

TENDER NOTICE 2024-2025

Through e-Pak Acquisition and Disposal System

Islamabad Model College For Girls, Street No.25 F-6/2 Islamabad invites sealed bids from the suppliers/contractors registered with Income Tax , Sale Tax , AGPR (for Vendor no.) departments and who are on Active Taxpayers List of Federal Board of Revenue for supply of goods of below mentioned items.

➤ **Purchase of Stationery**

Description of Tender:-

1. Tender documents containing detailed terms and conditions for each item will be available at PPRA website (www.ppra.gov.pk).
2. Bids prepared in accordance with the instructions in the tender documents along with the earnest money in the form of pay order/demand draft amounting (**Rs. 55,000 for Purchase Stationery**) (less than 5% of estimated value) in favour of **Principal IMCG, F-6/2, Islamabad** must be submitted at IMCG, F-6/2, St # 25 Islamabad on or before **18.09.2024** at 14:30 pm.
3. Tender containing complete profile of the firm i.e. with financial statement. (i) Telephone Number (ii) Complete office address (iii) Experience (if any) etc.
4. Tender will be opened on the same day i.e. **18.09.2024** at 15:00 pm in the Presence of owner/ representatives of the firms.
5. The rates quoted by the firms must be valid up to **30.06.2025**.
6. Tender documents will not be accepted by post.
7. The firm will submit affidavit that it is not blacklisted as per SRO dated 29th June, 2021 with the Govt. /Semi Govt. department.
8. The procuring agency reserves the rights to accept or reject any or all bids / proposals in accordance with Rule-33 of PPRA Rule '2004.
9. This advertisement is also available on PPRA website at www.ppra.org.pk


Prof. Aaliya Durrani

Prof. Aaliya Durrani
Principal Principal

IMCG, F-6/2, Islamabad
Ph No. 051-9202900/051-9202222

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ISLAMABAD MODEL COLLEGE FOR GIRLS, F-6/2, ISLAMABAD

TENDER FOR STATIONERY ITEMS (2024-2025)

TERM & CONDITIONS REGARDING TENDER

1. Tender documents should be accompanied by earnest money for Rs. 55,000/- in shape of pay order/draft in favor of Principal IMCG F-6/2, Islamabad.
2. Income & Sales Tax will be deducted as per government rules from the contractor's bill.
3. If the work is not completed within scheduled time the contractor will be penalized @ 3% of contract amount.
4. The firm should be registered with sales tax department GST registration certificate may be attached with tender documents.
5. The income tax certificate may be attached.
6. The maximum time to be given for the supply of articles shall be 15 days from the date of issuance of supply order.
7. The article shall be delivered free of cost (including fitting/carrriage charges) at Islamabad Model College for Girls F-6/2, Islamabad.
8. The articles supplied shall be strictly in accordance with the specifications/samples requirements.
9. The use of any below standard material will make the goods liable to rejection. In such an eventuality neither the security shall be refundable nor the college would be obliged for any monetary compensation of the firm concerned.
10. In case of any defect the firm shall replace the defective items at its own risk and cost within a one year from the date when all the items have been supplied at Islamabad Model College for Girls F-6/2, Islamabad.
11. The rates quoted in the quotation shall be valid up to **30.06.2025**, Escalation of rates shall not be permissible on any account.
12. The purchase committee reserves the right to reject any/all tender/quotations or portion thereof, without assigning any reason.
13. Affidavit that the firm is not black listed from any Government or Semi Government department may be given with tender documents.
14. Incomplete tender would not be accepted.
15. The articles will be required to be delivered by successful bidders at his own cost at Islamabad Model College for Girls, F-6/2, Islamabad.

16. The use / supply of any below standard product of goods liable to rejection, in such an eventuality the security shall not be refunded nor would this college be obliged for any monetary compensation to the firm concerned.
17. The firm shall produce the samples of the items on the demand of the Purchase Committee.
18. Profile of firm which shows ownership of firm, relevant experience and past performance.
19. Documents which shows the financial position of a firm.
20. The security retained as earnest money shall be released after **30.06.2024**, if the tenderer or bidder is successful.



(Prof. Aaliya Durrani)

Principal
Prof. Aaliya Durrani
PRINCIPAL
MCG, F-6/2, Islamabad

UNDER TAKING

I have read the terms and condition regarding stationery items tender year **2024-2025** of IMCG F-6/2 is hereby undertake to abide these term & condition in letter and spirit.

Signature: _____

Full Name: _____

Stamp: _____

Name of Firm: _____

Address: _____

Date: _____

ISLAMABAD MODEL COLLEGE FOR GIRLS,F-6/2, ISLAMABAD
LIST OF STATIONARY (TENDER 2024-2025)

Sr.#	Name of Items	Specification	Rates to be Quoted	Rate to be Quoted (Without GST)	Remarks
1	Ball Point	0.8mm tip with klik (Black, Blue, Red)	Per Pkt.		
2	Ball Point	0.7 mm Tip with click	Per Pkt.		
3	Ball Point	Piano Jelflo Gel Pens Ink Jetflow	Per Pkt.		
4	Ball Point without click	0.8mm tip without klik	Per Pkt.		
5	Lead Pencil	Autocrat HB 5000 with Eraser	Per Pkt.		
6	Lead Pencil	Without Eraser	Per Pkt.		
7	Pencil Sharpener	Metal Pencil Sharpner	Each		
8	Pencil Sharpener for Table	Size: 102 x 54 x 101 mm, 130 gram, Material: ABS Shell, Zinc Alloy + Steel	Each		
9	Eraser/Rubber	Soft Eraser E-745	Each		
10	Scissor large (Superior) (Imp)	large (Superior)	Each		
11	Scissor Small (Superior)	Small (Superior)	Each		
12	Steel Scale	Size 12"	Each		
13	Steel Scale	Size 6"	Each		
14	Sharpener	Steel Single Hole	Each		
15	Sharpener	Plastic Superior Single Hole	Each		
16	Stamp Pad (superior) color	Medium Size	Each		
17	Stamp Pad Extra Large	Stamp Pad, Extra Large, 9-1/2" x 12-1/4" Un-Inked	Each		
18	Marker	Calligraphy Marker Fiber Tip	Per Pkt.		
19	Permanent Marker	Artline 90 (Dollar) Mix Color	Per Pkt.		
20	White Board Marker	Dry erase markers, Refill able, Easy dry, Long duration, Dollar Dry-Erase	Per Pkt.		
21	Board Marker Ink	Dry Erase Board Marker Ink Dollar	Each		
22	Board Marker Ink mix Color	Dry Erase Board Marker Ink 500ML	Each		
23	Pointer	Eye Fine 0.7mm Dollar	Per Pkt.		
24	Pointer	0.3 mm Dollar	Per Pkt.		
25	Pointer	Uni-ball eye fine	Per Pkt.		
26	Brown Paper Sheet Large Size	90 gsm Imitation Kraft Paper 900x1150mm sheet	Each		

Sr.#	Name of Items	Specification	Rates to be Quoted	Rate to be Quoted (Without GST)	Remarks
27	Wrapping Sheet	Size 20"x28" Wax Coated Printed Paper	Each		
28	Gum Bottle	1000 ml	Each		
29	Gum Stick	21 gm, UHU	Each		
30	Gum Stick	40 gm, UHU	Each		
31	German Glue	250 gm	Each		
32	Plastic Sheet Register Size	Size 20"x28", Best Quality	Each		
33	Plastic Sheet Roll	54 Meter Roll 6mm	Per Roll		
34	Blanco Fluid + Thinner	2x20ml	Each		
35	Correction Pen	Dux-139	Each		
36	Paper Clip	Round Paper Clip 22mm	Per Pkt.		
37	Thumb Pin	Steel Push Pin (Nickle Plated) (50Piece in Pkt.)	Per Pkt.		
38	Thumb Pin	Thumb Pin Multi Color 23mm (50 Piece in Pkt.)	Per Pkt.		
39	Office/Paper Pin	24mm	Per Pkt.		
40	Board Duster Best Quality	Double Side use	Each		
41	Board Duster Best Quality	112x55x40MM Material: PP, foam, Sponge	Each		
42	Tag (For File Covers)	Size 6"	Per Pkt.		
43	Tag (Large Size)	Size 1'	Per Pkt.		
44	Paper Cutter	Deli E2039 Utility Knife Paper Cutter 9mm	Each		
45	Stapler Pins	Size 24 x 6 1000staples, Dollar	Per Pkt.		
46	Stapler Pins	Size 23/10, 10mm/1000 Staples	Per Pkt.		
47	Stapler Pins	Size No.10	Per Pkt.		
48	Stapler Machine	Deli Stapler E0326	Each		
49	Stapler Machine	Stapler Heavy Duty Metal M&G MGS 303	Each		
50	Stapler Pin Remover	Best Quality	Each		
51	Duplicating Paper	Legal, Paper 60gm(400 Sheets Rim)	Per Rim		
52	Duplicating Paper	A-4, Paper, 60gm (400 Sheets Rim)	Per Rim		
53	Paper	size: A-3 80 gm AA, (500 Sheets Rim)	Per Rim		

Sr.#	Name of Items	Specification	Rates to be Quoted	Rate to be Quoted (Without GST)	Remarks
54	Paper	Size: A-4 80gm AA (500 Sheets Rim)	Per Rim		
55	Paper	Size: Legal 80gm AA (500 Sheets Rim)	Per Rim		
56	Paper	Size: A-4 70gm AA (500 Sheets Rim)	Per Rim		
57	Paper	Size:Legal 70gm AA (500 Sheets Rim)	Per Rim		
58	Color Paper Mix Color	Size: A-4 (80gm)	Per Packet 100 Sheets		
59	High Lighter (Mix Color)	Dollar	Each		
60	Pin Cushion	With plastic bottom, Material Cotton + Plastic	Each		
61	Water Dumper / Water Sponge	Plastic water holder with sponge	Each		
62	Rubber Band	Elastic Stretchable Bands	Per Pkt.		
63	Rubber Band	500gm, Long lastic Best Quality	Per Pkt.		
64	Rubber Band	Rubber bands Natural - No. 32 (3.0x80mm) - Box 50g Q-Connect	Per Pkt.		
65	Printer Toner	13-A (Original)	Each		
66	Printer Toner	13-A (China)	Each		
67	Printer Toner	26-A (Original)	Each		
68	Printer Toner	26-A (China)	Each		
69	Printer Toner	35-A (Original)	Each		
70	Printer Toner	35-A (China)	Each		
71	Printer Toner	78-A (Original)	Each		
72	Printer Toner	78-A (China)	Each		
73	Printer Toner	80-A (Original)	Each		
74	Printer Toner	80-A (China)	Each		
75	Printer Toner	83-A (Original)	Each		
76	Printer Toner	83-A (China)	Each		
77	Printer Toner	85-A (Original)	Each		
78	Printer Toner	85-A (China)	Each		

Sr.#	Name of Items	Specification	Rates to be Quoted	Rate to be Quoted (Without GST)	Remarks
79	Printer Toner	87-A (Original)	Each		
80	Printer Toner	85-A (China)	Each		
81	Printer Toner	201 (Original)	Each		
82	Printer Toner	201 (China)	Each		
83	Color Printer Toner	CP2025 (Black Color) (Original)	Each		
84	Color Printer Toner	CP2025 (Black Color) (China)	Each		
85	Photocopier Cartridge	MP 4001	Each		
86	Ink for Cyclostate Machine	Black Inkjet Catridge from Duplicator Ink CR 1610 ui (Original)	Each		
87	Master Roll for Cyclostate Machine	Master Roll A-4, CR 1610 ui (Original)	Each		
88	Black Ink for Copy Printer	Copy Printer EZ-220 A (Original)	Each		
89	Master Roll for Copy Printer	EZ 220 Thermal Master, Type 30 - 227mm X 109m - A4 Letter	Each		
90	Ruled Register	No. 10 (off set paper) Size: 8.5"x13.5"	Each		
91	Ruled Register	No. 12,300 Plus Pages	Each		
92	Ruled Register	No. 08 (off set paper) Size: 8.5"x13.5"	Each		
93	Scotch Tape	2" 50 YDS TIKKO/DEER	Each		
94	Scotch Tape	1" 50 YDS TIKKO/DEER	Each		
95	Paper Tape	Size 2" 40 YDS Best Quality	Each		
96	Paper Tape	Size 1" 40 YDS Best Quality	Each		
97	Tape Double side	1 ", Best Quality	Each		
98	Tape Double side	2 ", Best Quality	Each		
99	Cloth Tape Brown	2 ", 20 Meter Best Quality	Each		
100	Tape Double Side	Double Sided VHB Tape/Acrylic Tape/Glazing Tape Premium Grade 1.2 mm Thick 10 mm Width 8 Meter Length Clear	Each		
101	Packing Tape	TJIKKO Cello Tape/BOPP Tape/Packaging Tape Premium Grade 48 mm width 65 meter length Clea	Each		
102	BindingTape	Duct Tape / Binding Tape 2 inches Wide and 20 M Long	Each		

Sr.#	Name of Items	Specification	Rates to be Quoted	Rate to be Quoted (Without GST)	Remarks
103	Desktop Tape Dispenser	Desktop Office HEAVY DUTY TAPE DISPENSER Sellotape Cello tape Pack Holder	Each		
104	Envelop	Size 9" x 4" (Brown/White white fine Quality) (As Per Sample)	Each		
105	Envelop	Size 9 x 4 inches (Brown fine Quality) (As Per Sample)	Each		
106	Envelop Brown	Size 15"x11"(Legal fine quality) (As Per Sample)	Each		
107	Envelop White	Size 15"x11"(White fine quality) (As Per Sample)	Each		
108	Envelop Brown	(A4 fine quality) (As Per Sample)	Each		
109	Envelop White	(A4 fine quality) (As Per Sample)	Each		
110	Envelop	12"x15", Best Quality (As Per Sample)	Each		
111	Punch Machine Single	One Hole Metal Puncher 6mm	Each		
112	Punch Machine double	2-Hole Heavy Duty Hole Punch Machine (Max capacity 70 pages)	Each		
113	Writing Pad	Paper Pad Size 4"x6", 50 Sheets	Each		
114	Box Board Sheet	Size: 20"x30", Thicknes 3/16"	Each		
115	Carryon Box 48 Colors	48 Colors	Per Pkt.		
116	Drawing Sheets (Hard Chart) Different Color	(Hard Chart) Mix Color Size: 18"x30"	Each		
117	Drawing Sheets (Soft Chart) Different Color	(Soft Chart) Mix Color Size: 18"x30"	Each		
118	Drawing Sheets (Hard Chart)Golden + Silver Color	Size: 18"x30"	Each		
119	Graph Paper	As Per Sample	Each		
120	Glaze Paper	Glazed Paper 19.5" x 27" / 50 X 70cm (Approx.) 80g	Each		
121	Glaze Paper	A-4 Size	Pkt.		
122	Glitter Sheet	A-4 Size	Pkt.		
123	Foaming Sheet	A-4 Size	Pkt.		
124	File Board	Size: 35cm x 25cm, Material: Premier grade board, binded with kraft paper & two 400 gsm kraft board flap.	Each		

Sr.#	Name of Items	Specification	Rates to be Quoted	Rate to be Quoted (Without GST)	Remarks
125	Answer Sheets Broad Line	4 pages 70gm (As per Sample)	Each		
126	Answer Sheets Narrow Line	4 pages 70gm (As per Sample)	Each		
127	Answer Sheets 4Line	4 pages 70gm (As per Sample)	Each		
128	Answer Sheets	8 pages N.Lines 70gm(As per Sample)	Each		
129	Answer Sheets	8 pages B.Lines 70gm (As per Sample)	Each		
130	Answer Sheets Stack Narrow Line	24 Sheets Per Stack, 70gm (8.6" x 13.6")	Per Stack		
131	Answer Sheets Stack Broad Line	24 Sheets Per Stack, 70gm (8.6" x 13.6")	Per Stack		
132	Subject Register	Size: 8"x13" 70 Pages (As per Sample)	Each		
133	Student Attendance Register	Size: 10"x13" 80 Pages (As per Sample)	Each		
134	Student Attendance Register	Size: 10"x13" 60 Pages (As per Sample)	Each		
135	Admission Register & withdrawal	As Per Sample	Each		
136	Register Letter Dispatch	As Per Sample	Each		
137	Result Register	Size: 18"x11.5" 80 Pages (As per Sample)	Each		
138	Fee Collection Register	As Per Sample	Each		
139	Stock Register	350 Pages , Hard Binding, (As Per Sample)	Each		
140	Admin Staff Attendance Register	Size: 10"x13" 80 Pages Pages (As per Sample)	Each		
141	Teaching Staff Attendance Register	Size: 10"x13" 80 Pages Pages (As per Sample)	Each		
142	Log Book	As Per Sample	Each		
143	Vehicle Movement Register	As Per Sample	Each		
144	Vehicle Log Book	As Per Sample	Each		
145	POL Register	As Per Sample	Each		
146	Peon Book	As Per Sample	Each		
147	Student Diary	Size: 8"x6.5" (As per Sample)	Each		
148	Teacher Diary	Size: 11"x8.5" with hard binding with Title (As Per Sample)	Each		

Sr.#	Name of Items	Specification	Rates to be Quoted	Rate to be Quoted (Without GST)	Remarks
149	Fee Card Colleg Section	(As per sample)	Each		
150	Fee Receipt Books	(As per sample)	Each		
151	Bus Card (Morning/Evening)	(As per Sample)	Each		
152	Report Card (College Section)	As Per Sample	Each		
153	Progress Report Card	Size: 8"x6.5", (Prep to V) (As per Sample)	Each		
154	Progress Report Card (VI to VIII) Senior Section (As per	Size: 8"x6.5", (VI to VIII) (As per Sample)	Each		
155	Progress Report Card (IX to X) Senior Section (As per	Size: 8"x6.5", (IX to X) (As per Sample)	Each		
156	Admission File Cover	Size: 14"x10" 300gm art card (As per Sample) Morning/Evening	Each		
157	Office File Cover	Size: 14"x10" 300gm art card (As per Sample)	Each		
158	CLC Register	(As per Sample)	Each		
159	Merit Certificate for Students	(As per Sample)	Each		
160	Merit Certificate for Teachers	(As per Sample)	Each		
161	Sports Certificate	(As per Sample)	Each		
162	Character/Provisional Certificate	(As per Sample)	Each		
163	Cash Book	(As per Sample)	Each		
164	Box File	Executive (Uni imp) Narrow bag	Each		
165	Binding Tape Cloth	Cloth 2" (Nokia) or equivalent	Each		
166	Dak Folder	Leaf Executive File Folder Ragzine With Clip	Each		
167	Paper cutter	Heavy Duty Metal Base, A4 Size	Each		
168	UHU	60 MI	Each		
169	UHU	33 MI	Each		
170	Sticky Notes	size 3x3 Different Colors	Per Pkt.		
171	Sticky Notes	76 x 51 mm, 3x2 inch, 100 sheets in Pkt.	Per Pkt.		
172	White Board	Size: 4ft x 8ft,	Each		
173	White Board	Size: 4ft x 6ft	Each		
174	White Board	Size: 4ft x 5ft	Each		

Sr.#	Name of Items	Specification	Rates to be Quoted	Rate to be Quoted (Without GST)	Remarks
175	White Board	Size: 4t x 4ft	Each		
176	White Board	Size: 3ft x 4ft	Each		
177	White Board	Size: 2ft x 3ft	Each		
178	Box File	Executive File Size (imported)	Each		
179	Holder Pen Stand	Best Quality	Each		
180	Binder Clip 19mm	19mm	Each		
181	Binder Clip 25mm	25mm	Each		
182	Binder Clip 32mm	32mm	Each		
183	Binder Clip 41mm	41mm	Each		

Name of Firm: _____

Address: _____

Stamp: _____