

No.F.1-2/2026-27 (IMCG)/
Islamabad Model College for Girls (PG)
F-7/2, Islamabad



TENDER NOTICE FY 2026-2027

Islamabad Model College for Girls (PG) F-7/2, Islamabad intends to invite separate sealed tenders for purchase of **Stationery Items, Other Store Stock Items and Medical & Lab Equipment** for the Financial Year 2026-27 as per PPRA rules 2004, 36(a) Single Stage-One Envelope Procedure. Bidders are required to apply through EPADS VERSION 2.0 , only those bidders will be considered who will apply through EPADS.

- i. The firm should be registered with Income Tax and Sales Tax Departments. The firms should be in Active Taxpayers List (ATL) of FBR and must clearly mention its Vendor and GST numbers.
- ii. Pay Order amounting to Rs. 1000/- (Non-refundable) in favour of the Principal of the college must be attached with the application separately for each items. Application without the pay order will not be considered.
- iii. Rate of items mentioned in tender including GST, will be effective up to **30-06-2027**. The firms will bear the transportation charges for supply of items.
- iv. Firms applying for tender will provide its Sales Tax Registration Certificate, National Tax Number and Vendor Number.
- v. Successful firms will submit a pay order equal to 5% of the amount mentioned in the bid as guarantee money within 24-hours of 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.
- vi. Complete tender in all respects must reach the undersigned till 05th Oct, 26 at 11:00 Hours which will be opened on the same day at **11:30 hours** in presence of the representatives of the firms. Incomplete tender(s) will not be entertained and stand rejected.

(DR. FAUZIATANVEER SHEIKH)

PRINCIPAL

051-9102528

Principal

IMCG (PG) F-7/2, Islamabad

TERMS & CONDITIONS FOR TENDER

(Stationery, Other Store Items, Medical & Lab Equipment)

General terms:

- i. Sealed tenders are invited from reputed Income/General Sales Tax registered Rawalpindi/ Islamabad based firms for General Orders as per specifications/ samples only.
- ii. Tender Forms can be obtained from Islamabad College for Girls, F7/2 Islamabad on payment of Rs 500/- during working hours from 9 AM to 1 PM.
- 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. 60,000/-for each head in shape of Pay 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. 2026-27.**
- vi. 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.
- vii. Rates must be valid up to **30th June 2027** from the date of tender opening.
- viii. Conditional, Incomplete and without Earnest Money tenders will not be accepted.
- ix. 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.
- x. 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.
- xi. The successful firm will be bound to complete the work within 2 weeks of the date of Supply Order.
- xii. The bidders must quote and provide their CNIC, NTN, GST registration with the Federal Board of Revenue, **certificate as Active Tax Payers List (ATL) of FBR for current financial year 2026-27 on current date, must also be provided with the bid / quotation failing which their offer will be rejected.**
- xiii. In case of non-completion of supply order within speculated period of time, or sub-standard quality of items the security will stand forfeited.
- xiv. Telephonic/ telexed/ faxed/ telegraphic. and postal quotation will not be entertained.
- xv. All the pages of quotation should be signed by the bidder along-with official seal.
- xvi. 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 is received not later than (2) days prior to the deadline for the submission of bid correspondence via EPADS .

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, 2027 from the specified 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 05th Oct, 2026 before 11 AM.

All bids must reach in sealed envelope on or before the prescribed dead line i.e. before 11:00 a.m in the office of Vice Principal . The tenders will be opened by the Purchase Committee on 05th Oct, 2026 at 11:30 hours in the office Vice Principal, IMCG (PG), F-7/2, 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. **The tender would be awarded to the most advantages bids in terms of (i) cost of items (ii) quality of samples provided in accordance with PPRA Rule 2004 General Provision Definition inserted vide S.R.O No. 834(I)/2021 dated 28th June, 2021 in addition to (a) reasonable prices (b) quality of samples given for inspection.**

8. **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 expense.

9. If the quality of delivered items is not similar to the samples shown for inspection, tender would be cancelled.

10. **Mode of Payment**

Payment shall be made in the form of MPG and cross cheques, which shall be processed after successful execution of the Supply Order.

11. **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 unchallengeable in any court of law.

12. **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.

- 13 The authority has the right to reject and accept any Bids (s) in terms of PPRA rules.



(PRINCIPAL)
Dr. Fauzia Tanveer Sheikh
Principal
IMCG (PG) F-7/2, Islamabad

ISLAMABAD MODEL COLLEGE FOR GIRLS (POST GRADUATE) F-7/2, ISLAMABAD.				
List of Other Store Items (Cleanliness)				
FY : 2026-2027				
S.No	Items Name	Specification	Qty	Estimated Total Price (PKR)
1	Air Freshener	Cobra (300 ml)	12	8,400
2	Washing Powder	Bonus Tri-star (220g) Or equivalent	200	16,000
3	Washing Powder	Bonus Tri-star (45g) Or equivalent	500	7,500
4	Broom	Bansi Large	300	105,000
5	Broom Brush	Plastic Broom Brush Large	50	22,500
6	Bucket	Large Size without Lid	20	24,000
7	Bucket	Medium Size without Lid	20	12,000
8	Brush	Cloth Washing Brush Standard Size	5	500
9	Dust bin	Dust bin with Lid (Medium Size)	30	21,000
10	Duster	Duster Cloth Standard size	500	40,000
11	Foot Matt	Foot Matt (Silicone Rubber) Large (30 x 39 inches)	12	24,000
12	Foot Matt	Foot Matt (Silicone Rubber) Medium (24 x 33 inches)	12	14,400
13	Foot Matt	Foot Matt (Silicone Rubber) standard (30 x 20 inches)	12	9,600
14	Glass Cleaner	Glint Original (500 ml) Or equivalent	12	14,400
15	Gloves Disposable	Gloves Disposable (Large)	50	1,750
16	Hand Wash	Hand Wash Dettol (250ml) Or equivalent	10	2,600
17	Hand Wash	Hand Wash Dettol (5 Ltr) Or equivalent	12	14,400
18	Toilet Cleaner	Harpic Toilet Cleaner Blue (450 ml) Or equivalent	90	90,000
19	Toilet Cleaner	Harpic Toilet Cleaner Red (450 ml) Or equivalent	90	63,000
20	Dish Wash Liquid	Lemon Max Liquid (Medium)	50	19,000
21	Lota	Plastic Lota (Large)	5	2,250
22	Dish Washing soap	Max soap Or equivalent 60gram	100	22,000
23	Refiller for Cleaning Mop	Cleaning Mop Refiller (Std Size)	100	40,000
24	Cleaning Mop	Cleaning Mop with Steel Handle	50	35,000
25	Insect Killer Spray	Mortin Spray Multipurpose (300 ml) Or equivalent	100	60,000
26	Wall Cleaning Brush	Nylon Brush For Wall Dusting (Plastic Cobweb Brush)	10	5,000
27	Disinfection Liquid	Phenyl /Finis (2.9 Ltr) Or equivalent	100	50,000
28	Washroom Mug	Plastic Mug (Medium)	5	1,000
29	Trash Pickup Scraper	Plastic Scraper (Medium)	5	1,000
30	Dish Washing Powder	Vim Washing Powder (400gm) Or equivalent	100	15,000
31	Dish Washing Foam	Scotch Brite Foam (Medium) Or equivalent	90	13,500
32	Soap Holder	Soap Holder Plastic (Medium)	5	500
33	Hand Washing Soap	Soap Palmolive (Medium) Or equivalent	70	10,500
34	Washroom Cleaning Acid	Sweep Finis (600ml) Or equivalent	100	50,000
35	Tissue Box	Tissue Box Rose Patel Popup (Std)	50	20,000
36	Tissue Rolls	Tissue Rolls Rose Patel Or equivalent	60	60,000
37	Toilet Cleaning Brush	Toilet Cleaning Brush with handle (Round + curved)	24	7,200
38	Towel	Towel Medium (19.7 x 39.4 inches)	10	10,000
39	Washing Powder	Surf excel (35 g)	300	27,000
40	Wiper	Wiper Large steel	10	12,000
Total Amount				952,000

ISLAMABAD MODEL COLLEGE FOR GIRLS (POST GRADUATE) F-7/2, ISLAMABAD.				
List of Other Store Items (Electricity)				
FY : 2026-2027				
S.No	Items Name	Specification	Qty	Estimated Total Price (PKR)
1	LED bulb 12W	Osaka or Equivalent	50	12,500
2	LED BULB 18W	Osaka or Equivalent	50	17,500
3	LED BULB 28W	Osaka or Equivalent	50	25,000
4	Power plug	BOSCH ,or equivalent(porce	50	42,500
5	Light plug	BOSCH ,or equivalent(porce	50	42,500
6	Switch button(220V,5A)	Reco,or equivalent	50	12,500
7	Wire 3/29	Fast,or equivalent	2	17,000
8	wire 7/29	Fast,or equivalent	2	36,000
9	Capacitor for Ceiling fans(3.5μF	Fuji,or equivalent	50	17,500
10	Capacitor for ceiling fans (2.5μF)	Fuji,or equivalent	50	17,500
11	Dimmers for ceiling fans(piano size fitting	Inspire,or equivalent	50	15,000
12	Ceiling fans(56inches)	Pak fan,or equivalent	3	36,000
13	Exhaust fans (8" copper round,square)	Pak fan,or equivalent	2	1,500
14	Multiplug(2pin ,roundpin flat pin)	Clopal, or equivalent	50	25,000
15	multiplug (3pin , roundpin flat pin)	Clopal, or equivalent	50	25,000
16	Pedestal fan (24",copper motor)	GFC fan,or equivalent	4	58,000
17	Led bulb holder(2in1)	plastic	50	10,000
18	2Pin shoe (round,flat)	(round,flat)	50	10,000
19	3Pin shoe (round,flat)	(round,flat)	50	10,000
20	Led search lights(50W)	Electraor equivalent	3	15,000
21	Extension Wire and Board (High gauge v	Camelion or equivalent	3	10,500
22	Generator Battery(lead acid 12W)	Pheonix	1	18,000
23	Wall fan(MYGA design with panel 24")	GFC,or equivalent	4	72,000
24	Circuit Breaker with box(3phase 30A)	Clopal, or equivalent	3	15,000
25	Circuit Breaker with box(3phase 16A)	Clopal, or equivalent	5	9,000
26	Circuit breaker with box(3 phase 20A)	Clopal, or equivalent	4	8,000
27	Circuit Breaker (3Phase)100A	Clopal, or equivalent	1	18,000
28	Ac plug (240V,11-30A,3Pin)		15	16,500
29	Monoblock water pump(etkf-m100-160,4	Aabshar or equivalent	1	35,000
Total Amount				648,000

**GOVERNMENT OF PAKISTAN
FEDERAL DIRECTORATE OF EDUCATION
ISLAMABAD MODEL COLLEGE FOR GIRLS (POST GRADUATE), F-7/2 ISLAMABAD**

**TENDER DOCUMENT FOR STATIONERY/OTHER STORE
ITEMS/MEDICAL & LAB EQUIPMENT FY 2026-27**

- 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:

- | | |
|--------------------------|---------------------------------|
| ☐ | Copy of CNIC |
| ☐ | Copy of NTN |
| ☐ | Copy of Sales Tax Registration |
| ☐ | Active Tax Payer Number 2026-27 |
| ☐ | Bank Draft/Pay order |

Tender submission date _____

Earnest money Rs. _____

Bank Draft/Pay Order/Call Deposit No. _____

Issuing Bank _____

Issuing Date _____