

TENDER NOTICE

Sealed Bids are invited from well reputed firms/suppliers for supply of **Stationary items** for International Islamic University, Islamabad.

2- Tender documents can be downloaded from www.ppra.org.pk and www.iiu.edu.pk. Tender fee of Rs.1000/- (Non-refundable) will be deposited alongwith bid/tender in shape of Call Deposit/Bank Draft in favour of IIUI.

3- Tenders valid for a period of 03 months on F.O.R. basis along with earnest money @ 2% of total value of tender (refundable) in the shape of Call Deposit/Bank Draft in the name of International Islamic University, Islamabad, must reach the undersigned on or before **13-10-2014 at 10:30 a.m.** which will be opened on the same date at **11:30 a.m.** in presence of the bidders/their representatives who may like to attend the opening ceremony. The GST Registration No. issued by the Sales Tax Department must be mentioned in the bid, otherwise, tender shall not be considered. Price quoted must clearly show whether it is inclusive or exclusive of General Sales Tax. Tenders without required earnest money or for lesser amount will be rejected as non responsive. For any query contact **N.9019293**

4- The University reserves the right to accept or reject any/all bid(s) in terms of Section-33 of Public Procurement Rules, 2004

Asif Munir Babar, Addl. Director (P&S)

Contact No.9019261

MUHAMMAD NASIR
Assistant Director, P&S
Phone: 9019261



الجامعة الإسلامية العالمية
INTERNATIONAL ISLAMIC UNIVERSITY
ISLAMABAD – PAKISTAN

P.O. Box 1243, Islamabad – Pakistan: Ph: +92-51-9019255-, Fax +92-51-9258073

Price of Tender Document

Rs. 1000/-

No. 4/1/2014 -P&S-

Dated _____

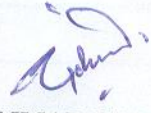
M/s _____

SUBJECT: TENDER DOCUMENTS FOR SUPPLY OF STATIONARY ITEMS

Dear M/s,

You are invited to submit tender for supply of **STATIONARY ITEMS** accordance with specifications as per **Annexed**

2. Sealed tenders valid for a period of 3 months alongwith Earnest Money @ 2% of the total value of tender in shape of Call Deposit/Security Receipt in the name of "International Islamic University, Islamabad" **must reach the undersigned on or before 13-10-2014 upto 10:30 hours.** The tenders will be opened on the same day at 11:30 a.m. in the presence of the bidders/their representatives who may like to attend the opening.
3. Tenders received after the due date and time will not be entertained.
4. Amendments/alteration/ cutting and overwriting etc. in the tender must be signed in fully by the person who has signed the tender. Changes or revisions in rates after the opening of tender will not be allowed.
5. Tenders must be in a sealed envelope, it must be written in bold letter "**STATIONARY ITEMS**" to be opened on **13-10-2014** & should be sent in the name of Addl. Director (P&S), International Islamic University, Islamabad
6. The General Sales Tax Registration No. issued by the Sales Tax Department must be quoted in the bid, otherwise, tender shall not be considered.
7. Bid (s) without required earnest money or for lesser amount will be rejected as non responsive.
8. The successful bidder shall have to supply the required items on F.O.R. basis strictly within the stipulated period mentioned in the Supply Order otherwise Earnest Money will be forfeited.
9. The University reserves the rights to accept or reject any/all tenders without assigning any reason thereof.


(MUHAMMAD NASIR)
Assistant Director-III (P &S)
Phone # 9019293

ANNEXED

Sr #	Name of Item	Qty.	Unit Rate with GST	Total Amount with GST
1	Envelopes (9x4) "Khaki"	20,000 Nos.		
2	Envelopes (10x12) "Khaki"	10,000 Nos.		
3	Envelopes (File Size) "Khaki"	10,000 Nos.		
4	White Board Duster (Fine Quality)	100 Nos.		
5	Tag Cotton (Fine Quality)	200 bundle (small)		
6	Pen Holder (Fine Quality)	100 Nos.		
7	High Lighter (Dollar)	200 Nos.		
8	Duster Cloth (Fine Quality)	2000 Nos.		
9	Pen Fluid (Rabbit)	200 Nos.		
10	Stamp Pad (Blue Crystal)	100 Nos.		
11	Slip Pad "Sana D-50"	100 Nos.		
12	File Tray "Plastic"	60 Nos.		
13	Waster Paper Basket	100 Nos.		
14	Cell small (Sony)	200 Nos.		
15	Stapler (Maped)	200 Nos.		
16	Glue Stick (UHU) Medium Size	200 Nos.		
17	File Box Alfalah 992	100 Nos.		
18	Diary Register Printed (Tayyaba No.8)	60 Nos.		
19	Dispatch Register Printed (Tayyaba No.8)	60 Nos.		
20	Attendance Register Printed (Tayyaba No.1)	200 Nos.		
21	Peon Book (96 leaves)	100 Nos.		
22	Short Hand Note Book (80 leave)	100 Nos.		
23	Masking Tap (Paper Tap) Abro 1"	200 Nos.		
24	Scotch Tap (Dear 1")	200 Nos.		
25	Tissue Paper "Rose Petal" Luxury Size	500 Nos.		
26	Toilet Roll "2ply" Rose Petal	300 Nos.		
27	Soap (Lux) 115 gram	100 Nos.		

28	Air Freshener "Cobra 300ml"	60 Nos.		
29	Foot Scale "China" Steel	150 Nos.		
30	Paper Clip "Three flower, 36mm"	300 Nos.		
31	Lock Large (Tri circle 50mm)	60 Nos.		
32	Lock Medium (Tri circle 38mm)	100 Nos.		
33	Lock small (Tri circle 25mm)	60 Nos.		
34	Punch Single (steel) "Fine Quality"	200 Nos.		
35	Rubber Band (Q brand # 152)	100 Nos.		
36	Glass Toyo Nasic "Falcon 280ml (TT-023)	600 Nos.		

Note: Samples of the items at Sr. No.1,2,3,4,5,6,8,9,13,14,16,30&35 must be provided with the quotation.