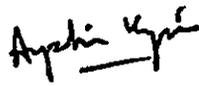




TENDER NOTICE

Islamabad Model College for Girls (PG) F-7/2, Islamabad intends to invite separate sealed tenders from GST holder Firms for purchase of Stationery during the Financial Year: 2025-26 as per PPRA Rules 2004, 36(a) Single Stage-One Envelope Procedure (Technical & Financial). Bidders are required to apply through E-PADS, only those bidders will be considered who will apply through E-PADES.

- i. The firms should be registered with Income Tax and Sales Tax Departments. The firms should be in Active Taxpayers List (ALT) and must clearly mention its Vendor and GST and NTN numbers along with an affidavit to the effect that the firm is not blacklisted.
- ii. Pay Order amounting to Rs. 1,000/- (Non-refundable) in favour of the Principal of the college "Principal IMCG(PG) F-7/4 Islamabad" must be attached with the application. Application without the pay order will not be considered.
- iii. Rate of items mentioned in Tender including GST, will be affected up to 30-06-2026. The firms will bear the transportation charges for supply of items.
- iv. 5% of the estimated value must be deposited in the form of Demand Draft/Pay Order in favor of "Principal IMCG(PG) F-7/4 Islamabad" as earnest money needs to be attached along with the bid. Successful firms will provide the items after the receipt of acceptance letter and ensure the supply of items within a period of 15-days from the date of issuance of supply order. In case of failure to supply the items within the specified time, the guarantee money will be forfeited.
- v. Complete tender in all respects must reach the undersigned till 15-01-2026 at 11:00 AM hours which will be opened on the same day at 11:30 AM hours in presence of the representatives of the firms. Additionally, a hard copy of the bid must be submitted to the address mentioned below before the closing date and time. In case of unavoidable circumstance, the tender will be opened on the next working day as per schedule. Incomplete tender(s) will not be entertained and stand rejected.


PRINCIPAL
Islamabad Model College for Girls
(Post Graduate) F-7/4, Islamabad
PRINCIPAL
Islamabad Model College for Girls (PG)
F-7/4, Islamabad
PH:-051-9100017

TERMS & CONDITIONS FOR TENDER STATIONERY

General

- i. Sealed tenders are invited from reputed Income/General Sales Tax registered Rawalpindi/ Islamabad based only firms for General Orders as per specifications/ samples.
- ii. Tender Forms can be obtained from Islamabad Model College for Girls (PG), F7/4 Islamabad on payment of Rs 500, during working hours from 9 AM to 1 PM or download from PPRA Website or E-Pad.
- iii. The bid should be submitted in original tender form issued from College along-with tender documents.
- iv. Any bid received after the given date and time will be rejected.
- v. Any bid found without bid security/ Earnest Money i.e. Rs.50,000/- in shape of Demand Draft/ Pay Order/ CDR will lead to rejection of bid. In case of successful bidding Earnest Money will be returned after 30th June of current financial year i.e. 2025-26.
- vi. 5% of the estimated value must be deposited in the form of Demand Draft/Pay Order in favor of "Principal IMCG(PG) F-7/4 Islamabad", Islamabad as earnest money needs to be attached along with the bid.
- vii. Supply Order will be placed subject to deposit of 5% amount of Supply Order value as security, which will be refunded after successful execution of the Supply Order.
- viii. Rates must be valid up to 30th June 2026 from the date of tender opening.
- ix. Conditional, Incomplete and without Earnest Money tenders will not be accepted.
- x. A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulation and policies that are enforced at the time of issuance of tender notice.
- xi. The College management will disqualify a bidder if it finds at any time that the information submitted by him/ her concerning his/ her quotation as supplier was false.
- xii. The successful firm will be bound to complete the work/supply within 15-days of the date of Supply Order.
- xiii. The bidders must quote their Company Profile, NTN, GST and submit a copy of last return of GST/ Income Tax along-with their offer, failing which their offer will be rejected.
- xiv. In case of non-completion of work with in speculated period of time, poor work performance or sub-standard quality of work the security will stand forfeited.
- xv. Telephonic/ telexed/ faxed/ telegraphic, and postal quotation will not be entertained.
- xvi. All the pages of quotation should be signed by the bidder along-with official seal.
- xvii. The estimated quantity of the items has been mentioned in the bid documents. However, the quantity of any item may be increased or decreased, depending on the Merits and circumstances of the case. Any other item/work can be added keeping in view the urgency/requirement of the procuring agency.

2. Scope of Supply

The bidder shall complete the supply according to the specifications/ approved samples.

3. Clarification of Bidding Documents

The bidder requiring any further clarification or information of the bidding documents may notify by visiting at the office of DDO/ Accountant/ Principal of the College. The Principal of the College will respond to any request for information or clarification of the bidding document which one received not later than (2) days prior to the deadline for the submission of bid.

4. **Bid Validity**

The bid shall remain valid and open for acceptance of the purchase for a period of closing of current financial year i.e. 30th June, 2026 from the specified date of closing date.

5. **Submission of Bids**

5.1 **Sealing and marking of bid**

The bidder shall seal the Bid document. The envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "Late".

5.2 **Deadline for submission of bids before 11 AM.**

All bids must reach in sealed envelope on or before the prescribed dead line i.e. before 11:00 am in the office of Principal. The tenders will be opened by the Purchase Committee on 15-01-2026 at 11:30 AM hours in the office of Principal, IMCG (PG)F-7/4, Islamabad, in front of bidder/ authorized nominees, who are present on the occasion.

5.3 **Late Bids.**

Any bid received by the management after the prescribed deadline for submission of bids or incomplete bids shall not be entertained in any circumstances.

6. **Convincing**

Unsolicited advice/ clarification and any personal approaches at any stage of evaluations process are strictly prohibited and may lead to disqualification.

7. **Inspection of Material**

Upon delivery at the specified premises, the items shall be inspected in the office of Principal in presence of supplier or his representative. Items not found in conformity with the terms of the Supply Order shall be rejected. The rejected items shall be removed by the supplier within 24 hours at his own expense.

9. **Mode of Payment**

Payment shall be made through AGPR, which shall be processed after successful execution of the Supply Order.

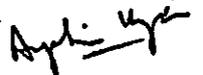
10. **Arbitration**

In case of any dispute concerning the interpretation and/ or application of this tender, shall be settled through arbitration. The Principal or nominee shall act as sole arbitrator. The decisions taken and/ or award made by the sole arbitrator shall be final binding on the parties and not challengeable on any court of law.

11. **Guarantee/ Warranty**

In case of defects in any items, the supplier shall replace/ amend them free of cost within the stipulated period; otherwise no payment will be made.

12 **The authority has right to reject and accept any Bids (s) and increase or decrease in terms of PPRA rules.**



(PRINCIPAL)

PRINCIPAL

Islamabad Model College for Girls
(Post Graduate) F-7/4, Islamabad

GOVERNMENT OF PAKISTAN
FEDERAL DIRECTORATE OF EDUCATION
ISLAMABAD MODEL COLLEGE FOR GIRLS (POST GRADUATE), F-7/4 ISLAMABAD

TENDER DOCUMENT FOR STATIONERY FY 2025-26

- Note:** (1) Contractors/Vendors must fill in all the details as required in the form.
(2) Print/Fill in Blue/black pen, use capital letters.

Firm's Name: _____

National Tax No. _____

Sales Tax Registration No. _____

Date of Registration (Company): _____

Principal Activity of (Company) in FBR Record: _____

Owner(s) Name(s): _____

Business Address: _____

Telephone: _____ Fax: _____ Mobile(s): _____

Authorized Signatures / Stamp
(Chief Executive or the person
authorized to sign and submit bid)

Attachments:

- | | |
|--------------------------|---------------------------------|
| <input type="checkbox"/> | Copy of CNIC |
| <input type="checkbox"/> | Copy of NTN |
| <input type="checkbox"/> | Copy of Sales Tax Registration |
| <input type="checkbox"/> | Active Tax Payer Number 2025-26 |
| <input type="checkbox"/> | Bank Draft/Pay order |

(for office use only)

submission date: _____

Tender submission date _____

Earnest money Rs. _____

Bank Draft/Pay Order/Call Deposit No. _____

Issuing Bank _____

ISLAMABAD MODEL COLLEGE FOR GIRLS (PG) Margalla F/7/4.ISLAMABAD

LIST OF STATIONARY (TENDER 2025-2026)

Sr.#	Name of Items	Specification	Rates to be Quoted	Rate to be Quoted (Without GST)	Remarks
1	Ball Point	Doller 0.8mm tip with clik (Black, Blue, Red)	Per Pkt.		
2	Answer Sheets	8 pages B, Lines 70gm. (As per Sample)	Each		
3	Answer Sheets Broad Line	4 pages 70gm (As per Sample)	Each		
4	Continuation Sheet	Broad Line 70 gms	Each		
5	Ball Point	Plano Jelflo Gel Pens Ink Jetflow	Per Pkt.		
6	Ball Point	0.7 mm Tip with click	Per Pkt.		
7	Ball Point without click	0.8mm tip without clik	Per Pkt.		
8	Binder Clip 25mm	25mm	Each		
9	Binder Clip 32mm	32mm	Each		
10	Binder Clip 41mm	41mm	Each		
11	Binding Tape Cloth	Cloth 2" (Nokia) or equivalent	Each		
12	BindingTape	Duct Tape / Binding Tape 2 inches Wide and 20 M Long	Each		
13	Blanco Fluid + Thinner	2x20ml	Each		
14	Board Duster Best Quality	Double Side use	Each		
15	Board Marker Ink	Dry Erase Board Marker Ink Dollar	Each		
16	Brown Paper Sheet Large Size	90 gsm Imitation Kraft Paper 900x1150mm sheet	Each		
17	Color Paper Mix Color	Size: A-4 (80gm)	Per Packet 100 Sheets		
18	Correction Pen	Dux-139	Each		
19	Envelop (College name & Monogram)	Size 9 x 4 inches (Brown fine Quality) (As Per Sample)	Each		
20	Envelop (College name & Monogram)	Size 9" x 4" (Brown/White white fine Quality) (As Per Sample)	Each		
21	Envelop (College name & Monogram)	12"x15", Best Quality (As Per Sample)	Each		
22	Envelop Brown (College name & Monogram)	Size 15"x11"(Legal fine quality) (As Per Sample)	Each		
23	Envelop Brown (College name & Monogram)	(A4 fine quality) (As Per Sample)	Each		
24	Envelop White (College name & Monogram)	Size 15"x11"(White fine quality) (As Per Sample)	Each		
25	Envelop White (College name & Monogram)	(A4 fine quality) (As Per Sample)	Each		
26	Eraser/Rubber	Soft Eraser E-745	Each		
27	German Glue	250 gm	Each		
28	Gum Stick	21 gm., UHU	Each		
29	Gum Stick	40 gm., UHU	Each		
30	High Lighter (Mix Color)	Dollar	Each		
31	Ink for Cyclostete Machine	RZ 220 As A-4 Size	Each		
32	Lead Pencil	Autocrat HB 5000 with Eraser	Per Pkt.		
33	Marker	Caligraphy Marker Fiber Tip	Per Pkt.		
34	Master Roll for Cyclostete Machine	RZ 220 As A-4 Size	Each		
35	Paper Double A	Size: A-4 80gm AA (500 Sheets Rim)	Per Rim		
36	Paper Double A	Size: Legal 80gm AA (500 Sheets Rim)	Per Rim		

Moshir
1. *Moshir*
2. *Moshir*
3. *Moshir*

Sr.#	Name of Items	Specification	Rates to be Quoted	Rate to be Quoted (Without GST)	Remarks
37	Paper Double A	Size: A-4 70gm AA (600 Sheets Rim)	Per Rim		
38	Paper Double A	Size: Legal 70gm AA (600 Sheets Rim)	Per Rim		
39	Paper Double A	size: A-3 80 gm AA, (500 Sheets Rim)	Per Rim		
40	Paper Clip	Round Paper Clip 22mm	Per Pkt.		
41	Paper Tape	Size 2" 40 YDS Best Quality	Each		
42	Permanent Marker	Artline 90 (Dollar) Mix Color	Per Pkt.		
43	Pointer	0.3 mm Dollar	Per Pkt.		
44	Printer Toner	P1005	Each		
45	Printer Toner	FS-4100DN	Each		
46	Printer Toner	HP1020	Each		
47	Printer Toner	M3207	Each		
48	Printer Toner	HPLaserjet1320	Each		
49	Printer Toner	HPLaserjet p3005N	Each		
50	Printer Toner	TASKalfa3010i	Each		
51	Photostate machine Toner	as Per Sample	Each		
52	Rubber Band	Elastic Stretchable Bands	Per Pkt.		
53	Scissor large (Superior) (Imp)	large (Superior)	Each		
54	Scotch Tape	2" 60 YDS TIKKO/DEER	Each		
55	Stamp Pad (superior) color	Medium Size	Each		
56	Stapler Machine	Stapler Heavy Duty Metal M&G MGS 303	Each		
57	Stapler Pins	Size 24 x 6 1000staples, Dollar	Per Pkt.		
58	Sticky Notes	size 3x3 Different Colors	Per Pkt.		
59	Sticky Notes	76 x 51 mm, 3x2 Inch, 100 sheets in Pkt.	Per Pkt.		
60	Tag (For File Covers)	Size 6"	Per Pkt.		
61	Tag (Large Size)	Size 1'	Per Pkt.		
62	UHU	60 MI	Each		
63	UHU	33 MI	Each		
64	Water Dumper / Water Sponge	Plastic water holder with sponge	Each		

Name of Firm: _____

Address: _____

Stamp: _____

Purchase / Repair Committee
 Incharge: _____
 Member: _____
 Member: _____
 Member: _____

Aysha Kazi
PRINCIPAL
 Al-Farooq Model College for Girls
 (P.O. Box No. 5-714, Islamabad)

