

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD

E-TENDER DOCUMENT FOR PROCUREMENT OF DEGREE FOLDERS

E-TENDER NOTICE

The International Islamic University, Islamabad, invites sealed E-bids through EPADS from Original Manufacturers/Authorized Distributors/Registered Suppliers for the supply of "**Degree Folders**" **On Single Stage Two Envelop Basis**, as per specifications given below.

1. TENDER DETAILS

- **Item:** Degree Folders Quantity (5000, Five Thousand degree folders).
- **Tender Fee:** Rs. 5,000/- (Non-refundable) in shape of Call Deposit/Bank Draft in favor of International Islamic University, Islamabad.
- **Bid Security:** Rs. 48000/- (FOURTY EIGHT THOUSAND ONLY) in the form of Call Deposit Receipt (CDR) or Bank Draft.
- **Bid Submission Deadline:** Monday 16-03-2026 at 10:30 AM
- **Bid Opening:** Monday 16-03-2026 at 11:00 AM at Office of Deputy Director (Purchase & Store), Admin Block, INTERNATIONAL ISLAMIC UNIVERISTY, H-10, Islamabad.

TECHNICAL EVALUATION PROCEDURE

1. First stage the technical evaluation shall be carried out by the committee where into Mandatory Requirements in **TECHNICAL EVALUATION SCORING** with minimum 70 marks as passing marks and will considered responsive bidder for next financial evaluation second stage.

FINANCIAL EVALUATION PROCEDURE:

2. Among the responsive technical qualified bidder, the lowest quoted rate bidder will be the winner.

Part 1: Mandatory Eligibility (Pass/Fail)

Bidders must meet these criteria to move to the technical scoring stage:

1. **Legal Status:** Firms must be registered with Income Tax and Sales Tax Departments and Valid Registration with Tax Authorities (NTN/GST) and Active Taxpayers List (ATL) of FBR.
2. **Relevant Experience:** At least 3–5 years of experience in high-quality printing or leatherette/stationery manufacturing.
3. Original Manufacturers/Authorized Distributors (with valid authorization) are eligible.
4. **Sample Submission:** Physical sample provided must match the university's logo color and dimensions exactly as specified in specification in tender documents.
5. **Non-Blacklisting:** An affidavit on legal stamp paper confirming the firm has never been blacklisted by any government/academic institution.

Part 2: Technical Evaluation Criteria (100 Marks)

A minimum passing threshold of 70 Marks as a qualifying bidder for next stage of financial bids.

Criteria	Marks
1. Manufacturing Quality & Specifications	50
<ul style="list-style-type: none">• Material Quality (20 Marks): Evaluation of the outer cover (e.g., Rexine, Artificial Leather/PU, or Hardboard) and the inner lining (Satin, Velvet, or Moire fabric).	
<ul style="list-style-type: none">• Branding & Printing (15 Marks): Precision of the Gold/Silver leaf embossing of the University logo. Edges should be crisp with no “bleeding” of the foil.	
<ul style="list-style-type: none">• Structural Integrity (15 Marks): Quality of the stitching or thermal binding, round corner with no steel protectors , and the thickness of the internal padding/board (usually 2mm–4mm).	
2. Proven Track Record	30
<ul style="list-style-type: none">• Institutional Clients (15 Marks): Number of similar projects completed for other universities or reputable educational boards. Documents attachments (Purchase order etc)	
<ul style="list-style-type: none">• Volume Capacity (15 Marks): Documented proof that the firm can produce and deliver the required quantity (e.g., 5,000+ units) within a tight 30-days window.	
3. Financial Strength	20
<ul style="list-style-type: none">• Annual Turnover (10 Marks): Average annual turnover of the last 3 years to ensure the firm can manage the cost of raw materials.	
<ul style="list-style-type: none">• Bank Statement (10 Marks): Sound credit history and liquidity.	
Total	100

3. TECHNICAL SPECIFICATION CHECKLIST

Feature	Preferred Specification
Dimensions of Folder	<p>"27 × 35 cm in size"</p> <p>This is a specific metric size:</p> <p>27 cm = ~10.63 inches (width) 35 cm = ~13.78 inches (height)</p> <p>Made of hardboard with a rexine covering</p>
Outer Material	Premium Leatherette / PU / Rexine (Waterproof) and No corner guards required; corners should be round-shaped.
Inner Lining and ribbon sizes	University Green (Pantone 342C) Satin with corner ribbons for holding degree and transcript covering Size of inner pocket for degree and provisional certificate: 33 × 25 cm (this is inner ribbons sizes each inner corners)
Padding	3mm Sponge padding for a "soft touch" feel
Logo	Deep-die Gold Embossing / Hot Foil Stamping
	Window/Cut-out: Die-cut window for name display, covered with transparent PVC
	Inner Pocket: High-quality matte finish paper pocket
	Gold Foil Embossing: IIUI Logo and text "INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD (IIUI)"
Color	University Green (Pantone 342C)
Cover Material	Artificial Leather (PU Leather), thickness 0.8–1.0 mm
Window cut-out size	(for graduate's name): 4 × 13 cm
Text to be embossment place	Text to be embossed on the top of the cut-out window: Degree Conferred to

Special Note: Sample Degree Folder is also available for checking at the office of the Assistant Director-III (P&S), Room #108, Admin Block, IIUI, H-10, Islamabad. Tel: 051-9019258

3.2 Printing Specifications:

- Gold foil stamping on front cover
- Three lines of text in Times New Roman font
- University logo in center with gold embossing
- Quality of embossing to be clear, smudge-proof, and durable

3.3 Sample Requirement:

- Sample must be submitted with bid.
- Sample to be received on or before bid submission deadline.
- Sample will be evaluated against all prescribed characteristics.
- No payment shall be made on account of sample/carriage.

4. DELIVERY SCHEDULE

- Delivery Period: 20-30 days from date of Purchase Order.
- Place of Delivery: Mr. Jawad Shakir Deputy Director , Degree Section, International Islamic University, H-10 Campus, Islamabad

Inspection Officer & Committee:

Inspection shall be carried out by Purchase Committee with two co-opted members **Mr. Jawad Shakir** (Deputy Director/In charge Degree Section) and **Abdul Malik** (Superintendent Examination Section), IIUI

5. PAYMENT TERMS

- Payment will be done after satisfactory delivery and inspection
- Payment will be made against submission of proper invoice and delivery challan
- Withholding Tax as per applicable rates will be deducted at source

6. PERFORMANCE SECURITY

- 10% of contract value as Performance Security in form of Bank Guarantee/CDR
- Valid until 30 days after final acceptance

7. FINANCIAL EVALUATION

- **Most Advantageous bidder** among technically qualified or responsive bidder in technical evaluation and also lowest quoted rates in Financial Evaluated bidders will be considered for award of contract of degree folder printing.

8. MANDATORY DOCUMENTS TO BE SUBMITTED

1. Company profile with ownership details
2. Copies of NTN, GST Registration
3. Authorization certificate from manufacturer (if not manufacturer)
4. Sample of Degree Folder
5. Past performance certificates (minimum 3 similar contracts)
6. Audited financial statements for last 2 years
7. Bank certificate of financial soundness

9. SPECIAL CONDITIONS

- Bidding shall be conducted as Single Stage Two Envelope Procedure.
- Technical and Financial proposals to be submitted separately in EPADS.

- The University reserves the right to accept or reject any or all bids without assigning any reason.

10. CONTACT INFORMATION

For clarification: Assistant Director-III (P&S), Room #108, Admin Block, IIUI, H-10, Islamabad

Tel: 051-9019258 ; **for sample query WhatsApp at 03339628766**

11. ANNEXURE A: PRICE SCHEDULE

Description	Quantity	Unit Price (PKR)	Total Amount (PKR)	GST	Total with GST
Degree Folder	5.000 Nos				
Total					

12. SUBMISSION PROCEDURE

- Technical and Financial proposals to be submitted through EPADS (Electronic Procurement and Disposal System)
- Samples and Tender fee and bid security to be submitted at Room #108, Admin Block, IIUI
- Bids received after deadline will not be considered

13. BID VALIDITY

- 90 days from date of bid opening

14. LIQUIDATED DAMAGES

- 0.1% per day of delay in delivery, maximum up to 10% of contract value

15. WARRANTY

- 12 months' warranty against manufacturing defects

16. INTEGRITY PACT

Successful bidder shall sign Integrity Pact as per PPRA format.

: CONTACT FOR CLARIFICATION

NOMAN MASHAL

Assistant Director-III (P&S)

Room #108, Admin Block, IIUI, H-10, Islamabad

Tel: 051-9019260

ANNEXTURE-A

Description	Quantity	Unit Price (PKR)	Total Amount (PKR)	GST	Total with GST
Degree Folder	5,000 Nos				
Total					

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: _____

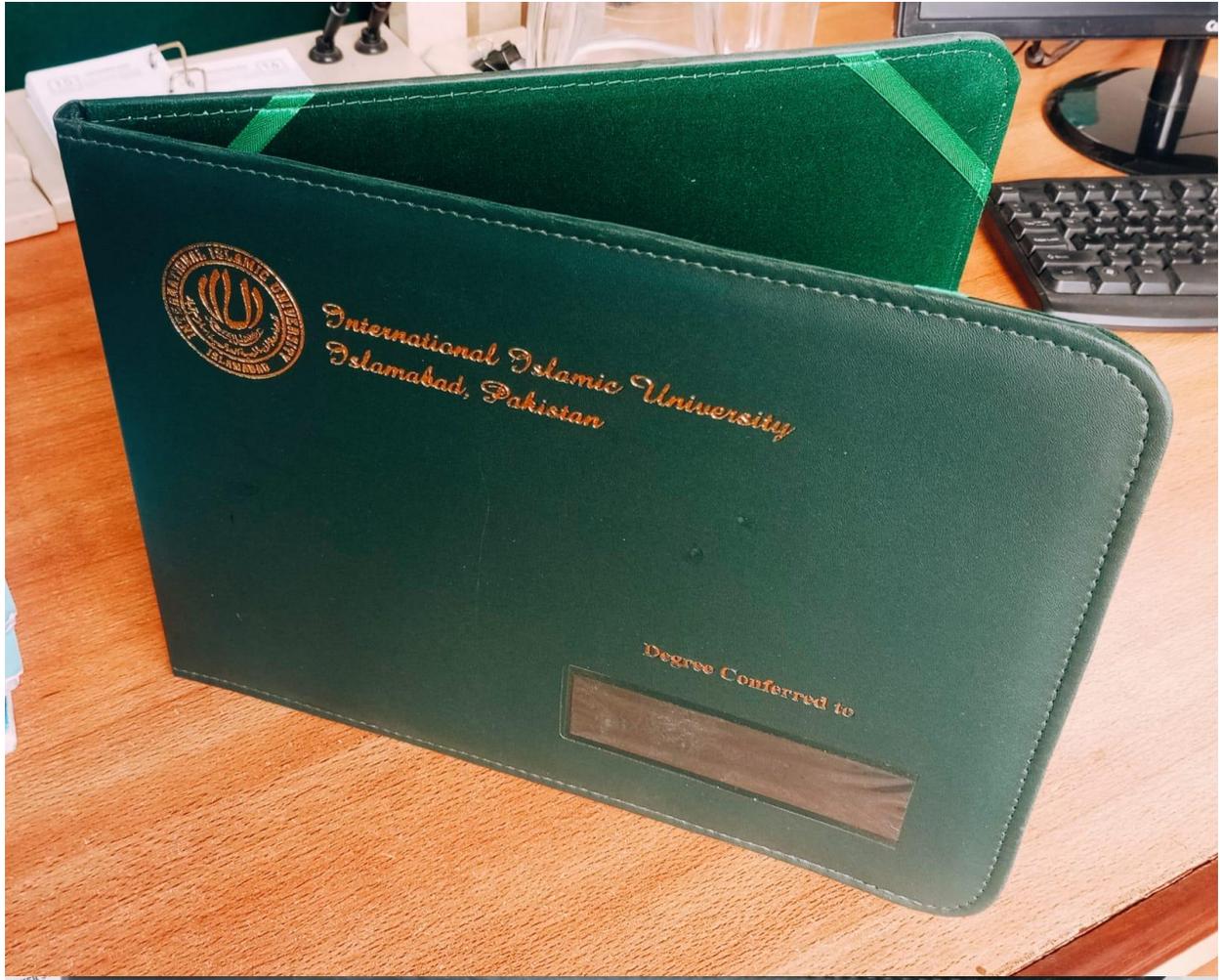
Signature: _____

AFFIVATE BY VENDOR

Inner Sample of Ribbons stitching size:

Size of inner pocket for degree and provisional certificate: 33 × 25 cm (this is inner ribbons sizes each inner corners)





Mumtaz Khan	191-FSC/BS/PS/18	173,000
Aftab Ali	3179-FBA3/BSSE/17	95,000
Naseer Ahmed	21-FSL/LL/BS/18	102,000
Bashir Ahmed	1002-FSS/PS/18	180,000
Muhammad Ahmad	1027-DS/BS/18	90,500
Akbar	1482-SS/BS/CD/F/19	156,500
	1482-SS/BS/CD/F/19	100,000

Mr. Muhammad		
Mr. Nazir Shah		
Mr. Saqib Rashid	2273	HR
Mr. Tanveer Shah	2795/2796	
Ashraf/Latif/Naveed		
Azeem/Saeed		

0333-501-1111

