

TENDER NOTICE

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD invites sealed bids from the *original manufacturers / authorized distributors / suppliers* registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for supply of **Stationary items** on running agreement/contract basis for a period of one (01) year (effective from the date of signing the agreement/contract).

2. Bidding documents, containing detailed terms and conditions, etc. can be downloaded from www.iiu.edu.pk and www.ppra.org.pk. Price of the bidding documents is **Rs. 1,000/- (Non-refundable)** in shape of Call Deposit/Bank Draft in favour of IIUI

3. The bids, prepared in accordance with the instructions in the bidding documents, must reach on or before **13-12-2017 up-till 10:00 a.m** at the following address:

Mr. Abdul Wajid,
Assistant Director-III (P&S)
Administration Block, I
Sector H-10, New Campus
International Islamic University, Islamabad.

4. Bids will be opened on the same day i.e **13-12-2017 at 10:30 a.m** in the presence of the bidders/their representatives who may like to attend the opening ceremony.

5. International Islamic University Islamabad reserves the right to accept or reject any/all bid(s) in terms of Section-33 of Public Procurement Rules 2004.

Mr. Abdul Wajid,
Assistant Director-III (P&S)
International Islamic University, Islamabad.
Ph: 051-9019293

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
(Purchase & Stores Section)

No. 4/13/2015/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 in accordance with the specifications enclosed at **Annex-I**.

2. Sealed tenders valid for 14 months (two months to finalize the bidding process and twelve months will be the agreement period) along-with Earnest Money @ 2% of the total value of tender in shape of Call deposit bank draft/Security Money of Rs,20,000/-(refundable) in the name of "International Islamic University, Islamabad" must reach the undersigned on or before **13.12.2017 at 10:00 A.M. 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 full 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 cover and on the envelope, it must be written in bold letters "**Tender for Supply of Stationary Items**" to be opened on **13.12.2017** & should be sent in the name of Assistant Director-III (P&S), International Islamic University, Administration Block New Campus, Sector H-10, 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. A contract will be made with the successful bidder for a period of one year that will be effective from the date of signing the contract.
9. The successful bidder shall have to supply the required items on F.O.R. basis strictly in accordance with the terms & conditions mentioned in the Supply Order otherwise their Earnest Money will be forfeited.
10. **The Security Money of the successful bidder will be retained by the IIU up-till the completion of the contract and warranty period of items.**
11. The University reserves the right to reject all bids in terms of Section-33 of Public Procurement Rules, 2004.

Yours faithfully,

(Abdul Wajid)
Assistant Director-III (P&S)
051-9019293

ANNEXED

	Name of Items	Total Quantity
1.	Ball Point (Dollar Clipper) = Blue 1300 +Black 500 + Red 200	2000 Pkt
2.	Pointer (Dollar 0.3) =Blue 120 +Black +120+ Green+60	300 pkt
3.	Permanent Marker (Dollar (Blue/Black)	100 pkt
4.	Board marker (Dollar) (Blue/Black)	500 pkt
5.	Highlighter (Dollar) =Pink 30+Yellow 30+Green +15	75 pkt
6.	Led Pencil (Gold Fish 5000)	400 pkt
7.	Gum Stick (21 gm Keta)	500 No.
8.	Pen fluid (correction) K-777	700 No.
9.	Stapler Machine (Maped 3921)	200 No.
10.	Paper Pin (Elephant)	400 pkt
11.	Paper Clips (Three flower 36 mm)	1000 pkt
12.	Stapler pin (Dollar)	1500 pkt
13.	Eraser /Rubber (Pelikan-AL-30)	500 No.
14.	Sharpener (Fine Quality)	400 No.
15.	Punch Single (Metal) (As per sample)	150 No.
16.	Punch Double (kwtrio-988)	150 No.
17.	Paper Cutter (Deli 2001)	200 No.
18.	Rubber band (Crystal) size no 02	300 pkt
19.	Stapler Remover (kwtrio)	300 No.
20.	Computer Paper A-4 (ZAP Brand 70 gm)	1500 Box
21.	Computer Papers Legal (ZAP Brand 70 gm)	200 Box
22.	File Board (Al-Farooq/Shahen)	2500 No.
23.	Flappers (fine quality) (As per sample)	2000 No.
24.	Register 08 (Lucky)	200 No.
25.	Register 12 (Lucky)	100 No.
26.	Register 16 (Lucky)	200 No.
27.	Peon Book (100 pgs Tayyaba)	300 No.
28.	Short Hand Book (78 pgs.Tayyaba)	300 No.
29.	Scotch Tape (Olympia 1")	500 No.
30.	Paper Tape Abro (Olympia 1")	500 No.
31.	Envelop 9x4 Khaki (As per sample)	50000 No.
32.	Envelop Medium A4 Khaki (As per sample)	20000 No.
33.	Envelop Legal/ large Khaki (As per sample)	20000 No.
34.	Envelop 9x4 (White) (As per sample)	5000 No.
35.	Envelop Medium A-4 (White) (As per sample)	5000 No.
36.	Envelop Legal (White) (As per sample)	5000 No.
37.	Board Duster (fine quality) (As per sample)	300 No.
38.	Stamp Pad (Crystal)	300 No.
39.	Stamp Pad ink (Crystal)	200 No.
40.	Ink (Dollar)= Blue +130 Black + 130 + Green 40	300 No.
41.	Tags Fine Quality (As per sample)	1000 bundle
42.	Pen Holder (Dux)	200 No.
43.	Scale Steel (China)	200 No.
44.	Cell Wall Clock (Sony)	500 No.
45.	File Basket (Plastic) (As per sample)	200 No.
46.	Box File (Alfalah 992)	1200 No.
47.	Post it Slip (Pronoti 3"x3")	200 No.
48.	Rough Pad (Alfalah 1165 A/5)	200 No.
49.	Lock (small) 25 mm tri circle	200 No.
50.	Lock (Medium) 36 mm tri circle	200 No.
51.	Lock (large) 50 mm tri circle	100 No.
52.	Table Glass (3'x2') (As per sample)	50 No.
53.	Attendance Register (Tayyaba No. 01)	200 No.
54.	Ring File (Nokia 0.74)	1000 No.
55.	Cut Box (Alfalah)	50 No.
56.	Table Decoration Set (Marble) (As per sample)	40 No.
57.	Dust Bin (Plastic) (As per sample)	300 No.

i) Note: Sample is available at Purchase & Store Department