

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 **18-01-2016 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 firm should be registered with the Sale Tax and Income Tax Department and must be on active tax payer/ATL**, 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 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 18-01-2016 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 **18-01-2016** & 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

Sr. #	Name of Item	Qty.	Unit Rate with GST	Total Amount with GST
1	File Boards (Fine Quality)	1500 Nos.		
2	Glue Sticks	200 Nos.		
3	Ink Refill , Blue, Black (Dollar)	200 Nos.		
4	Mouse Pads	20 Nos.		
5	Note Pads (small size)	200 Nos.		
6	Paper Cutter	200 Nos.		
7	Permanent Marker (Dollar)	20 Pkt.		
8	Peon Books (Tayyaba Accounts)	50 Nos.		
9	Punch Single	50 Nos.		
10	Attendance Register	150 Nos.		
11	Stapler Pins (Dollar)	300 Box		
12	Tissue Boxes (Rose petal)	150 Nos.		
13	Envelope (File size) khaki centuty paper 80 gram	3000 Nos.		
14	Envelope (Medium size) khaki centuty paper 80 gram	2000 Nos.		
15	Paper Tape (Abro 1")	200 Nos.		
16	Stapler Machine (Standard size) Maped 24/6 3921	20 Nos.		
17	File Tags (Fine quality)	200 Bundle		
18	Scotch Tape (Dear 1")	180 Nos.		
19	File Separator (Universal A-4)	50 Nos.		
20	Blanco	50 Nos.		
21	Cut Boxes	100 Nos.		
22	Dak Folders	20 Nos.		
23	Despatch Register No.8	20 Nos.		
24	Paper Clip (three flowers) 36mm	50 Pkt.		
25	Ball Points (Blue) Piano point o.8mm	100 Pkt.		
26	Ball Points (Red) Dollar	40 Pkt.		
27	Scissors	50 Nos.		
28	Stamp Pads	20 Nos.		
29	Rulers Steel	20 Nos.		