

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 **Medical and 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 **14 Oct 2026 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

Dr. Fauzia Tanveer Sheikh
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 with in 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 14 October 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 14 October 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. Fauzi Tanyoor Sheikh
Principal
WCC (PG) F-712, Islamabad

**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 _____

Islamabd Model College For Girls (PG)F-7/2, Islamabad
List of Medical Lab Items for Tender 2026-2027

S.No	ITEMS	Specification	Quantity	Estimated Total Cost PKR
1	Delivery Tubes	Glass	02 pkt	2360/-
2	Weight Machine	Digital	01 no.	29500/-
3	Plastic Pots	Plastic	6 no.	3540/-
4	Lancets	Plastic	6 boxes (each box=200pcs)	3894/-
5	Alcoholic Swabs	Cotton	04 boxes (each box=200pcs)	2596/-
6	Stage Micrometer	Glass	12	11328/-
7	Ocular Micrometer	Glass	6	4602/-
8	Droppers Plastic	Plastic	12	70.8/-
9	Forceps Small	Metal	6 pcs	1416/-
10	Eosin Stain 1 %	Merck	2 bottles	2360/-
11	Haematoxylene	Merck	5 g	6490/-
12	Antisera A,B,D	Labway Diagnostic	09 sets(packets)	26550/-
13	Plain Slides	50 Pcs pack	24 boxes	9912/-
14	Cover Slips	10 pcs pack	02 boxes	3540/-
15	Beakers 250ml	Pyrex	24 no.	11328/-
16	Beakers 100ml	Pyrex	24 no.	5664/-
17	Beakers 50ml	Pyrex	24 no.	5664/-
18	Measuring Cylinders 100ml	Pyrex	12 no.	8496/-
19	Human Capillaries	Germany	2 no.	11682/-
20	Blood Smear	Germany	1 no.	5841/-
21	Pancrease	Germany	1 no.	5841/-
22	Liver	Germany	1no.	5841/-
23	Transverse section of Seminiferous Tubules in Human Testis	Germany	2 no.	11682/-
24	Transverse section of Graafian follicle in Human Ovary	Germany	2 no.	11682/-
25	Artery	Germany	2 no.	11682/-
26	Vein	Germany	2 no.	11682/-
27	Monocot Stem	Germany	2 no.	11682/-
28	Dicot Stem	Germany	2 no.	11682/-
29	Monocot Root	Germany	2 no.	11682/-
30	Dicot Root	Germany	2 no.	11682/-
31	Monocot Leaf	Germany	2 no.	11682/-
32	Dicot Leaf	Germany	2 no.	11682/-
33	Amoeba	Germany	2 no.	5841/-
34	Paramecium	Germany	1 no.	5841/-
35	Euglena	Germany	1 no.	5841/-
36	Chlorella	Germany	1 no.	5841/-
37	Volvox	Germany	1 no.	5841/-
38	choanoflagellate	Germany	1 no.	5841/-
39	Gametophyte of Fern	Germany	1 no.	5841/-
40	Male Gametophyte of Pinus	Germany	1 no.	5841/-
41	Female Gametophyte of Pinus	Germany	1 no.	5841/-
42	Refractometer	Good Quality/China	01	53100/-
43	Test Tube Holders	Iron with wooden handle/Good Quality	24	2832/-
44	Distillation Assembly	1L; 1.5L; 2L	01	28,320/-
45	Dropper	Good Quality	100	590/-
46	Thermometers	360°C; Zeal UK /Good Quality	24	16992/-
47	Thermometers	110°C	24	7080/-
48	Pipettes	10 mL glass/China	50	8850/-
49	Test Tubes (with rim)	16x150mm glass/Good Quality	200	28320/-

50	Conical flask	250mL Pyrex	40	35400/-
51	Beakers	500mL Pyrex	13	9971/-
52	Beakers	1000mL Pyrex	04	3540/-
53	Beakers	100mL Pyrex	50	11800/-
54	Burettes	50 mL Pyrex	24	25488/-
55	Measuring Cylinders	10mL Pyrex	12	8479/-
56	Measuring Cylinders	25mL Pyrex	10	7080/-
57	Measuring Cylinders	50mL Pyrex	10	7080/-
58	Watch Glasses	Pyrex	36	6372/-
59	China Dishes	60cc porcelain/Good Quality	24	9912/-
60	Glass Rods	10inch glass	50	5900/-
61	Volumetric Flask	100mL Pyrex	12	8496/-
62	Volumetric Flask	250mL Pyrex	06	6726/-
63	Volumetric Flask	1000mL Pyrex	05	10620/-
64	Glass Funnels	75mm/50mm Good Quality	24	9912/-
65	Test Tube Stands	steel with 12 holes/Good Quality	24	15576/-
66	Separating Funnels	500ml Pyrex	04	16520/-
67	Capillary Tubes	Good Quality	04	2596/-
68	Glass Vial	Good Quality	30	1050/-
69	Two Neck Round bottom Flask	500ml	02	8260/-
70	Drying Tubes	Good Quality	06	7080/-
71	Magnetic Stirring Rod	1 inch	06	3186/-
72	Magnetic Stirring Rod	2 inch	06	4602/-
73	Wire Gauze	Good Quality	60 No	1170/-
74	Round Bottom Flask	500ml	12	19824/-
75	Fusion Tube	Good Quality	6 pkt	3894/-
76	Filter paper Sheets	Good Quality	01 rim	6490/-
77	Acetyl acetone	Extra pure grade	1L	27140/-
78	Alcohol	lab grade/extra pure grade	5L	5900/-
79	Acetone	extra pure grade	2.5L	10620/-
80	Acetic acid	lab grade	2.5L	5310/-
81	Ammonium Hydroxide	lab grade	7.5L	15930/-
82	Ammonium acetate	extra pure grade	1kg	2950/-
83	Al ₂ (SO ₄) ₃ · 18H ₂ O	extra pure grade	1Kg	3540/-
84	Ammonium Carbonate	lab grade	1Kg	2832/-
85	Ammonium oxalate	Extra pure grade	1Kg	2833/-
86	Ammonium chloride	Lab Grade	2Kg	5192/-
87	Anti serum A,B and D	lab grade	1set	2950/-
88	Benzaldehyde	Sigma/Merck/Unichem	500mL	7670/-
89	Benzophenone	lab grade	250g	2950/-
90	Bromine Water	lab grade	3L	5310/-
91	BaCl ₂ · 2H ₂ O	extra pure grade/lab grade	1Kg	2596/-
92	CrCl ₃ · 6H ₂ O	lab grade	500g	7080/-
93	Carbon tetra chloride	extra pure grade	2.5L	10620/-
94	CuSO ₄ · H ₂ O	lab grade	1kg	2950/-
95	Cobalt sulphate (CoSO ₄ · 7H ₂ O)	extra pure grade	500g	10030/-
96	Copper chloride anhydrous	extra pure grade/lab grade	500g	11210/-
97	Chromium Su.phate		500g	8260/-
98	Copper nitrate	Extra Pure Grade	500g	7670/-
99	Calcium nitrate	Extra Pure Grade	500g	7080/-
100	Dimethyl aniline	extra pure grade/lab grade	1L	14750/-
101	Deionised water	Lab Grade	1 Bottle	531/-
102	Distilled water	Lab Grade	20Bottles	4720/-
103	EDTA	Lab grade	1kg	2950/-
104	Ethyl acetate	Lab Grade	2.5L	4130/-
105	Ferric Chloride	lab grade	1kg	2950/-

106	FeSO ₄ · 7H ₂ O	extra pure grade/lab grade	1kg	4130/-
107	Ferric Alum	lab grade	1kg	5310/-
108	Glucose	extra pure grade	1kg	2950/-
109	Hydro chloric Acid	lab grade	5L	12980/-
110	Iodine, I ₂	extra pure grade	25g	4130
111	Litmus Paper	lab grade	10 Packet	1770/-
112	Methanol	extra pure grade	2.5L	2360/-
113	Magnesium Chloride	extra pure grade	1Kg	4720/-
114	Methyl red	extra pure grade	25g	3540/-
115	N, N Dimethyl aniline	extra pure grade	1L	14750/-
116	Naphthalene	lab grade	1kg	2832/-
117	Nickel Sulphate	extra pure grade	500g	6490/-
118	Nitric acid	Lab Grade	2.5L	6490/-
119	Ortho Phosphoric acid	lab grade	2.5L	6490/-
120	Oxalic Acid	extra pure grade	1kg	2950/-
121	Phenol	lab grade	1kg	2832/-
122	P Toludine	lab grade	25g	7670/-
123	Porcelain Chips	lab grade	500g	10620/-
124	Paraffin oil	lab grade	3L	5310/-
125	Potassium hydroxide	Lab grade	1kg	5310/-
126	Potassium chromate	Lab grade	1kg	5310/-
127	Sulphuric Acid	lab grade	5L	14160/-
128	Sodium Bromide	extra pure grade	500g	5310/-
129	Sodium Nitrate	extra pure grade	1kg	2950/-
130	Sodium Hydroxide	extra pure lab grade	1kg	2950/-
131	Sodium nitrite	extra pure grade/lab grade	1kg	2950/-
132	Silica Gel	extra pure grade/lab grade	1kg	4130/-
133	Silver nitrate	extra pure grade	50g	21240/-
134	Sodium carbonate	extra pure grade	1Kg	2596/-
135	Sodium Acetate	lab grade	1kg	2950/-
136	Starch-Iodine paper	lab grade	1 Packet	944/-
137	Salicylaldehyde	extra pure grade	25g	8260/-
138	Toluene	extra pure grade	2.5L	5310/-
139	Thiourea	extra pure grade	1kg	4130/-
140	Urea	extra pure grade	1kg	2950/-
141	Vanadium pentoxide	extra pure grade	100g	6500/-
142	Zinc nitrate, Zn (NO ₃) ₂	extra pure grade	1kg	16520/-
143	Screw gauge	L.C 0.01mm	3	6300/-
144	Digital free fall time ticker	Good Quality	01	7600/-
145	Rheostat	0-33Ω, 0-50Ω	04(2each)	10384/-
146	Crocodile leads	small	10	1800/-
147	Melde's apparatus		02	3540/-
148	Dry cell	1.5V	10 pairs	5310/-
149	3 pin plugs	small and large	2 small, 2 Large	2596/-

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** 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 affective 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 with in the specified time, the guarantee money will be forfeited.
- vi. Complete tender in all respects must reach the undersigned till 14 Oct 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. FAUZIA TANVEER SHEIKH)
PRINCIPAL
051-9102528
Dr Fauzia Tanveer Sheikh
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 with in speculated period of time, or sub-standard quality of items the security will stand forfeited.
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- 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 14 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 _____ 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.
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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.**
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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
MCG (PG) F-7/2, Islamabad

**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 _____

LIST OF STATIONERY ITEMS
Session 2026-2027

Sr.No	Name of Item	Specification	Unit	Estimated Quantity	Estimated Rate per Unit Incl GST	Estimated Cost
1	Board Marker Blue, Black, Red, Green	Dollar/ Equivalent	Nos	1000		
2	Ball Point Blue, Black, Red	Piano Point/ Equivalent	Nos	500		
3	Board Duster standard size	fine quality	Nos	65		
4	Board Marker Ink Blue, Black 15 ml	Dollar / Equivalent	Bottle	200		
5	Book Label Sheet Red, Green, Orange, White, Yellow	fine quality	Nos	20		
6	Box File plastic	Imported / Equivalent	Nos	10		
7	Calculator	Casio 16 digits/Equivalent	Nos	05		
8	Common Pins	Elephant/ Equivalent	Box having 24 pkts	11		
9	Correction Pen	Picasso / Equivalent	Nos	100		
10	Dak Folder Standard size Leather	Fine quality	Nos	05		
11	Elfy Super Glue 20gm	Fine quality	Nos	24		
12	Envelope White 6 x 4	Fine quality	Nos	47		
13	Envelope White 9 X 4 with cloth	Fine quality	Nos	50		
14	Envelope White A-4	Fine quality	Nos	50		
15	Envelope White file size with cloth	Fine quality	Nos	50		
16	Envelope brown File Size With Cloth	Fine quality	Nos	50		
17	Envelope Brown 6 x 4 (90gm)	Golden Craft / Equivalent	Nos	50		
18	Envelope Brown 9X4	Golden Craft / Equivalent	Nos	50		
19	Envelope Brown A-4	Golden Craft	Nos	50		

		/ Equivalent				
20	Envelope Brown File size	Golden Craft / Equivalent	Nos	50		
21	Envelope 12X15 Brown (90gm)	fine quality	Nos	200		
22	Eraser Ord Piano	Dux / Equivalent	Nos	14		
23	File Tag	Fine quality	Nos	10		
24	File Flapper Large Size	Fine quality	Nos	100		
25	File Board With Rexine Belt	Fine quality	Nos	50		
26	Glaze Paper (different colours)	fine quality	Nos	100		
27	Glue Stick 36 gm	Omega / Equivalent	Nos	60		
28	Heavy Duty Stapler	deli Pro metal body / Equivalent	Nos	02		
29	Heavy Paper Cutter	China / Equivalent	Nos	02		
30	Highlighter Blue,Green,Yellow,Pink	Dollar / Equivalent	Nos	120		
31	Ivory Chart Paper (Different Colours) Hard/Soft 300 gm	fine quality	Nos	10		
32	Ivory coloured chart paper (mix colours) soft	fine quality	Nos	10		
33	Ivory coloured chart paper (mix colours) hard	fine quality	Nos	10		
34	Jel Pen	SignoBall/ Equivalent	Nos	10		
35	Khaki Sheet standard size	fine quality	Nos	12		
36	Lemination Sheet A-4 (50 sheets)/ ream	Eco Tone (micro80)	Pkt/ream	10		
37	Lemination Sheet Legal (50 sheets) /ream	Eco Tone (micro80)	Pkt/ream	05		
38	Lead Pencil With Eraser	Picasso	Nos	10		

		Executive / Equivalent				
39	Lead Pencil No. 5000	GoldFish/Equivalent	Nos	10		
40	paper cutter with blades, standard size	fine quality	Nos	05		
41	Paper Clip 30mm	Owner / Equivalent	Box having 24 pkts	05		
42	Pin cushion	fine quality	Nos	05		
43	Plastic Sheet Roll 6mm half kg	GoldenEagle /Equivalent	Roll	01		
44	Post-it Pad Yellow 2 x 3	Pronoti / Equivalent	Pkt	02		
45	Post-it Pad Yellow 3 x 3	Pronoti / Equivalent	Pkt	02		
46	Post-it Flag	Pronoti / Equivalent	Pkt	05		
47	Packing Tape 2 Inch	Owner / Equivalent	Roll	10		
48	Paper Tape 2 Inch	Owner / Equivalent	Roll	10		
49	Paper Tape 3 Inch	Owner / Equivalent	Roll	10		
50	Paper Tape 1 Inch	Owner / Equivalent	Roll	05		
51	Pen Jars	fine quality	Nos	05		
52	Paper Punch Machine Heavy Duty	KW TRIO/ Equivalent	Nos	12		
53	Permanent Marker Blue, Black, Red	Dollar / Equivalent	Nos	122		
54	Pointer Blue, Red ,Green	Dollar / Equivalent	Nos	300		
55	Punch Machine single hole, medium/ large size	fine quality	Nos	10		
56	Ruled Register No. 10 Executive	Al-Imran /	Nos	20		

		Equivalent				
57	Rulled Register No. 12 Executive	Al-Imran / Equivalent	Nos	30		
58	Rulled Register No. 20 Executive	Al-Imran / Equivalent	Nos	20		
59	Rulled Register No. 10 70 Gram	Fine quality	Nos	50		
60	Rulled Register No. 12 70Gram	Fine quality	Nos	40		
61	Rulled Register No. 20 70Gram	Fine quality	Nos	20		
62	Rubber Band Small Pkt 1 inch & 1.6 inch	3B Brand / Equivalent	Pkt	24		
63	Ruler Steel 12 Inch	China / Equivalent	Nos	10		
64	Safety Pins	fine quality	Nos	120		
65	Sharpener	fine quality	Nos	100		
66	Scotch Tape large 1 Inch	Owner / Equivalent	Roll	20		
67	Scotch Tape large 2 Inch	Owner / Equivalent	Roll	260		
68	Scotch Tape large 3 Inch	Owner / Equivalent	Roll	20		
69	Staple Pin Remover	Owner / Equivalent	Nos	10		
70	Staple Pins Heavy Duty	Fine Quality	Box having 24 pkts	02		
71	Staple Pin 24/6	Dollar / Equivalent	Box having 24 pkts	25		
72	Stapler Machine Medium 24/6	KW TRIO / Equivalent	Nos	70		
73	Stapler Machine Large	KW TRIO / Equivalent	Nos	05		
74	Stapler Machine heavy duty	metal body / Equivalent	Nos	02		
75	Stamp Pad metal	Crystal /	Nos	50		

		Equivalent				
76	Stamp Pad Ink	Crystal /Equivalent	Bottle	50		
77	Scissor Large	fine quality	Nos	60		
78	Table Set Plastic 7 Pieces Fine Quality	China / Equivalent	Set	01		
79	Thumb Pins Different Colors	Crystal / Equivalent	Box having 24 pkts	60		
80	Tempo Marker	Al-Sayyed / Equivalent	Nos	40		
81	Tape Dispenser	Owner / Equivalent	Nos	03		
82	Thread Ball Small	Fine quality	Nos	30		
83	Thread Ball Large	Fine quality	Nos	20		
84	White Board 4 x 8 Feet With Aluminum corner	fine quality	Nos	02		

Reams & Toner

S.NO	ITEMS DETAIL					
85	Colored Paper A-4 Yellow,Green,Pink (100 Sheets/ream) 70gm	fine quality	Ream	05		
86	Coloured Paper Legal Yellow,Green,Pink (100 Sheets/ream) 70gm	fine quality	Ream	05		
87	Duplicating Paper A-4(400 Sheets)	Fine quality	Ream	130		
88	Duplicating Paper Legal (400 Sheets)	Fine quality	Ream	79		
89	Imported Paper 70 Gram A- 4	BMO Copy mate/ Equivalent	Ream	260		
90	Imported Paper 70 Gram Legal	BMO Copy mate/ Equivalent	Ream	200		
91	Imported Paper 80 Gram A- 4	Double A / Equivalent	Ream	05		

92	Imported Paper 80 Gram Legal	Double A / Equivalent	Ream	05		
93	Rz Riso (220-UI) Ink	fine quality	Nos	06		
94	Rz Riso (220-UI) Master Roll	fine quality	Roll	01		
95	RZ (Riso 230) Ink	fine quality	Nos	01		
96	RZ (Riso 230) Master Roll	fine quality	Roll	06		
97	Toshiba 353 Toner (Photocopy Machine)	fine quality	Nos	02		
98	Ricoh MP2000 (Photocopier Toner)	fine quality	Nos	03		

Principal