

**ISLAMABAD COLLEGE FOR GIRLS KORANG TOWN,
ISLAMABAD**

TENDER NOTICE
Financial Year 2026-27

Islamabad College for Girls, Korang Town, Intends to invite bids through online submission from the original manufacturers/authorized dealers/ reputed stationers/ General Order Suppliers registered with income and sales tax departments and as active tax payers list (ATL) of FBR, having their own offices/stocks in Islamabad/ Rawalpindi for supply of procurement of various items under PPRA rules 2004 amended from time to time. The details are as under:

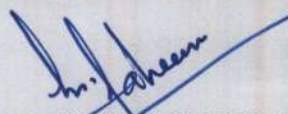
Title	Sr.No.	Description	Security Bid (Rs.)
Tender/ Procurement	i.	Stationery/Computer Stationery	36000

2. Tender bids could be submitted and which will be opened as per following scheduled:

- 2% Bid Security against each item mentioned above (in original) be submitted in the office of undersigned by 24-08-2026 before opening of tender/pre-qualification.
- Bids will be opened on 24-08-26 at **11:30 am** in the office of the undersigned in the presence of firm's representative.

3. Tender documents containing detailed terms and conditions are also attached with this notice.

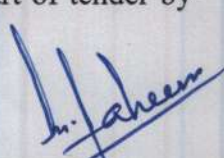
4. The tender committee may reject all bids or part of bids at any time prior to the acceptance of bid while conveying the reasons thereof in accordance with PPRA rules 2004 amended from time to time.


(DR. MUNAZZA FAHEEM)
PRINCIPAL
051-9334703

TERMS & CONDITIONS OF TENDER FOR PURCHASE OF STATIONERY/COMPUTER STATIONERY ITEMS

DATED 24-08-2026

1. A call deposit (as mentioned against each tender item) in favour of the Principal, Islamabad College for Girls Korang Town, Islamabad is require to be deposited with the college Accountant/DDO.
2. Specific time will be given to successful bidders for the supply of articles, failing which penalty per day Rs. 500/- will be charged to the bidder and after issuance of 10-days, the order will be treated as Cancelled. Subsequently, the same supply order will be awarded to the next successful bidder.
3. The articles shall be delivered free of cost (including fitting/carriage charges/octroi and local taxes) at Islamabad College for Girls, Islamabad.
4. The articles supplied shall be strictly in accordance with the specification / samples / requirements.
5. The use of any below standard material shall make the goods liable to rejection. In such an eventuality neither the security shall be refunded nor would the college be obliged for any monetary compensation to the firm concerned.
6. In case of any defects the firm shall replace the defective items at its own risk and cost for period of one year from the date when all the items have been supplied at Islamabad College for Girls Korang Town, Islamabad.
7. Income/Sales Tax shall be deducted as per Government rules/instructions as amended time to time. The firm/bidder should be active tax payers list (ATL) of FBR
8. Only such firms are allowed to submit their tenders/bids, which are registered with the Income/Sales Tax Departments. Attested Photocopy of Registration Certificate and latest return submitted to Sales Tax Department must be attached.
9. To ensure one year Guarantee on all items including onsite service shall be given on letterhead pad.
10. Payment after issuing the concurrence of FDE, Islamabad will be made through AGPR, Islamabad and any delay will not lie on part of college administration.
11. The earnest money of un-successful bidder will be returned with in one week after opening the tender.
12. An Affidavit be provided to the effect that the firm is not black listed in any Federal Government department.
13. The rates quoted in the tender shall be valid up to **30-06-2027**. Escalation rates shall not be permissible on any account.
14. Purchase Committee reserves the rights to reject any tender or part of tender by assigning valid reasons.


PRINCIPAL

ISLAMABAD COLLEGE FOR GIRLS,
KORANG TOWN, ISLAMABAD

UNDERTAKING
TENDER FORM 2026-2027

I have read the terms and conditions regarding the "Tender" dated: _____ for "Stationary/Computer stationery". I hereby undertake to abide these terms and conditions in Letter & spirit.

Company/Firm Name: _____

National Tax No.: _____

Sales Tax Registration No.: _____

Date of Registration: _____

Owner(s) Name(s): _____

Authorized Representative (if any): _____

Complete Address: _____

Telephone No.: _____ Office: _____

Mobile: _____

Dated:- _____

AUTHORIZED SIGNATURE/STAMP

Attachment:

- Copy of CNIC
- Copy of NTN Certificate
- Copy of Sales Tax Registration Certificate
- Bank Draft/Pay Order/Call Deposit
- Affidavit regarding Non Blacklisting

Note: - The above undertaking must be attached with tender.

ISLAMABAD COLLEGE FOR GIRLS KORANG TOWN ISLAMABAD

Tender Dated: _____

Name of Firm: _____

General Sales Tax No. _____

National Tax No. _____

Vender No. _____

Business Address: _____

Contact No. _____

LIST OF OFFICE STATIONERY ITEMS

S.#	Description	Specification	Estimated Quantit	Rate without GST
1	Admission File With Card (F/Q) (Section Wise)	As per sample	Rate per item	
2	HP Laser Jet P2015n Toner Cartage	China	Rate per item	
3	HP Laser Jet P2055nd Toner Cartage 05A	china	Rate per item	
4	HP Laser Jet P2055 Toner Cartage CE606/280A	China	Rate per item	
5	HP Laser Jet 1020 (Q2612A)	China	Rate per item	
6	Board Marker (Blue & Black)	Doller or Equalent	Rate per item	
7	Board Marker Ink (Blue & Black)	Doller or Equalent	Rate per item	
8	Merit, Participation, Distinguish Certificate on 300gm Art Card four colours printing A4 size	As per sample	Rate per item	
9	Letter Dispatch Register	As per sample	Rate per item	
10	Letter Receive Register	As per sample	Rate per item	
11	Vehicle Movement Log Book	As per sample	Rate per item	
12	Vehicle Maintenance Book	As per sample	Rate per item	
13	Teacher Diary	As per sample	Rate per item	
14	Ball Point (Blue, Black, Red)	Piano crystal (Gel) OREquivalent	Rate per Pkt.	
15	Ball point Uniball	Vision Elite OR Equivalent	Rate per Pkt.	
16	Masking Tape 1"	Nichibaan OR Equivalent	Rate per item	
17	Masking Tape 2"	Nichibaan OR Equivalent	Rate per item	
18	Paper Clip 36mm	Three Flower OR Equivalent	Rate per Pkt.	
19	Paper Pin 28gm	Three Flower OR Equivalent	Rate per Pkt.	
20	Uniball Signo Gel 0.7mm	Signo Gel ink Roller Ball OR equivalent	Rate per Pkt.	
21	Brown Envelopes Large Size (For Exams Section) Printed	As per Sample on century paper	Rate per item	
22	Envelop(Brown)16x13" (Fine/Q) 80gm Craft	With college Name	Rate per item	
23	Envelop(Brown) 9x4" 80gm Craft	With college Name	Rate per item	
24	Envelop(white) A4 size on 100gm Paper	With college Name	Rate per item	
25	Calculator (12 digits)	Citizen CT-9300 OR Equivalent	Rate per item	
26	Coloured Paper (A4 Size)	Imported	Rate per 100 sheet	
27	Coloured Paper (Legal Size)	Imported	Rate per 100 sheet	
28	Continuation Sheets (English) 2 Pages	68 gm paper fine quality	Rate per item	
29	Continuation Sheets (Urdu) 2 Pages	68 gm paper fine quality	Rate per item	
30	Duster For White Board	Fine quality	Rate per item	
31	File Cover on Art Card 300gm with College Name & color Monogram.	As per sample	Rate per item	
32	File Flapper	Fine quality	Rate per item	
33	Glaze paper color	Fine quality	Rate per item	
34	UHU Gum Stick(Large) 40gm	Dollar/UHU OR Equivalent	Rate per item	
35	UHU Gum Stick21 gml)	Dollar/UHU OR Equivalent	Rate per item	
36	Soft Chart Paper Color	Fine Quality	Rate per item	
37	Hard Chart Paper color	Fine quality	Rate per item	
38	Fomic Glitter sheet A4 size	Fine quality	Rate per Dozen	
39	Crape Paper	Fine quality	Rate per Dozen	
40	Highlighter (Yellow, Green,Pink) pen shape	Dollar Dux OR Equivalent	Rate per item	

S.#	Description	Specification	Estimated Quantit	Rate without GST
41	Ink For Stamp Pad(Blue & Black)	Dollar Dux OR Equivalent	Rate per item	
42	Lead Pencil (Goldfish HB)	Fine quality	Rate per Pkt.	
43	Scotch Tape 1"	Olympia OR Equivalent	Rate per item	
44	Scotch Tape 2"	Olympia OR Equivalent	Rate per item	
45	Binding Tape 3"	Sensa 3 inch 10 Meter OR Equivalent	Rate per item	
46	Dak Pad	Superior quality Green Ragzine	Rate per item	
47	Eraser	Pelican OR Equivalent	Rate per dozen	
48	Photo state (Legal) Paper 80gm	Copy Mate OR Equivalent	Rate per Ream	
49	Photo state (Legal) Paper 70gm	Copy Mate OR Equivalent	Rate per Ream	
50	Paper A4 Size 80 gm	Copy Mate OR Equivalent	Rate per Ream	
51	Paper A4 Size 70 gm	Copy Mate OR Equivalent	Rate per Ream	
52	Permanent Marker(Blue,Black) 70	Dollar OR Equivalent	Rate per Pkt.	
53	Pointer (Blue,Green,Black) 0.7	Dollar OR Equivalent	Rate per Pkt.	
54	Punch Machine Single Hole	KW-Trio No.09190 OR Equivalent	Rate per item	
55	Register(Medium) 14-No.	Fine quality	Rate per item	
56	Stapler Medium Size	Kw5871 OR Equivalent	Rate per item	
57	Stapler Pin 24/6	Kw-Trio. OR Equivalent	Rate per Pkt.	