

## **TENDER NOTICE**

Sealed Bids are invited from well reputed firms/suppliers **FOR SUPPLY OF PAPER REAMS & 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 **10.12.2018 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**

**INTERNATIONAL ISLAMIC UNIVERSITY**  
**(Purchase & Store Department)**

Price of Tender Document

Rs. 500/-

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

Dated \_\_\_\_\_

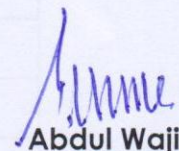
M/s \_\_\_\_\_

**SUBJECT: TENDER DOCUMENTS FOR SUPPLY OF PAPER REAMS & DIFFERENT STATIONARY ITEMS**

Dear M/s,

You are invited to submit tender for supply of **PAPER REAMS & DIFFERENT 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 **10.12.2018** 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 10.12.2018** & 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**

| Sr. # | Description                                       | Qty.        |
|-------|---------------------------------------------------|-------------|
| 1     | Air Fresheners (Cobra 06+ Aseel 300 ml 24)        | 30 No       |
| 2     | Insects Killers Spry (Kingston)                   | 08 No       |
| 3     | Ball Point ,Crystal (Blue,650,Black,350, Red, 400 | 1400 No     |
| 4     | Note pad , Lucky (09 small, 09 large)             | 08 No       |
| 5     | Duster white Board (Fine Quality)                 | 24 No       |
| 6     | File Separates (A-4 size)                         | 06 Set      |
| 7     | Gum Stick (Kita large)                            | 12 No       |
| 8     | High Lighter, Dollar (Mixed colors)               | 18 No       |
| 9     | Paper Cutter (Deli-2001)                          | 53 No       |
| 10    | Plastic Dory                                      | 06 No       |
| 11    | Tissue Box (Rose Patel pop-up)                    | 62 No       |
| 12    | White Board Marker , Dollar (866 Black, 866 Blue) | 1732 No     |
| 13    | Box File (Al-Falah -992)                          | 06 No       |
| 14    | To lite Rolls (Rose Patel)                        | 30 No       |
| 15    | Paper Reams A-4 (70 gm Zap Brand) or equilent     | 330 Reams   |
| 16    | Paper Reams Legal (70 gm Zap Brand) or equilent   | 20 Reams    |
| 17    | Paper Reams A-3 (70 gm Zap Brand) or equilent     | 15 Reams    |
| 18    | File Board (Shaheen)                              | 30 Nos.     |
| 19    | Paper Tape (Olympia)                              | 50 No       |
| 20    | Stapler Machine (MAX HD 50/50R) with pin opener   | 18 No       |
| 21    | Thumb Pin (Steel)                                 | 06 Box      |
| 22    | Rulled Dasta Sheets                               | 20 (Bundle) |
| 23    | Stapler Machine (Mapped)                          | 14 No       |
| 24    | Scissors (Medium)                                 | 30 No       |
| 25    | Stamp Pad (Cristal)                               | 06 No       |
| 26    | Single Punch (Fine quality)                       | 12 No       |
| 27    | Steel Rullers                                     | 06 No       |
| 28    | Duster Cloth (Fine quality yellow)                | 120 No      |
| 29    | Water Glass (Toyo Nasic)                          | 06 (Dozen)  |

|    |                                |             |
|----|--------------------------------|-------------|
| 30 | Ring File (Comet)              | 112 No      |
| 31 | Tags (Fine quality)            | 12 (Bundle) |
| 32 | Cut Box (Pilon)                | 20 No       |
| 33 | Stock Register (No.3)          | 20 No       |
| 34 | Stock Register (No.6)          | 06 No       |
| 35 | Eraser (Pelikan Al-30)         | 100 No      |
| 36 | Lock (Medium 32 mm)            | 24 No       |
| 37 | Jug Plastic (Fine Quality)     | 24 No       |
| 38 | Permanent Markers (Dollar)     | 12 No       |
| 39 | Drafting Pad Small (Al-Farooq) | 48 No       |

**NOTE: SAMPLE OF STATIONARY ITEMS ARE AVAILABLE IN THE CENTRAL STORE, IIU & ALL ARE REQUESTED BEFORE FILLING THE TENDER SAMPLE MUST BE SEEN.**

Widely up load the list  
please.

28/11/18