

## 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](http://www.ppra.org.pk) and [www.iiu.edu.pk](http://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 **05-10-2015 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. 4/1/2015 -P&S-

Dated \_\_\_\_\_

M/s \_\_\_\_\_

SUBJECT: **TENDER DOCUMENTS FOR 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 05-10-2015 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 **05-10-2015** & 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

S. No	Description of items	Qty.	Unit Rate with GST	Total Amount with GST
1	Envelope khaki (9"x 4") imported. craft paper to be used.	20000 Nos.		
2	Envelope Khaki (10"x 12") imported craft paper to be used.	10000 Nos.		
3	Envelope Khaki File Size imported craft paper to be used.	10000 Nos.		
4	File board with rexine flapper (fine quality)	3000 Nos.		
5	Permanat marker-90 Dollar, black-100 & Blue-100	200 Nos.		
6	Double Punch (small)	12 Nos.		
7	Led pencil Goldfish-5000	1200 Nos.		
8	Soft Rubber Pelikan AL-30	100 Nos.		
9	White Fluid (Rabbit)	200 Nos.		
10	Paper clips (Three Flowers) 36 mm.100 pcs. per pkt.	200 Pkt.		
11	Stapler pin (dollar)	400 Pkt.		
12	Sharpener (kum)	100 Nos.		
13	Scotch tape 1"olampia	200 Nos.		
14	Masking tape 1" Olympia	200 Nos.		
15	Registre 6Q (Lucky Brand) 12 Nos.	120 Nos.		
16	Highlighter dollar, Yellow- 60, Pink-20 green- 10 blue-10	100 Nos.		
17	Short Hand book (80 leaves) fine quality	100 Nos.		
18	Peon book (96- leaves) Tayyaba	100 Nos.		
19	Tag (Superior quality)	300 Bundles		
20	Gum Stick (UHU) 22gm	200 Nos.		
21	Box File Alfalah -992	100 Nos.		
22	Ball point (Picasso/ carper) blue-30 Pkt. black-10 Pkt. red-50 green-05 Pkt.	45 Pkt.		
23	Ball point piano blue-150 Pkt. black-100 Pkt. red-40 Pkt. green-10 pkt.	300 Pkt..		
24	Paper cutter (deli 2001)	100 Nos.		
25	Pointer Dollar Blue=20 Pkt., Black=15 Pkt. Green=08 Pkt. and red-08 Pkt.	51 Pkt.		
26	Stamp Pad ink (Dollar)	50 Nos.		
27	White board marker (Dollar) blue-25 Pkt. black-25 Pkt.	50 Pkt.		
28	Computer Paper (Legal size) hp brand imported 70-gram or equivalent	600 reams		

**Note:** Samples of the items at the Serial No.1 to 4, 17, and 18 must be provided along with quotation.