

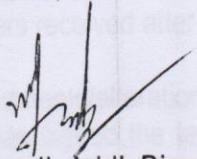
TENDER NOTICE

Sealed Bids are invited from well reputed firms/suppliers for **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- Bidders 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 **28-06-2016 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



Muhammad Jamil, Addl. Director (P&S)

Contact No.9019261

(Muhammad Jamil)
Addl. Director (P & S)
Phone # 9019261

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 28.06.2016 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 **28.06-2016** & 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 Jamil)
Addl. Director (P &S)
Phone # 9019261

Sr. #	Name of Item	Qty.	Unit Rate with GST	Total Amount with GST
1.	Air Freshener (Cobra)	05 Doz.		
2.	Ball Point (Dollar Clipper) Blue	20 Pkts.		
3.	Ball Point (Dollar Clipper) Black	05 Pkts.		
4.	Pointer (Dollar 0.3)	Blue-10 Pkts Red-05 Pkts Black-05 Pkts Green-05 Pkts		
5.	Duster (Cloth) Fine quality	03 Doz.		
6.	Envelopes (File Size large Khaki)	200 Nos.		
7.	Envelope (A-4 size) 10" * 12"	300 Nos.		
8.	Envelope (Brown) Small size 9"*4"	500 Nos.		
9.	Envelope (white) Small size 5.5"*7.5"	500 Nos.		
10.	File Board (Al-Farooq)	50 Nos.		
11.	Fluid Pen (Rabbit)	02 Doz.		
12.	Gum Stick <u>UHU</u> (Small)	06 Doz		
13.	Highlighter (Yellow) Dollar	01 Doz		
14.	Lead Pencil (Goldfish)	10 Pkts.		
15.	Markers Dollar	01 Doz.		
16.	Paper clip (36 mm) <u>three Flowers</u>	05 Doz.		
17.	Paper Cutter Knife (Rabbit)	12 Nos.		
18.	Paper A-4 Size 80gm (Imported) AA	100 Reams		
19.	Paper Tape 1" (Olympia)	02 Doz.		
20.	Rubber (Eraser) Pelkin	01 Doz.		
21.	Scale Steel (Rabbits)	06 Nos		
22.	Scotch Tape 1" Deer	06 Doz.		
23.	Soap (Lux) Small	05 Doz.		
24.	Stapler Pin (Dollar)	04 Doz.		
25.	File Tags (Superior)	24 Bundles		

	Name of Item	Qty.	Unit Rate with GST	Total Amount with GST
26.	Tissue Paer (Rose petal, Luxury)	10 Doz.		
27.	Tissue Rol (Rose Petal)	05 Doz.		
28.	Scotch Tape Stand	06 Nos.		