

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 **27.04.2019 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 sealed envelope. It must be written in bold letter. Stationary items to be opened on **27.04.2019** & 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 thereof.

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

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

Price of Tender Document

Rs. 500/-

No. 4/1/2019 -P&S-

Dated _____

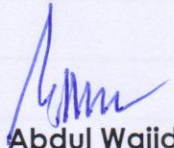
M/s _____

SUBJECT: TENDER DOCUMENTS FOR SUPPLY OF DIFFERRNTY STATIONARY ITEMS

Dear M/s,

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

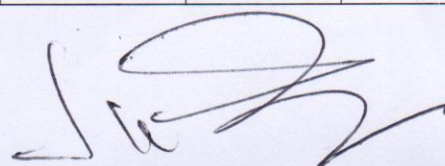
2. Sealed tenders valid for a period of 3 months along with Earnest Money @ 2% of the total value of tender in shape of Call Deposit/Security Receipt in the name of "International Islamic University, Islamabad" must reach the undersigned on or before **27.04.2019** up to **10:00 hours**. The tenders 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 27 .04 .2019** & 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

SR. #	DESCRIPTION	QTY.	RATE WITH GST	TOTAL
1.	Paper Tape (Ebro) 1 Inch	200 No		
2.	Envelop Small (Khaki 9x4) As per sample	3500 No		
3.	Envelop Legal (Khaki file size) As per sample	3500 No		
4.	Envelop Medium (Khaki) As per sample	3500 No		
5.	Stapler slandered size Mapped Office-E-3543	100 No		
6.	Tissue Box (Rose Patel)	100 No		
7.	Paper Clip three flower 36 mm	100 Pkt		
8.	Lead Pencil (Doller))	50 Pkt		
9.	Board Duster (Fine Quality	200 No		
10.	Duster Cloth Yellow (Fine Quality) As per sample	350 No		
11.	Simple Register 10 No	150 No		
12. V	Box File (Al-Falah -992)	200 No		
13.	Peon Book (Tayyaba)	50 No		
14	Ring File (Nokyo) A-4	100 No		
15	Gel pen (Rabbit)	60 Pkt		
16	Calculator (Casio)	50 No		
17	Stamp Pad Ink (Blue) Dollar	60 No		
18	Ball Point Blue, Red) Clipper	225 Pkt		
19	File Board (Shaheen)	500 No		
20	Paper Cutter Deli -2001	100 No		
21	Sticky note (Rainbow Color)	50 Pkt		
22	Attendance Register (Tayyaba No1)	175 No		
23	Rubber Band (Elastic Band)	30 Pkt		
24	Pen & Pencil Holders (metal)	25 No		
25	Single Punch (matel) fine quality As per sample	30 No		
26	Correction pen Fluid (Picasso)	75 No		
27	Sharpener (Dux) +'	100 No		
28	Glue Stick (Amos 22 GM)	100 No		



29	Permanent Marker (Doller)	75 Box		
30	Stapler Pin (Oro) 24x6	150 Box		
31	Stricken Posited Pad (Pronoti-30200)	50 No		
32	Scotch Tape (Dear) 1 Inch	250 No		
33	Table Basket Plastic	50 No		
34	Dak Folder (Good Quality)	25 No		
35	File Tags (Fine quality)	150 Bundle		
36	Double Punch (8 cm)	25 No		
37	Note Pad (Small size) Lucky	150 No		
38	Short Hand Note Book (80 Leaves) Lucky	25 No		
39	Stamp Pad Blue (Cristal)	50 No		
40	Board Markers (Blue, black) Doller	350 No		
41	Board Markers Ink refilled (Blue, black) Doller	350 No		
42	Ruler Steel (Fine Quality)	30 No		
43	Scissor s (Medium)	100 No		
44	File Separator (Universal A-4)	35 No		
45	Highlighter (Yellow, Pink, Green) (Doller)	150 No		
46	Cut Box (Pilon)	150 No		
47	Stapler Remover (Kw-Trio 50820)	75 No		
48	Thumb Pin (Eony Brand)	150 No		

NOTE: SAMPLE OF STATIONARY ITEMS ARE AVAILABLE IN THE CENTRAL STORE, IIU. ALL ARE REQUESTED BEFORE FILLING THE TENDER SAMPLE MUST BE SEEN & RATES MUST BE QUOTATED WITH GST PRICES. INCOMPLETE TENDER WILL NOT BE ACCEPTED. ALL THE QUOTED ITEMS MUST BE OF THE SAME BRAND/QUALITY OR THEIR EQUIVALENT.

