

## **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 along with 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 **04-02-2016 at 11:00 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 Bahar, Addl. Director (P&S)**

**Contact No.9019261**

(Muhammad Nasir)

Assistant Director-II (P&S)

Phone # 9019293

INTERNATIONAL ISLAMIC UNIVERSITY

(Purchase & Store Department)

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 and Fixing of **Stationary items** in 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 04-02-2016 upto 11:00 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 **04-02-2016** & 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

S.No	Descriptions	Quantity
01	Answer Sheet (Packet of 40 Dusta for midterm Exam) (Fine Quality)	20Bundle
02	Attendance Register No.02 (Tayaba)	10Nos.
03	Ball Pen Piano (Blue+Black+Red)	40+20+10pkts
04	Board Marker (Black) Dollar	100pkts
05	Box File (Alfalah)	20Nos.
06	Calculator (Casio) 14 Digit	06Nos.
07	Cut Box	24Nos.
08	Double Punch (Fine Quality)	10 Nos.
09	Draft Pad Small (Al-Farooq)	20 Nos.
10	Duster Board (Fine Quality)	50 Nos.
11	Envelop 4X9 (Khaki)	1000 Nos.
12	Envelop A/4 (Khaki)	1000 Nos.
13	Envelop Large (Khaki)	1000 Nos.
14	Gum Stick (UHU) Large	12 Nos.
15	Gum Stick (UHU) Small	24 Nos.
16	Highlighter (Yellow) Dollar	30 Nos.
17	Led Pencil (Gold Fish)	20pkts
18	Paper Clip 36mm-3 Flower	48pkts
19	Paper Cutter (Deli)	20 Nos.
20	Paper pin	24pkts
21	Paper Rim A/4 (HP Brand)	100Rims
22	Peon Book (96pages)	10 Nos.
23	Posted Slip Yellow (M)	30 Nos.
24	Paper Tape one inch (Abro)	30 Nos.
25	Ring Files (For Program Office)	300 Nos.
26	Rubber/ Eraser (Pelikon)	48 Nos.
27	Ruler Steel	15 Nos.
28	Scissors (M)	12 Nos.
29	Single Punch	20 Nos.
30	Stamp Pad (Crystal)	12 Nos.
31	Stamp Pad Ink	12 Nos.
32	Stapler Machine	20 Nos.
33	Stapler Pin	48pkts
34	Stapler Remover	12 Nos.
35	Tag	30pkts
36	Tape Dispenser	06 Nos
37	Thumb Pin	24pkts
38	White Fluid (Rabbit)	30Pens
39	Air Freshener	24 Nos.
40	Dustbin Large (for Corridor)	10 Nos.
41	Dustbin Small	20 Nos.
42	File Tray (Plastic)	20 Nos.
43	Lock 36mm	10 Nos.

44	Lock 50mm	10 Nos.
45	Morten Spry (Mosquito Killer)	12 Nos.
46	Table Set Marble (For Offices)	04 Nos.
47	Thermos	02 Nos.
48	Dusting Cloth	100 Nos.
49	Tissue Box (Rose Patel, luxury size )	80pkts
50	Tissue Role (Rose Patel)	48 Nos.
51	Toilet Soap (LUX)	20 Nos.
52	Towel Small (White)	10 Nos.
53	Vim	48 Nos.
54	Water Glass	48Nos.
55	Glint (for cleaning of computers/glasses)	10Bottle

(M. ...)  
Assistant Director (P&A)

**Distributions:**

- 1) Incharge (P&A), IU
- 2) Webmaster, IU
- 3) Relevant file