

Standard Bidding Document

Tender for Stationery Items
(Goods)

National

Single Stage-One Envelope



September 29, 2026

*Islamabad Model College for Girls (PG) -F7/2 (Federal Directorate of Education (FDE)),Principal
Sector F-7/2, Islamabad Capital Territory
Phone: +92-333-510-7474, Email: ddo3525imcgf72@gmail.com*

Table of Contents

Instructions to Applicants	3
Framework Data Sheet	17
Framework Data Sheet (FDS)	18
Framework Items / Lots	47
Brief Description	47
Eligibility & Qualification Criteria	48
Evaluation Criteria	48
Call-Off / Secondary Procurement Procedure	49
Annexure	51
Bidding Document and Items List	52
Procurement Forms	53
Past Experience and Completed Contracts	1
Additional Forms and Documents	56

INVITATION FOR PREQUALIFICATION FOR CLOSED FRAMEWORK AGREEMENT

PROCUREMENT OF GOODS

1. The **Islamabad Model College for Girls (PG) -F7/2 (Federal Directorate of Education (FDE))** has sufficient / has received / intends to apply for funds from **Non-ADP** and intends to apply part of such funds toward payments under the Framework Agreement for **Tender for Stationery Items** having reference number **FFW10024**.
2. The **Islamabad Model College for Girls (PG) -F7/2 (Federal Directorate of Education (FDE))** intends to prequalify suppliers for subsequent Invitation to Bid(s) and to sign a Closed Framework Agreement with the successful bidder(s) following completion of the bidding process.
3. The objective of the intended Closed Framework Agreement is the on-demand supply of **Tender for Stationery Items** through subsequent Call-Off Contract(s) during the Framework Agreement period. The purpose of this Prequalification Notice is to provide basic information to enable potential applicants to decide whether to respond to this Prequalification Notice.
4. Only the prequalified applicants shall be entitled to participate in the subsequent procurement proceedings. It is expected that Invitations to Bid will be issued to the Prequalified Applicants in **Tuesday, September 29, 2026**. The Closed Framework Agreement is expected to be signed with the successful bidder(s) in **Thursday, October 29, 2026** for a period of **12 Months**.
5. The Prequalification process is open to all **National** Applicants subject to fulfilling the eligibility requirements specified in the Prequalification Documents. Interested Applicants may obtain further information from **Islamabad Model College for Girls (PG) -F7/2 (Federal Directorate of Education (FDE))** through **EPADS v2.0** during office hours. A complete set of Prequalification Documents may be accessed by interested Applicants through **EPADS v2.0** at **<https://epads.gov.pk/opportunities/federal/framework-agreements/10024>**.

6. The application, prepared in accordance with the instructions contained in the Prequalification Documents, must be submitted through **EPADS v2.0** on or before **Wednesday, October 14, 2026 11:00 AM**. Applications will be opened electronically through **EPADS v2.0** on the same day at **Wednesday, October 14, 2026 11:30 AM**. Manual submission of applications shall not be entertained.

7. Vendors who have not yet registered on **EPADS v2.0** may complete their registration at <https://vendors.epads.gov.pk/>. Guidance regarding registration and bid submission is available on the portal.

In terms of Rule 48 of Public Procurement Rules, 2004, the Grievance Redressal Committee (GRC) has been notified for the subject procurement. The notification is available on the Procuring Agency's website and on PPRA's website.

Islamabad Model College for Girls (PG) -F7/2 (Federal Directorate of Education (FDE))

Principal

Sector F-7/2, Islamabad Capital Territory

+92-333-510-7474

ddo3525imcgf72@gmail.com



Instructions to Applicants

A. General

1. Scope of Application

1.1. In connection with the **“Invitation for Prequalification”**, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

2. Source of Funds

2.1. Source of funds is same as referred in Invitation for Prequalification.

3. Fraud and Corruption

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism.

4. Eligible Applicants

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.

In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the entity), the execution of any Call-off Contract(s) awarded (to the entity) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the JV), the execution of any Call-off Contract(s) awarded (to the JV) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.

The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of framework agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract. All Bids submitted in violation of this provision will be rejected.

4.4. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Framework Agreement(s) or Call-off Contract(s). In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Framework Agreement or Call-off Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process during the execution of the Framework Agreement and/or Call-off Contract.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement or Call-off Contract for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

5. Eligibility (in terms of Nationality)

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

6. Sections of Prequalification Documents

6.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

PART 2 Supply Requirements

6.8. Section VII - Schedule of Requirements

6.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

6.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

7. Clarification of Prequalification Documents and Pre-Application Meeting

7.1. An Applicant requiring any clarification of the Prequalification Documents shall contact the Procuring Agency in writing through ePADS. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective Applicants through ePADS who have obtained the Prequalification Documents from ePADS, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

7.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / ePADS as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Prequalification Documents.

7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Prequalification Documents. Any modification to the Prequalification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through ePADS. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. Amendment of Prequalification Documents

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through ePADS.

8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and ePADS.

Provided that an Applicant who had already submitted their Applications prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through ePADS.

8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:

Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

C. Preparation of Applications

9. Cost of Applications

9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.

10. Language of Application

10.1. The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in

another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. Documents Comprising the Application

11.1. The Application shall comprise the following:

11.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

11.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

11.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

11.1.4. any other document required as specified in the PDS.

12. Application Submission Letter

12.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

13. Documents Establishing the Eligibility of the Applicant

13.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

14. Documents Establishing the Qualifications of the Applicant

14.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

14.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

14.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

14.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

14.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

14.4. The documentary evidence of the Applicant's qualifications to conclude a Framework Agreement, and/or to perform any Call-off Contract(s) if awarded, shall establish to the Procuring Agency's satisfaction:

14.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country;

14.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.

D. Submission of Applications

15. Submission of the Applications through ePADS

15.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

15.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

16. Deadline for Submission of Applications

16.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

16.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through ePADS.

17. Opening of Applications

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through ePADS. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

18. Confidentiality

18.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance

with ITA 26 through ePADS.

18.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through ePADS.

19. Clarification of Applications

19.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through ePADS.

19.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

20. Responsiveness of Applications

20.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

21. Margin of Preference

21.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Prequalification.

22. Sub-contractors

22.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into

account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

23. Evaluation of Applications

23.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

23.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

23.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

23.4. Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

24. Procuring Agency's Right to Accept or Reject Applications

24.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without

thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on ePADS, duly approved by the Principal Accounting Officer or Head of Organization.

25. Prequalification of Applicants

25.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Agency.

25.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

25.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

26. Notification of Prequalification

26.1. The Procuring Agency shall notify all Applicants in writing through ePADS indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through ePADS.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through ePADS.

27. Request for Bids

27.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through ePADS.

28. Changes in Qualifications of Applicants

28.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

28.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

28.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

28.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

28.2. Any such change should be submitted to the Procuring Agency before the date of "Invitation to Bids".

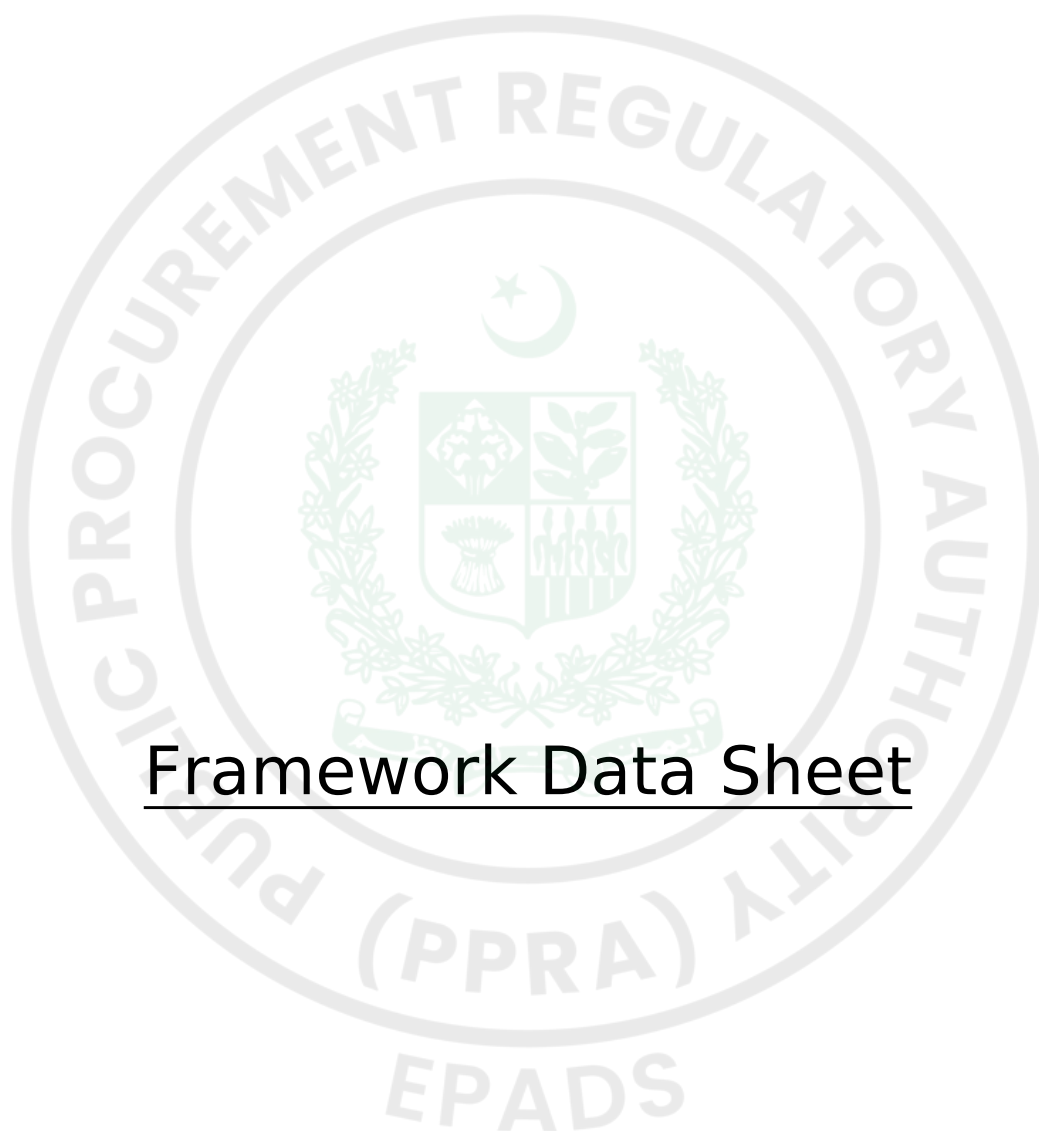
29. Redressal of Grievances

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-65 of Public Procurement Rules, 2025.

29.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

30. Mechanism of Blacklisting

30.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-25 of Public Procurement Rules, 2025 read with "Mechanism for Blacklisting Regulations, 2024".



Framework Data Sheet

Framework Data Sheet (FDS)

The following specific data for the Framework Agreement shall complement, supplement, or amend the provisions in the Instructions to Applicants/Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

FDS Clause Number

ITB Number

Amendments of, and Supplements to, Clauses in the Instructions to Applicants/Bidders

A. General

FDS Clause Number 1

ITB Number 1.1

Identification Number of the Framework Agreement: **FFW10024**

The Procuring Agency is: **Islamabad Model College for Girls (PG) -F7/2 (Federal Directorate of Education (FDE))**

Framework Agreement Title: **Tender for Stationery Items**

FDS Clause Number 2

ITB Number 2.1

The name of Procuring Agency is: **Islamabad Model College for Girls (PG) - F7/2 (Federal Directorate of Education (FDE))**

The name of Framework Agreement is: **Tender for Stationery Items**

FDS Clause Number 3

ITB Number 2.2

Participating / Authorized Procuring Agencies under this Framework Agreement:

FDS Clause Number 4

ITB Number 3.1

Framework Type: **Closed Framework Agreement**

FDS Clause Number 5

ITB Number 4.1

Framework Duration: **12 Months**

Commencement Date: **Expired after the framework duration of 12 months from the award date.**

Expiry Date: **Items Without Lots :**

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Board Marker Blue, Black, Red, Green	Markers	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 1000/Qty	1000/Qty	1
Ball Point Blue,Black ,Red	Rollerball pens	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 500/Qty	500/Qty	--
Board Duster standard size	Board cleaning kits or accessories	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 65/Qty	65/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Board Marker Ink Blue,Black 15 ml	Marker refills	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 200/bottle	200/bottle	--
Book Label Sheet Red ,Green. Orange, White, Yellow	Self adhesive labels	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 20/Qty	20/Qty	--
Box File plastic	Binders	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 10/Qty	10/Qty	1
Calculator	Pulmonary function calculators	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 5/Qty	5/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Common Pins	Paper clips	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 11/Box Having 24pkts	11/Box Having 24pkts	--
Correction Pen	Correction fluid	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 100/Qty	100/Qty	--
Dak Folder Standard size Leather	Folders	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 5/Qty	5/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Elfy Super Glue 20gm	Glues	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 24/Qty	24/Qty	--
Envelope White 6 x 4	Standard envelopes	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 47/Qty	47/Qty	--
Envelope White 9 X 4 with cloth	Standard envelopes	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 50/Qty	50/Qty	--
Envelope White A-4	Standard envelopes	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 50/Qty	50/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Envelope White file size with cloth	Standard envelopes	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 50/Qty	50/Qty	1
Envelope brown File Size With Cloth	Standard envelopes	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 50/Qty	50/Qty	1
Envelope Brown 6 x 4 (90gm)	Standard envelopes	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 50/Qty	50/Qty	--
Envelope Brown 9X4	Standard envelopes	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 50/Qty	50/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Envelope Brown A-4	Standard envelopes	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 50/Qty	50/Qty	1
Envelope Brown File size	Standard envelopes	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 50/Qty	50/Qty	1
Envelope 12X15 Brown (90gm)	Standard envelopes	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 200/Qty	200/Qty	--
Eraser Ord Piano	Erasers	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 14/Qty	14/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
File Tag	Clasp fasteners	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 10/Qty	10/Qty	--
File Flapper Large Size	Folders	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 100/Qty	100/Qty	--
File Board With Rexine Belt	Folders	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 50/Qty	50/Qty	1
Glaze Paper (different colours)	Art or craft paper	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 100/Qty	100/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Glue Stick 36 gm	Glues	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 60/Qty	60/Qty	--
Heavy Duty Stapler	Staplers	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 2/Qty	2/Qty	--
Heavy Paper Cutter	Paper cutters or refills	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 2/Qty	2/Qty	--
Highlighter Blue, Green, Yellow, Pink	Highlighters	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 120/Qty	120/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
vory Chart Paper (Different Colours) Hard/Soft 300 gm	Art or craft paper	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 10/Qty	10/Qty	--
Ivory coloured chart paper (mix colours) soft	Art or craft paper	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 10/Qty	10/Qty	1
Ivory coloured chart paper (mix colours) hard	Art or craft paper	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 10/Qty	10/Qty	1
Jel Pen	Rollerball pens	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 10/Qty	10/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Khaki Sheet standard si	Art or craft paper	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 12/Qty	12/Qty	1
Lemination Sheet A-4 (50 sheets)/ ream	Laminator pouches	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 10/Pkt/ream	10/Pkt/ream	--
Lemination Sheet Legal (50 sheets) /ream	Laminator pouches	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 5/Pkt /ream	5/Pkt /ream	--
Lead Pencil With Eraser	Wooden pencils	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 10/Qty	10/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Lead Pencil No. 5000	Charcoal pencils	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 10/Qty	10/Qty	--
paper cutter with blades, standard size	Paper cutters or refills	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 5/Qty	5/Qty	--
Paper Clip 30mm	Paper clips	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 5/box 24 pkts	5/box 24 pkts	--
Pin cushions	Pin cushions	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 5/sqft	5/sqft	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Plastic Sheet Roll 6mm half kg	Stretch wrap films	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 1/roll	1/roll	1
Post-it Pad Yellow 2 x 3	Self adhesive note paper	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 2/pkt	2/pkt	--
Post-it Pad Yellow 3 x 3	Self adhesive note paper	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 2/pkt	2/pkt	--
Post-it Flag	Self adhesive note paper	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 5/pkt	5/pkt	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Packing Tape 2 Inch	Packaging tape	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 10/roll	10/roll	--
Paper Tape 2 Inch	Paper tapes	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 10/roll	10/roll	--
Paper Tape 3 Inch	Paper tapes	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 10/roll	10/roll	--
Paper Tape 1 Inch	Paper tapes	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 05/roll	5/roll	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Pen Jars	Pen or pencil holders	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 5/Qty	5/Qty	1
Paper Punch Machine Heavy Duty	Paper or eyelet punches	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 12/Qty	12/Qty	--
Permanent Marker Blue, Black, Red	Markers	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 122/Qty	122/Qty	--
Pointer Blue, Red, Green	Rollerball pens	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 300/Qty	300/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Punch Machine single hole, medium/ large size	Paper punching or binding machines	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 10/Qty	10/Qty	--
Rulled Register No. 10 Executive	Paper pads or notebooks	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 20/Qty	20/Qty	--
Rulled Register No. 12 Executive	Paper pads or notebooks	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 30/Qty	30/Qty	--
Rulled Register No. 20 Executive	Paper pads or notebooks	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 20/Qty	20/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Rulled Register No. 10 70 Gram	Paper pads or notebooks	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 50/Qty	50/Qty	--
Rulled Register No. 12 70Gram	Paper pads or notebooks	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 40/Qty	40/Qty	--
Rulled Register No. 20 70Gram	Paper pads or notebooks	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 20/Qty	20/Qty	1
Rubber Band Small Pkt 1 inch & 1.6 inch	Rubber bands	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 24/pkt	24/pkt	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Ruler Steel 12 Inch	Rulers	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 10/Qty	10/Qty	--
Safety Pins	Safety pins	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 120/Qty	120/Qty	--
Sharpener	Scissors	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 100/Qty	100/Qty	--
Scotch Tape large 1 Inch	Transparent tape	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 20/roll	20/roll	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Scotch Tape large 2 Inch	Transparent tape	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 260/roll	260/roll	--
Scotch Tape large 3 Inch	Transparent tape	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 20/roll	20/roll	--
Staple Pin Remover	Staple removers	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 10/Qty	10/Qty	--
Staple Pins Heavy Duty	Staples	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 2/box 24 pkts	2/box 24 pkts	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Staple Pin 24/6	Staplers	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 25/box 24 pkt	25/box 24 pkt	--
Stapler Machine Medium 24/6	Staplers	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 70/Qty	70/Qty	--
Stapler Machine Large	Staplers	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 5/Qty	5/Qty	--
Stapler Machine heavy duty	Staplers	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 2/Qty	2/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Stamp Pad metal	Ink or stamp pads	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 50/Qty	50/Qty	--
Stamp Pad Ink	Ink or stamp pads	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 50/Qty	50/Qty	--
Scissor Large	Scissors	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 60/Qty	60/Qty	--
Table Set Plastic 7 Pieces Fine Quality	Table setting instructional materials	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 1/set	1/set	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Thumb Pins Different Colors	Paper clips	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 60/box 24 pkt	60/box 24 pkt	--
Tempo Marker	Markers	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 40/Qty	40/Qty	--
Tape Dispenser	Mechanical letter opener	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 3/Qty	3/Qty	--
Thread Ball Small	Cotton thread	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 30/Qty	30/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Thread Ball Large	Cotton thread	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 20/Qty	20/Qty	--
White Board 4 x 8 Feet With Aluminum corner	Dry erase boards or accessories	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 02/Qty	2/Qty	--
Colored Paper A-4 Yellow, Green, Pink (100 Sheets/ream) 70gm	Printer or copier paper	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 05/Qty	5/Qty	1
Coloured Paper Legal Yellow, Green, Pink (100 Sheets/ream) 70gm	Printer or copier paper	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 05/Ream	5/Ream	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Duplicating Paper A-4 (400 Sheets)	Printer or copier paper	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 130/Ream	130/Ream	1
Duplicating Paper Legal (400 Sheets)	Printer or copier paper	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 79/Ream	79/Ream	--
Imported Paper 70 Gram A-4	Printer or copier paper	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 260/Ream	260/Ream	1
Imported Paper 70 Gram Legal	Printer or copier paper	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 200/Ream	200/Ream	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Imported Paper 80 Gram A-4	Printer or copier paper	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 05/Ream	5/Ream	--
Imported Paper 80 Gram Legal	Printer or copier paper	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 05/Ream	5/Ream	--
Rz Riso (220-UI) Ink	Photocopier toner	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 06/Qty	6/Qty	1
Rz Riso (220-UI) Master Roll	Printer maintenance kit	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 1/roll	1/roll	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
RZ (Riso 230) Ink	Photocopier toner	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 1/Qty	1/Qty	1
RZ (Riso 230) Master Roll	Stencils or lettering aids	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 06/roll	6/roll	1
Toshiba 353 Toner (Photocopy Machine)	Ink cartridges	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 02/Qty	2/Qty	1
Ricoh MP2000 (Photocopier Toner)	Ink cartridges	Address: Sector F-7/2, Islamabad Capital Territory Schedule: 27 Days Quantity: 03/Qty	3/Qty	1

FDS Clause Number 6

ITB Number 5.1

A list of debarred firms and individuals is available on PPRA website:
<https://ppra.gov.pk>

B. Contents of the Framework Document

FDS Clause Number 7

ITB Number 7.1

For clarification, the Applicant shall seek clarifications through: **EPADS v2.0**

FDS Clause Number 8

ITB Number 7.1 & 8.2

Information related to the Framework Agreement shall be published on: **EPADS v2.0**

FDS Clause Number 9

ITB Number 7.2

Pre-Bid Meeting: **Clarification Date: Tuesday, October 13, 2026**

C. Preparation of Applications / Bids

FDS Clause Number 10

ITB Number 10.1

This Framework Agreement Document has been issued in the language:
English

FDS Clause Number 11

ITB Number 11.1(d)

Additional documents to be submitted through **EPADS v2.0**:
No

FDS Clause Number 12

ITB Number 14.2

Source for determining exchange rates: **Not Applicable**

E. Submission of Applications / Bids

FDS Clause Number 18

ITB Number 16.1

Deadline for Bid Submission:

Day: **Wednesday**

Date: **Wednesday, October 14, 2026**

Time: **11:00 AM**

FDS Clause Number 19

ITB Number 17.1

Opening of Bids shall be conducted through: **EPADS v2.0**

Day: **Wednesday**

Date: **Wednesday, October 14, 2026**

Time: **11:30 AM**

Virtual participation link: **<https://vendors.epads.gov.pk/>**

F. Evaluation and Award

FDS Clause Number 20

ITB Number 21.1

Margin of Domestic Preference: **Not Applicable**

FDS Clause Number 21

ITB Number 22.1

Framework Award Basis: **Quality Based Selection (QBS)**

FDS Clause Number 22

ITB Number 23.1

Suppliers admitted to the Framework Agreement shall not be guaranteed any minimum quantity, value, or volume of business unless otherwise stated in the Framework Agreement.

FDS Clause Number 23

ITB Number 29.1

Framework-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**

A complaint may challenge:

- The terms of the Framework Agreement Documents

- The Procuring Agency's evaluation decision
- The Procuring Agency's Framework Award decision



Framework Items / Lots

Brief Description

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,

Bidders are required to apply through EPADS VERSION 2.0 , only those bidders will be considered who will apply through EPADS.

1. 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.
2. 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.
3. 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.
4. Firms applying for tender will provide its Sales Tax Registration Certificate, National Tax Number and Vendor Number.
5. 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.

Complete tender in all respects must reach the undersigned till _____ **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.

Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Any	NADRA CITIZENSHIP (CNIC/NICOP) FBR (NTN) FBR (GSTN)

Eligibility Criteria	Document
Interested firms/ individuals shall deposit bid security of PKR 60000/- in favour of Principal IMCG (PG), F-7/2 Islamabad inform of pay order.	Yes
Interested firms/ individuals must deposit PKR 1000/- Non-refundable in favour of Principal IMCG (PG), F-7/2 Islamabad inform of pay order.	Yes

Evaluation Criteria

Quality Based Selection (QBS)

Technical Marks	100
Passing Marks	70
Technical Evaluation Criteria	

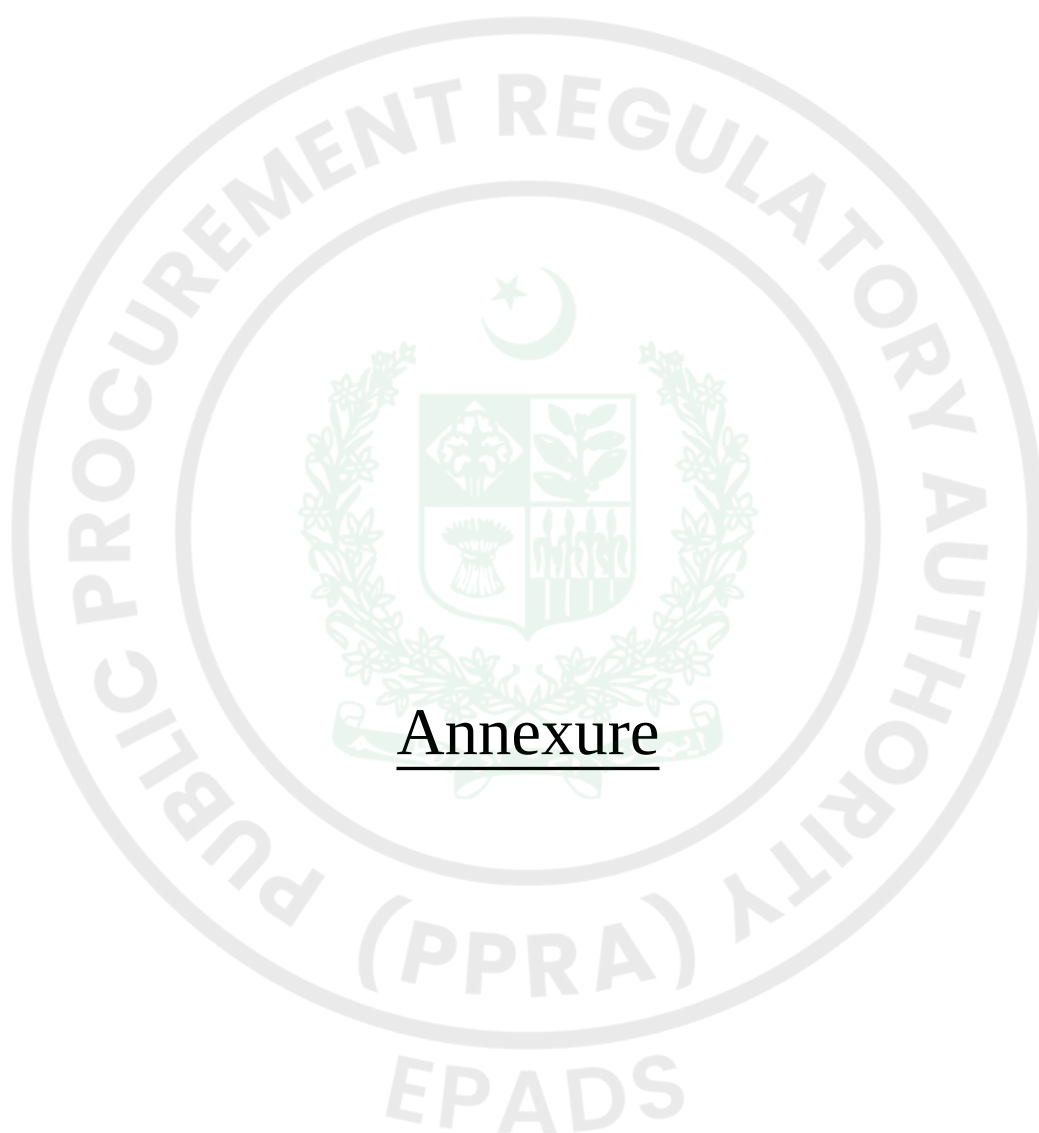
Authenticity/Quality | Items supplied shall be new, unused, genuine and conform to the approved specifications; substandard/reconditioned items shall not be accepted .Undertaking is required. (Qualitative)

100

Call-Off / Secondary Procurement Procedure







Annexure

Bidding Document and Items List

Information (Read-Only)

See Form Under Additional Forms and Documents: **Bidding Document and Items List** (page number: 57)





Procurement Forms

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 67)







Additional Forms and Documents

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.
- 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 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.
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

**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

Past Experience / Contracts

Contracts over <i>[insert amount]</i> during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination

