

## 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 **15-02-2016 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 Babar, Addl. Director (P&S)**

**Contact No.9019261**



INTERNATIONAL ISLAMIC UNIVERSITY

(Purchase & Store Department)

Price of Tender Document

Rs. 500/-

No. 4/1/2015 -P&S-

Dated \_\_\_\_\_

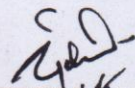
M/s \_\_\_\_\_

SUBJECT: **TENDER DOCUMENTS FOR SUPPLY OF STATIONARY ITMS**

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 15-02-2016 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 **15-02-2016** & 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	Items	Quantity
01	Board Markers (Red,Green,Black,Blue)	40Packs
02	Paper Reams ( Hp A4)	50 Reams
03	Paper Reams ( HP Legal Size)	50 Reams
04	Ball Pens ( Clipper)	Red12packs, Black02Packs, Blue 12Packs
05	Pointer ( Dollar)	Blue 3Packs, Black 3Packs
06	Stapler (KW-Trio Pollex)	05Nos
07	Stapler Pins (Dollar)	1Small Packs
08	Correction Pens (Rabbit)	12
09	Envelopes Large (Khaki)	500Nos.
10	Envelopes Small (Khaki)	500Nos.
11	Pencils (Goldfish)	05Packs
12	Highlighters (Dollar) (Green, Yellow, Pink)	12
13	Paper Tapes 1"	15
14	Paper Tapes 2" (Olympia)	15
15	Scotch Tapes 1"(Olympia)	12
16	Midterm Sheets	30Bundles
17	Duster Clothes (Fine Quality)	12
18	Board Dusters	15
19	Gum Stick (UHU)	6
20	Tissue Boxes (Rose Patel)	30
21	Tissue Role (Rose Patel)	30
22	Paper Cutter (Deli)	06
23	Stamp pad	03
24	Pin Opener	06
25	Water Glass	12
26	Soap (Safe Guard)	10
27	Lemon Max Liquid (Soap)	02
28	Scissors (Medium)	06
29	Office Diary (Friends)	06