

TENDER NOTICE

Sealed Bids are invited from well reputed firms/suppliers **FOR SUPPLY OF DIFFERENT 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 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 **12.01.2018 at 10:00 a.m.** which will be opened on the same date at **10:30 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

Abdul WaJid, Aaaistant Director-III (P&S)

Contact No.9019293

INTERNATIONAL ISLAMIC UNIVERSITY
(Purchase & Store Department)

Price of Tender Document

Rs. 500/-

No. 4/1/2017 -P&S-

Dated _____

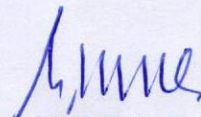
M/s _____

SUBJECT: TENDER DOCUMENTS FOR SUPPLY OF STATIONARY ITEMS

Dear M/s,

You are invited to submit tender for supply of **STATIONARY ITEMS** in accordance with specifications as per **Annexed .I.**

2. Sealed tenders valid for a period of 3 months along with 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 **12.01.2018** up to **10:00 hours**. The tenders will be opened on the same day **at 10:30 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 12.01.2018** & should be sent in the name of Assistant 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.



Abdul Wajid
Assistant Director-III (P&S)
Phone # 9019293

ANNEXED- I

Sr. #	Description	Qty.
1.	Box Files - legal size (Alfalah No. 992)	100 Nos
2.	Glue Stick - medium size (Kita)	25 Nos
3.	Ball Points Blue (Dollar Clipper)	100 Pkt
4.	Ball Points Black (Dollar Clipper)	50 Pkt
5.	Pointer Blue (Dollar)	12 Pkt
6.	Pointer Black (Dollar)	12 Pkt
7.	Pointer Red (Dollar)	06 Pkt
8.	Correction Pen (Rabbit)	30 Nos
9.	Computer Paper A4 size - Zap Brand 70gm	150 Ream
10.	Computer Paper Legal size - Zap Brand 70gm	50 Ream
11.	Double Punch 8cm (Kangaroo No. 376224)	15 Nos
12.	Dust Bin- Small (Covered)	12 Nos
13.	Brown Envelops - Legal Size	1000 Nos
14.	Brown Envelops - A4 Size	1000 Nos
15.	Brown Envelops - Letter Size	3000 Nos
16.	Highlighter All Colors - Dollar Fluorescent	25 Nos
17.	Duster Cloths	25 Nos
18.	Paper Tape (Abro)	100 Roll
19.	Plain Register (SKY Register No. 10)	150 Nos
20.	Dispatch Register 600 Pages (Tayyaba Account)	10 Nos
21.	Paper Cutter Medium (Deli 2001)	20 Nos
22.	Lead Pencils (Goldfish)	100 Pkt
23.	Eraser (Pelikan AL 30)	01 Pkt
24.	Stapler Pins 24/6 (Dollar)	05 Boxes
25.	Calculator CT-7700 (Citizen)	10 Nos
26.	Paper Baskets	25 Nos
27.	Dak Folder (Cosmo)	10 Nos
28.	File Boards (Shaheen)	250 Nos
29.	Peon Books (Tayyaba Accounts)	10 Nos
30.	Single Punch - Metal Body	15 Nos
31.	Rulers Large - Stainless Steel	10 Nos
32.	Attendance Registers (Tayyaba Accounts No. 01)	300 Nos
33.	Scissors Medium (Eurofix No. 104)	20 Nos
34.	Stamp Pad (Crystal)	10 Nos
35.	Scotch Tape 1" (Olympia)	50 Nos
36.	Sharpener (Rabbit)	20 Nos

37.	Thumb Pins (Eony Brand)	30 Pkt
38.	Cut Boxes – Legal Size (Pilon No. A3)	50 Nos
39.	Laminating Pouches – Premium Quality Size O-ID (Ibico)	25 Pkt
40.	Separator Set A4 – Ghori	30 Sets
41.	Permanent Marker (Dollar)	04 Pkt
42.	Drafting Pads – Medium (Al Farooq)	25 Nos
43.	Tag – Medium Size	100 Bundles