

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.500/- (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 **08-05-2015 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



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. 500/-

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 08-05-2015 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 **08-05-2015** & 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

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
FACULTY OF ENGINEERING & TECHNOLOGY

LIST OF STATIONERY

No	S. Particulars	Quantity
1	Answer Sheets (Dusta Packet)	25 Bndl
2	Attendance Register No. 2	20
3	Ball Pen (Blue + Red + Black)	20+20+10 Pkts
4	Board Marker (Black + Blue + Red)	90+60+24 Pkts
5	Box File	20
6	Calculator (Casio) 14 Digit	06
7	Cut Box	20
8	Double Punch	36
9	Draft Pad Small & Large	20+20
10	Duster Board	36
11	Dusting Cloth	200
12	Envelop 4x7	1000
13	Envelop A/4	1000
14	Envelop Legal	1000
15	File Box	40
16	Gum Stick (Large)	24
17	High Litter (Yellow/Pink)	18+18
18	Holder Pen	18
19	Ink (Black, Blue, Red)	10+10+10
20	Jug Plastic	12
21	Led Pencil	20 pkts
22	Paper clip	24 Pkts
23	Paper Cutter	18
24	Paper Pin	24 pkts
25	Paper Rim A/4	140
26	Peon Book	10
27	Posted slip	24
28	Posted slip Yellow	24
29	Paper Tape Inch	18
30	Marten Spry	18
31	Ring Files (for program office)	250
32	Rubber/Eraser	48
33	Ruler Steel	18
34	Scissors	24
35	Single Punch	18
36	Stamp Pad	24
37	Stamp Pad Ink	12
38	Stapler	48
39	Stapler Pin	60 Pkts
40	Stapler remover	24
41	Stock Register No. 4 for Labs	10
42	Tag.	24 (pkts)
43	Tape Dispenser	6
44	Tape transparent	24
45	White Fluid	24

M. H. Khan
25/2/15