

No.F.02-AC /IMCG (PG) /2024
Islamabad Model College for Girls (PG)
G-10/4, Islamabad

TENDER NOTICE

Through e - Pak Acquisition and Disposal System

Sealed Tenders are invited from only GST registered firms for purchase of Office Stationery items as per specifications given in the tender documents.

Method of Procurement

Single Stage- One envelope method of procurement will be used. Bids shall contain one single envelope containing separately financial proposals and technical proposals.


Terms & Conditions

Interested Firms/Stationary contractors may submit/upload their bids complete in all respects (**Name, CNIC, GST number and detail of Experience with government/ Semi-government organization**) as per details mentioned in tender document.

The Proposals (Technical & Financial) must be submitted on E-PADS, up to 11:00 A.M on 14-10-2024 (Monday). The bids will be opened at 11:30 AM on the same day in the presence of representatives of firms at the office of IMCG (PG) G-10/4, Islamabad. In case on unavoidable circumstance, the tender the tender will be opened on the next day as per schedule.

Evaluation criteria shall be as prescribed in the bidding documents. All taxes shall be deducted as per rules. A certificate and affidavit that firm is not blacklisted must be submitted with the documents. 3% of the estimated value(**Rs.30,000/-**) must be deposited in the form of Demand Draft/Pay Order in favor of IMCG (PG) G-10/4, Islamabad as earnest money needs to be attached along with the bid.

The office reserves the right to accept/reject any bid as per PPRA Rule 33(1).


(PROF. SADIA IBRAR)
(PRINCIPAL)
IMCG (PG) G-10/4, Islamabad
051-9106454

13 fde 249- 1410- P

GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS

1	Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and having National Tax Number (NTN).
2	Bidder (s) must have sound financial position, sufficient experience, good reputation and capability for timely completion of supply.
3	Bidder shall attach 3% (RS.30,000) of the total cost as Security Deposit (Refundable) in the shape of Pay Order, Call Deposit Receipt, and Bank Draft only. The security in the form of cheque shall not be accepted. E-Tenders without attachment of Bid Security in favor of IMCG PG G-10/4 will be rejected.
4	No bidder will be allowed to submit his/her second or third offer with the same bid.
5	Only those Bid(s) will be considered which will be submitted as per pattern of documents finalized by this office.
6	Bid opening Procedure Single stage- One envelope (containing the Technical Proposal and Financial Proposal) procedure will be adopted to evaluate the offers.
7	The proposals of firms will be opened on the same day on 14-10-2024, at 11:30 A.M at the office of IMCG (Postgraduate), Sawan Road, G-10/4, Islamabad.
8	A separate agreement shall be executed with successful bidder. The quantity of items(s) can vary subject to availability of funds. The provided rates by the firm must be compatible with the market rates.
9	The offered unit price of item(s) should be inclusive of General Sales Tax, Income Tax and all applicable Taxes. G.S.T and Income Tax will be deducted at source according to Government's order.
10	The bid shall be accepted or rejected based on lowest cost in the total amount of the bid in the comparative statement.
11	Order shall be placed on "as and when" basis, as per requirement during the session.
12	Penalty for failure of Supply If firm fails to supply any or all the items as per specification and required

	standard, action for blacklisting of the firm will be initiated.
13	Validity of Bid will be 30-06-2025
14	Bidder (s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).

UNDER TAKING

I have read the terms and condition regarding stationery items tender year 2024-2025 of IMCG (PG) G-10/4 is hereby undertake to abide these terms & condition in letter and spirit.

Signature: _____

Full Name: _____

Stamp: : _____

Name of Firm: _____

Address: _____

Date: _____

Required Documents

S. No.	Organizational Information	
1	Required Information	Response
2	Legal Name of the Firm/Vendor	
3	Year of Registration/ Establishment	
4	National Tax No.	
5	Sales Tax Registration No.	
6	Bank Account # (IBAN)	
7	Name of Bank	
8	Vendor No.(AGPR)	
9	Name and Designation of the Head of Organization	
10	Mobile #	
11	Telephone #	
12	Address:	
13	E-mail	
14	Name and Designation of "Contact/Focal Person"	
15	Mobile #	
16	Telephone #	
17	Address:	
18	E-mail	

IMCG (PG) G-10/4 Islamabad
Stationery Item Lists Session 2024-2025
Financial Proposals

S.NO.	NAME OF ITEM	SPECIFICATION	RATE INCLUSIVE OF ALL TAXES
1	Ball point (Push)	Picasso or Equivalent	
2	Binding Tape	Fine Quality	
3	Board Markers	Dry Erase/Deli/ 2.0mm/ or equivalent	
4	Brown Sheet	Fine Quality	
5	Calculators	Casio Desktop Calculator/ Hi Quality	
6	Chalks	Fine quality	
7	Common Pins	Fine Quality	
8	Correction Pen	Snowman/Hi Quality	
9	Duplicating Paper	Butterfly/ Legal Size/ Hi Quality or equivalent	
10	Duster	Hi Quality,	
11	Envelopes Invitation	Hi Quality,	
12	Envelops (F/S Brown)	File Size/ Double Layered/ Brown/ 15"x11"/Hi Quality	
13	Envelops Small	Letter Size, Brown, 9"x4"	
14	Erasers	Pelikan AL-30/Fine Quality	
15	File Cover Printed	High Quality	
16	File Cover VIP	Hi Quality,	
17	File Folder	Executive/Dak/Four Flap/ High Quality	
18	File Folder/file board	2 Flap 36cmx26cm/File Size	
19	File Tags	Fine Quality	
20	Flags Small	Fine Quality /Coloured	
21	Gel Pen	Uniball/ Signo	
22	Glaze Paper	Fine Quality 17"x27"	
23	Glue	Tube UHU/ 7,12,21 ml	

24	Graph Paper	Fine Quality, A4 Size	
25	Gum Bottle	Fine Quality 1000 ml	
26	Gum Stick	UHU 21 Grams	
27	High Lighter	Snowman/ Hi Quality	
28	ID Card Holder with Ribbon	Fine Quality Compatible to ID card Size	
29	Ink (refill for board markers)	Dollar/ 15 ml/Dry Erase	
30	Lead Pencils	Dollar/ Hi Quality or Equivalent	
31	Logbooks	Hi Quality,	
32	Loose Sheets	Hi Quality (Urdu/English) Single/Narrow Line	
33	Note Pad	Hi Quality,	
34	Noting Diary	Hi Quality,	
35	Paper Clip	Hi Quality,	
36	Paper Cutter	Hi Quality,	
37	Paper Cutter Blade	Hi Quality,	
38	Paper Pin	Hi Quality,	
39	Paper Tape	Hi Quality 1", 2"	
40	Permanent Markers	Snowman/Hi Quality	
41	Photostat Paper/ Copier Paper	Legal Size/ Hi quality/70 grams AA/ Paper One	
42	Photostat Paper/Copier Paper	A4 Size/ Hi Quality/70 grams AA/ Paper One	
43	Pin Cushion	Hi Quality,	
44	Plastic Rope	Fine Quality Plastic	
45	Plastic Sheet	Hi Quality Transparent/Clear 17'x26"	
46	Plastic Sheet	Hi Quality Transparent/clear Roll	
47	Pointer Pen	Uniball/Eyefine	
48	Printer paper	Legal Size/ Hi quality/80, 90 grams AA/ Paper One	

49	Printer Paper	A4 Size/ Hi Quality/80, 90 grams AA/ Paper One	
50	Punch Machine	Hi Quality Heavy Duty/Single Hole	
51	PVC Card	Hi Quality ID Card Size	
52	Register	Legal Size Fine Quality/ Hard Cover Single line	
53	Rubber Band	Fine Quality	
54	Scale	Metal/ Fine Quality	
55	Scale	DUX/Plastic Fine Quality	
56	Scissors	Superior Quality 5", 9"	
57	Scotch Tape Large	2"/Hi Quality	
58	Scotch Tape Small	1"/Hi Quality	
59	Sharpener	DUX/Hi Quality	
60	Stamp Pad	Hi Quality,	
61	Stapler Machine	Hi Quality 50 Sheet Dali or Equivalent	
62	Stapler Machine	Hi Quality Heavy Duty kw Japan or Equivalent	
63	Stapler Pin Remover	Fine Quality	
64	Stapler Pins	Hi Quality Standard	
65	Stapler Pins	Hi Quality Large	
66	Sticky note	Fine Quality Standard size	
67	Stock Register	No. 3 (or as requirement)	
68	Student Attendance Register	Hi Quality,	
69	Table Organizer Set	Hi Quality 6 Pcs, 8 Pcs	
70	Thread ball	Fine Quality	
71	Thumb Pin	Hi Quality,	
	Total Amount		