

## 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](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 **06.12.2017 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**

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



INTERNATIONAL ISLAMIC UNIVERSITY  
(Purchase & Store Department)

Price of Tender Document

Rs. 500/-

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

Dated \_\_\_\_\_

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

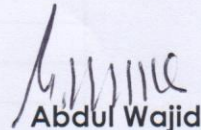
\_\_\_\_\_

**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 **06.12.2017 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 06 .12 .2017** & 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.



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



## ANNEXED-i

Sr. #	Description	Qty.
1.	Paper Reams (70 gram)	100 Reams
2.	White Envelops (A4 size)	1500 Nos.
3.	White Envelops (Legal size)	1000 Nos.
4.	White Envelop (Cheque size, Small)	500 Nos.
5.	Khaki Envelops (A4 size)	1000 Nos.
6.	Khaki Envelops (Legal size)	500 Nos.
7.	Dust Bins (Large size)	06 Nos.
8.	File Baskets	06 Nos.
9.	Double Punch (Large)	01 No.
10.	Double Punch (Small)	06 Nos.
11.	Staplers	06 Nos.
12.	White Board Dusters	06 Nos.
13.	Binder Clips 41 mm	06
14.	Pin Remover	06 Nos.
15.	Calculator Large size (Citizen CT-7700)	01 No.
16.	Paper Clips	05 Pkts
17.	Thumb Pins	05 Pkts
18.	Paper Cutters	06 Nos.
19.	Color Flags	12 Pkts
20.	UHU Tacs	24 Boxes
21.	Color Post it Pads	12 Pkts
22.	Glue Sticks	24 Boxes
23.	Scissors (Small)	05 Nos.
24.	Stamp Pad	06 Nos.
25.	Squash Tapes (3 inch)	200 Nos.
26.	Squash Tapes (5 inch)	100 Nos.
27.	Masking Tape Stands	02 Nos.
28.	Tissue Rolls	100 Rolls
29.	Tissue Boxes (Rose Petals)	100 Boxes
30.	Duster Cloth	06 Nos.
31.	Box Files	100 Nos.
32.	Air Freshener (Cobra and Jasmine)	12 Bottles
33.	Ball Points, Blue (Piano, 0.8mm)	20 Pkts
34.	Ball Points, Black (Piano, 0.8mm)	20 Pkts
35.	Uni-Ball Eye Fine (Mitsubishi) Blue	02 Pkts
36.	Uni-Ball Eye Fine (Mitsubishi) Black	02 Pkts
37.	Wall Clock Cells (Toshiba)	01 Pkt
38.	Rulers (Steel)	06 Nos.
39.	Lux Soaps	50 Nos.
40.	Highlighters (Yellow and Green)	12 Nos.
41.	Board Markers (Different Colors)	05 Pkts
42.	Double Tape (3mm)	01 Roll