

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD



TENDER NOTICE (T-Shirts & Trophies)

International Islamic University, Islamabad (IIUI) invites electronic bids (E-bids) through the Electronic Procurement and Advertisement System (EPADS) from eligible suppliers/contractors registered with the Federal Board of Revenue (FBR) on the Active Taxpayer List (ATL) for the **Supply of T-Shirts & Trophies for IIUI**.

02. Bidding documents containing detail terms and conditions, method of procurement 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.5000/-may be attached in favour of IIU General Services and Misc Income A/c #5963-5002471381 (Bank Alfalah).

03. 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 to the office of the undersigned by **October 12, 2026 (Monday) at 10:30 AM**. Financial bids will be opened on the same day at **11:00 AM** in presence of representatives of the bidders via EPADs only.

04. It is clarified that only those bids submitted on EPADS will be entertained for consideration/evaluation.

05. 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 E-Bid/Proposal for any reason.

MR. NOMAN MASHAL

Assistant Director-III Purchase & Store Section

Ph: 051-9019100 (Ext: 2293/2260)

Admin Block, 1st Floor, Room # 108, IIUI, Islamabad

SPECIFICATION OF T-SHIRTS & TROPHIES

Sr. #	Name of Item	Qty.	Unite Rate with GST	Total Amount with GST
1	T-Shirts (12 different colors with Front Side University Monogram and back side name of the University)	1000 Nos.		
2	Large Trophies (Steel body Trophy with wooden base)	12 Nos.		
3	Medium Trophies (Steel body Trophy with wooden base)	12 Nos.		

SUPPLY OF T-SHIRTS & TROPHIES FOR SPORT GALA, IIU

TERMS & CONDITIONS & SPECIFICATIONS FOR BIDDERS FOR SUPPLY OF
SUPPLY OF T-SHIRTS & TROPHIES FOR SPORT GALA, IIU

Sr.#	Category	Description / Terms & Conditions
1	Project Title	Supply of T-shirts and Trophies for Sport Gala
2	Employer/ Purchaser	International Islamic University, Islamabad (IIUI)
3	Scope of Tender	Supply of T-shirts and Trophies as per specifications.
4	Procurement Method	Single Stage – Single Envelope Procedure (as per PPRA rules). Financial Proposal to be submitted via EPAD along with bid security. Note: A later clause (Bid Opening Procedure) mentions "Single Stage-two Envelop (36(a) PPRA Rule, 2004)". This discrepancy should be clarified by the tender issuing authority.
5	Tender Validity Period	04 calendar months after the date of tender opening.
6	Completion Period	45 days from the commencement date.
7	Maintenance Period	Six calendar months after the date of completion. Employer may notify of any defects during this period.
8	Commencement Date	Date of start will be after issuance of Supply Order/Acceptance Letter/Work Order.
9	Last Date & Time for Submission	Date: October 12, 2026 (Monday). Time: 10:30 AM PST.
10	Tender Opening Date & Time	Date: October 12, 2026. Time: 11:00 AM PST. Venue: Office of Addl. Director Purchase & Store, Admin Block, New Campus, Sector H-10, Islamabad. E-Bid Opening Venue: Board Room/Council Hall, IIUI, Sector H-10, Islamabad.
11	Mode of Submission	Only via EPADs. Offers by mail/courier/by hand will not be entertained.
12	Tender Fee	Rs.5,000/- (Non-Refundable).
13	Bid Security (Earnest Money)	Amount: 2% of total IIUI estimated cost. Instrument: Bank Draft / Pay Order / Call Deposit Receipt in favor of "IIU General Services and Misc Income A/c #5963-5002471381 (Bank Alfalah)". Must be valid for at least 06 months. Submission: Soft copy with financial proposal on EPAD; original to be submitted in P&S Section before tender opening.
14	Forfeiture of Bid Security	Bid security may be forfeited if: tenderer withdraws tender during validity period; successful tenderer fails to provide services after award; tenderer does not accept correctness of tender price; items not supplied within due date; selected bidder refuses to supply on quoted amount (if inclusive tax clause applied).
15	Quoted Rates & Taxes	Quoted rates are firm and final for the validity period. Price must be inclusive of all Government Taxes. Income Tax will be deducted at source as per law. If tax inclusion is not specified, the quoted amount will be considered inclusive of all taxes.

16	Payment Terms	No advance payment. Payment will be made after complete delivery as per Supply Order and inspection by the Inspection Committee, upon submission of invoices.
17	Mandatory Registration	Bidder must be registered on EPADs, be GST registered, have NTN, and be on FBR's Active Taxpayer's List (ATL). An ATL certificate must be attached.
18	Financial & Experience Proof	Must provide details of bank statement/turnover for the last three years. Must have sufficient experience, good reputation, and a facility (outlet/shop/office) with a landline/cellular number.
19	Certification	E-Bidders must certify on Rs.50/- stamp paper that they have not been blacklisted by any government organization and that they unconditionally accept all terms and conditions.
20	Liquidated Damages (LD)	For late completion: Rs.2,000/- per day or part thereof. Maximum LD limit: 5% of the tender value. After that, work to be completed at the contractor's risk & cost.
21	Store & Subletting	No store, tools, or plant will be issued by the Employer. The work shall not be sublet.
22	Quantity Variation	Quantity of items may increase or decrease as per original requirement. Payment will be made on actual supplies delivered.
23	Quality & Specification	Items not meeting required specifications/standards will be rejected and must be replaced by the supplier at their own cost. Items found above the required specification will be accepted at the bid price. If items are substandard, IIUI reserves the right to cancel the Purchase Order with one week's notice, forfeit the performance guarantee, and initiate blacklisting.
24	Right to Accept/Reject	IIUI reserves the right to accept or reject any or all bids as per PPRA Rules, 2004.
25	False Information	Submission of any false statement/documents or concealment of information will disqualify the bidder.
26	Dispute Resolution	Any dispute during execution will be resolved by the Grievance Redressal Committee (GRC) of IIUI, whose decision will be final and binding.
27	General Liability	The supplier will bear responsibility for any loss or damage if any terms of the agreement are violated.

**ACKNOWLEDGMENT OF TENDER TERM AND CONDITIONS BY BIDDER BEFORE
SUBMISSION OF TENDER**

To,
Incharge, Purchase & Store,
International Islamic University, Islamabad, IIUI
H-10, Islamabad

**Subject: Acknowledgement of Tender Terms and Conditions – [Tender
Reference**

Dear Sir,

We, _____(Company Name), hereby acknowledge that we
have:

1. Carefully read and understood all the terms, conditions, specifications, and instructions mentioned in the tender document for **supply of T-Shirts & Trophies for Sport Gala, IIUI, H-10.**
2. Agreed to comply with all requirements, including eligibility criteria, submission deadlines, and quoted rates of contractual obligations.
3. Verified that all information provided in our bid is accurate and complete.
4. Accepted that any non-compliance may lead to disqualification or rejection of our bid.
We confirm our participation in the tender process and submit our bid accordingly.

Authorized Signatory:

Name: _____ Company Name: _____

Address of the firm _____ Designation: _____

Signature & Stamp _____ Seal (if applicable): _____