

**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.1000/-** (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 **05.03.2018 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, Assistant Director-III (P&S)**

**Contact No.9019293**

5- Tenders must be in a sealed envelope. It must be written in bold letter "Stationary Item" to be opened on 05.03.2018 & 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 right to accept or reject any/all tenders without assigning any reason therefor.

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

INTERNATIONAL ISLAMIC UNIVERSITY  
(Purchase & Store Department)

Price of Tender Document

Rs. 1000/-

No. 4/1/2018 -P&S-

Dated \_\_\_\_\_

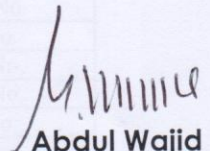
M/s \_\_\_\_\_

**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 **05.03.2018** 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 05.03.2018** & 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.



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

## ANNEXED -I

S.#	Name of Items	Total Quantity
1	Ball Point (Dollar Clipper) = Blue 1300 +Black 500 + Red 200	1000 Pkt
2	Pointer (Dollar 0.3) =Blue 120 +Black +120+ Green+60	150 Pkt
3	Permanent Marker (Dollar (Blue/Black)	50 Pkt
4	Board marker (Dollar) (Blue/Black)	250 Pkt
5	Highlighter (Dollar) =Pink 30+Yellow 30+Green +15	75 Pkt
6	Led Pencil (Gold Fish 5000)	200 Pkt
7	Gum Stick (21 gm Keta)	250 No.
8	Pen fluid (correction) K-777	500 No.
9	Stapler Machine (Mapped 3921)	100 No.
10	Paper Pin (Elephant)	200 Pkt
11	Paper Clips (Three flower 36 mm)	500 Pkt
12	Stapler pin (Dollar)	1000 Pkt
13	Eraser /Rubber (Pelikan-AL-30)	300 No.
14	Sharpener (Fine Quality)	200 No.
15	Punch Single (Metal) (As per sample)	100 No.
16	Punch Double (kwtrio-988)	50 No.
17	Paper Cutter (Deli 2001)	100 No.
18	Rubber Band (Crystal) size no 02	150 Pkt
19	Stapler Remover (kwtrio)	150 No.
20	Computer Paper A-4 (ZAP Brand 70 gm)	750 Box
21	Computer Papers Legal (ZAP Brand 70 gm)	100 Box
22	File Board (Al-Farooq/Shahen)	2000 No.
23	Flappers (fine quality) (As per sample)	1000 No.
24	Register 08 (Lucky)	200 No.
25	Register 12 (Lucky)	100 No.
26	Register 16 (Lucky)	100 No.
27	Peon Book (100 pgs Tayyaba)	200 No.
28	Short Hand Book (78 pgs.Tayyaba)	200 No.
29	Scotch Tape (Olympia 1")	300 No.
30	Paper Tape Abro (Olympia 1")	300 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)	200 No.
39	Stamp Pad ink (Crystal)	100 No.
40	Ink (Dollar)= Blue +130 Black + 130 + Green 40	200 No.
41	Tags Fine Quality (As per sample)	1000 Bundle
42	Pen Holder (Dux)	100 No.
43	Scale Steel (China)	100 No.
44	Cell Wall Clock (Sony)	500 No.
45	File Basket (Plastic) (As per sample)	100 No.
46	Box File (Alfalah 992)	600 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)	25 No.
53	Attendance Register (Tayyaba No. 01)	200 No.
54	Ring File (Nokia 0.74)	500 No.
55	Cut Box (Alfalah)	50 No.
56	Table Decoration Set (Marble) (As per sample)	20 No.
57	Dust Bin (Plastic) (As per sample)	200 No.

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