Requirements:**

- Samples must match approved design from Directorate of Academics & Examination or can be checked at the Office of Assistant Director (Purchase & Store ) Room No 208,

- Second Floor , Admin Block, H-10, International Islamic University Islamabad.
- Delivery must include certification of gold content/material authenticity.
- **At the time of issuance of the Purchase Order (PO), the final list duly signed by the concerned officer to be submitted the winner Bidder which include Gold Medal Awardee details to be printed on Gold Medals like Names, Session, Degree Program and University Logo etc.**

### **PART 3: TECHNICAL EVALUATION CRITERIA (100 MARKS)**

<b>Criteria</b>	<b>Marks</b>
<b>1. Sample Quality &amp; Design Fidelity</b>	<b>50</b>
• Material & Finish (30 Marks)	
• Engraving/Embossing Detail (10 Marks)	
• Ribbon & Clutch Quality (10 Marks)	
<b>2. Manufacturing Experience</b>	<b>20</b>
• Similar Projects for Universities (Documented Proof)(10 Marks)	
• Production Capacity & Lead Time (10 Marks)	
<b>3. Quality Assurance</b>	<b>25</b>
• Tarnish/Scratch Resistance (10 Marks)	
• Packaging & Presentation (15 Marks)	
<b>4. Financial Stability</b>	<b>5</b>
• Bank Statement & Turnover (5 Marks)	
<b>Total</b>	<b>100</b>

**Minimum Passing Score: 70% For Next Step of Financial Evaluation Process**

## **PART 4: FINANCIAL EVALUATION CRITERIA (LOWEST QUOTED AMONG TECHNICAL QUALIFIED BIDDER)**

## **PART 5: DELIVERY & PAYMENT**

- **Delivery Period:** 30 days from date of Purchase Order.
- **Delivery Location:** IIUI, H-10 Campus, Islamabad.
- **Inspection Committee:** Purchase Committee with co-opted members from Academics & Examination.
- **Payment Terms:** 100% after satisfactory delivery and inspection.
- **Performance Security:** 10% of contract value as Bank Guarantee, valid until 30 days after acceptance.

## **PART 6: MANDATORY DOCUMENTS**

1. Company profile with ownership details
2. NTN, GST Registration, ATL Certificate
3. Authorization from manufacturer (if applicable)
4. Sample medal (as per specs)
5. Past performance certificates (min. 3 similar contracts)
6. Audited financial statements (last 2 years)
7. Affidavit of non-blacklisting

## **PART 7: SPECIAL CONDITIONS**

- Bidding under **Single Stage Two Envelope** procedure.
- Technical and Financial bids to be submitted separately via EPADS.
- IIUI reserves the right to accept or reject any bid without reason.
- Warranty: 12 months against manufacturing defects.

## **8: CONTACT FOR CLARIFICATION**

**NOMAN MASHAL**  
**Assistant Director-III (P&S)**  
Room #108, Admin Block, IIUI, H-10, Islamabad  
Tel: 051-9019260

**PART 7: ANNEXURE – PRICE SCHEDULE**

<b>Description</b>	<b>Quantity</b>	<b>Unit Price (PKR)</b>	<b>Total (PKR)</b>	<b>GST</b>	<b>Total with GST</b>
<b>Gold Medal (UG)</b>	300				
<b>Gold Medal (Graduate)</b>	100				
<b>Total</b>	<b>400</b>				

I hereby solemnly affirm and undertake to deliver the entire lot of degree folders 100% in conformity with the sample approved by the International Islamic University Assessment Committee, as submitted by me. I further endorse and commit to abiding by every clause of the tender documents in both letter and spirit.

Name of Party/ Vendor: \_\_\_\_\_

Mailing Address with Contact Number: \_\_\_\_\_

\_\_\_\_\_

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

**AFFIVATE BY VENDOR**

