

16/01/2017-P&S

### **TENDER NOTICE**

Dated \_\_\_\_\_

Sealed Bids are invited from well reputed firms/suppliers **FOR SUPPLY OF DIFFERENT STATIONARY ITEMS** for, International Islamic University, Islamabad.

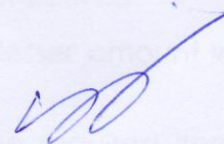
2- Tender documents can be downloaded from [www.ppra.org.pk](http://www.ppra.org.pk) and [www.iiu.edu.pk](http://www.iiu.edu.pk). Tender fee of **Rs.500/-** (Non-refundable) will be deposited along with bid/tender in shape of Call Deposit/Bank Draft in favour of IIUI or may be deposited with the Cashier 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 **16.01.2020 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**



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 **16.01.2020 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 16.01`2020** & 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

S.#	Name of Items	Quantity	Rates without GST	Rates with GST	Total
1.	Ball Point (Dollar Clipper) = Blue 600 +Red 100	700 pkt			
2.	Board Marker (Dollar) (Blue/Black)	300 pkt			
3.	Highlighter (Dollar) =Pink 05+Yellow 20	25 pkt			
4.	Gum Stick (21 gm Keta)	400 No's			
5.	Pen fluid (correction) K-777	250 No's			
6.	Stapler Machine (Mapped 3921) or equivalent	200 No's			
7.	Paper Clips (Three flower 36 mm)	250 pkt			
8.	Stapler pin (Dollar 24/6) or equivalent	1500 pkt			
9.	Eraser /Rubber (Pelikan-AL-30) original	200 No's			
10.	Sharpener (Fine Quality Dux)	200 No's			
11.	Punch Single (Metal) *As per sample	150 No's			
12.	Rubber band (Crystal) size no 02	100 pkt			
13.	Stapler Remover (kwtrio)	100 No. s			
14.	File Board (Shaheen File Size) * as per sample	4000 No's			
15.	Flappers (fine quality) *As per sample	1000 No's			
16.	Register 08 (Lucky)	200 No's			
17.	Register 12 (Lucky)	250 No's			
18.	Peon Book (100 pgs Tayyaba)	100 No's			
19.	Short Hand Book (80 pgs. Lucky)	100 No's			
20.	Scotch Tape (Olympia 1") 45 yard	500 No's			
21.	Paper Tape Abro (Olympia 1")	500 No's			
22.	Envelop 9x4 Khaki (century 80grm) *As per sample	50000 Nos.			
23.	Envelop Medium A4 Khaki (century 80grm) *As per sample	5000 No's			
24.	Envelop Legal/ large Khaki (century 80grm) *As per sample	5000 No's			
25.	Envelop Medium A-4 (White) 80 gm as per sample	3000 No's			
26.	Envelop Legal (White) 80 gm As per sample	5000 No's			
27.	Board Duster (fine quality) (As per sample)	200 No's			
28.	Stamp Pad (Crystal)	100 No's			
29.	Stamp Pad ink (Crystal)	50 No's			
30.	Tags Fine Quality 7inch D/punch *As per sample	250 bundle			
31.	Pen for Holder (Hero)	100 No.			
32.	Scale Steel (Solid China 12") as per sample	50 No.			
33.	Cell Wall Clock (Power Plus AA)	300 No.			
34.	File Basket (Plastic) *as per sample	100 No.			
35.	Box File (Alfalah 992)	250 No.			
36.	Post it Slip (Pronoti 3"x3")	100 No.			
37.	Rough Pad (al-Farooq Small) as per sample	100 No.			
38.	Lock (Medium) 38 mm tri circle	50 No.			
39.	Lock (large) 50 mm tri circle	50 No.			
40.	Table Glass 5mm (3'x2') As per sample	10 No.			
41.	Attendance Register full (Tayyaba No. 01)	100 No.			
42.	Ring File (comet FBK-44)	250 No.			
43.	Table Decoration Set (Marble with metal pen holder 9 pcs)	20 No.			
44.	Dust Bin (Plastic) *As per sample	150 No.			
45.	Tissue Paper Luxury Rose petal	250 pkt			
46.	Tissue Roll Rose Petal (Big)	350 Roll			
47.	Tissue Paper Tulip	250 Nos			
48.	Green Cloth for Table *width/Arz 1.5 meter	15 Meters			

- i) Note: Tenderers/Bidders may visit to Central Store, IIU to see sample of the items wherever is required.