

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

Dated _____

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 **19.12.2019 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.9019259**

4- The University reserves the right to accept or reject any/all bid(s) in terms of Section-33 of Public Procurement Rules, 2004

Asif Ali Shuja Assistant Director (P&S)

Contact No.9019259

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 has 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.

Asif Ali Shuja
Assistant Director (P&S)
Phone : 9019259

**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 DIFFERENT 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 **19.12.2019** 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 "Different Stationary Items" to be opened **on 19.12`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.

**Asif Ali Shuja
Assistant Director (P&S)
Phone # 9019259**

ANNEXED-

Sr. #	Name of Item	Qty.	Unit price without GST	Unit price with GST	Total Amount (Rs.)
1	Air Freshener(300ml) Cobra	12 Nos			
2	Insect Spray (400ml) Kingston	12 Nos			
3	Ball Point (Doller/Clipper) Blue+500+black 250+Red250	1000 Nos			
4	Box File (Blue color)	18 Nos			
5	Correction Pen (Dux)	12 Nos			
6	Duster Cloth (Yellow) as per sample	24 Nos			
7	Not Pad Large (Lucky)	12 Nos			
8	Duster White Board (Fine quality)	50 Nos			
9	Dust Bin Net (Medium size)	06 Nos			
10	Envelop File Size Legal (Brown fine quality)	2500 Nos			
11	Envelop File Size A-4l (Brown fine quality)	2500 Nos			
12	Envelop File Size small 9x4 (Brown fine quality)	5000 Nos			
13	File Board (White color) Shaheen	150 Nos			
14	File Tags (Fine quality)	10 Bundle			
15	File Separator A-4 size	12 Nos			
16	Gum Stick (Dollar large)	24 Nos			
17	Gillnet super active (500ml)	12 Nos			
18	High lighter Doller (Mixed color)	24 Nos			
19	Paper A-4 Size Zap brand 70 Gm	300 reams			
20	Paper Legal Size Zap brand 70 Gm	50 reams			
21	Paper Cutter (Deli 2001)	10 Nos			
22	Double Punch Machine (Fuji P-20)	10 Nos			
23	Peon Book (96-page Tayyaba)	10 Nos			
24	Postal Pad (Pironti 3x2 Yellow)	50 Pkt			
25	Plastic Dori	06 Nos			
26	Tissue Box (Rose Petal tulip)	100 Box			
27	White Board Marker Black1200 +1200 Blue) Dollar	2400 Nos			
28	Scotch Tap (Deer 1 Inch)	50 Nos			
29	Toilet Rolls (Rose Petal)	24 Nos			
30	Paper Tap (Olympia 1 Inch) Fine quality	100 Nos			
31	Stapler Machine (MAX-HD-50/50R) WITH PIN OPNER	24 Nos			
32	Shor Hand book (Lucky 80 sheets)	12 Nos			
33	Ruler Steel (As per sample)	24 Nos			
Total Amount with GST				Rs.	

Note:

- Tenderers/Bidders may visit to Central Store, IIU to see sample of the items wherever required.