

TENDER NOTICE 2026-2027

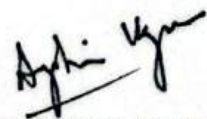
Through e-Pak Acquisition and Disposal System

Islamabad Model College For Girls (PG) F-7/4 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 Stationary and others Items

Description of Tender:-

1. Tender documents containing detailed terms and conditions for each items will be available at PPRA website (www.ppra.gov.pk).
2. Bids prepared in accordance with the instruction in the tender documents along with the earnest money in the form of pay order/demand draft amounting **(Rs.85,000/-)** for purchase of Stationary and others Items) (5% of estimated value) in favor of principal IMCG (PG) F-7/4, Islamabad must be submitted at IMCG (PG) F-7/4, Islamabad on or before **09-09-2026 at 10:00am**.
3. Tender containing complete profile of the firm i.e with financial statement. (i) Telephone Number (ii) Complete office address (iii) Experiences (if any) (iv) NTN & GST detail (v) Active Tax payer Certificate etc.
4. Tender will be opened on the same day i.e **09-09-2026 at 11:00am** in the presence of owner/ representatives of the firms.
5. The rates quoted by the firms must be valid up to **30-06-2027**.
6. Tender documents will not be accepted by the post.
7. The firm will submit affidavit that it is not blacklisted as per SRO dated 30th June, 2026 with the Govt. /Semi Govt. department.
8. The procuring agency reserves the right to accept or reject any or all bids / proposals accordance with Rule-33 of PPRA rule '2004.
9. This advertisement is also available on PPRA website at www.ppra.org.pk.


(AYESHA KAYANI)
PRINCIPAL

ISLAMABAD MODEL COLLEGE FOR GIRLS (PG) F-7/4,

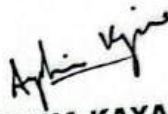
ISLAMABAD

TENDER FOR STATIONARY ITEMS 2026-2027

TERMS & CONDITIONS REGARDING TENDER

1. Tender documents should be accompanied by earnest money for **Rs.85,000/-** in shape of pay order/draft in favor of Principal IMCG (PG), F-7/4, 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 07 days from the date of issuance of supply order.
7. The articles shall be delivered free of cost (including fitting/carriage charges) at Islamabad Model College for girls (PG), F-7/4, Islamabad.
8. The articles supplied shall be strictly in accordance with the specification/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 form concerned.
10. According to PPRA rules 36 (ix) the bid found to be the "most advantageous bid" shall be accepted.
11. In case of any defect the firm shall replace the defective items at its own risk and cost within one year from the date when all the items have been supplied at Islamabad Model College for girls (PG), F-7/4, Islamabad.
12. The rates quoted in the quotation shall be valid up to **30-06-2027**, Escalation of rates shall not be permissible on any account.
13. The purchase committee reserves the right to reject any/all tender/quotation or portion thereof, without assigning any reason.

14. Affidavit that the form is not black listed from any Government or semi Government department may be given with tender documents.
15. Incomplete tender would not be accepted.
16. The articles will be required to be delivered by successful bidders at his own cost at Islamabad Model College for girls (PG), F-7/4, Islamabad.
17. The form shall produce the sample of the items on the demand of the purchase Committee.
18. Profile of firm which shows owner ship of firm, relevant experience and past performance.
19. Documents which show the financial position of a firm.
20. The security retained as earnest money shall be released after 30-06-2027, if the tender or bidder is successful.


(AYESHA KAYANI)
PRINCIPAL

UNDERTAKING

I have read the terms and condition regarding Stationary Items tender year 2026-27 of IMCG (PG) F-7/4, Islamabad is hereby undertake to abide these terms & condition in latter and spirit.

Signature: _____

Full Name : _____

Stamp: _____

Name of Firm : _____

Adress: _____

Date: _____

Dated 10th August 2026

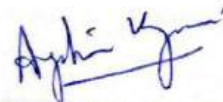
OFFICE ORDER
(PROCUREMENT COMMITTEE 2026-27)

A procurement committee for the financial year 2026-27 is hereby constituted/
comprising of the following members:-

S.#	Name & Designation	Position in Committee
01	Mrs. Ayesha Kayani Principal	Chairperson/Chairman
02	Ms. Kahkashan Sohail, Associate Professor	Procuring Agency
03	Ms Iffat Nazir, Assistant Professor	Member, <u>Procurement Committee</u>
04	Ms Suaad Afzal, Assistant Professor	Member, <u>Procurement Committee</u>
05	Ms Rukhsana Shaheen, Assistant Professor	Member, <u>Procurement Committee</u>
06	Mr Rameez Fida, Accountant	Member, <u>Procurement Committee</u>
07	Mr Waheed Anwar, Admin Officer	Member, <u>Procurement Committee</u>

T.O.Rs

- To finalize/approve tender/pre-qualification process.
- To physically check/ verify the procurement/ purchase items.
- To take care to avoid purchasing quantities in excess to avoid inventory carrying costs.
- To adopt a fair, transparent and reasonable procedure of procurement.
- To select that the offer adequately meets the requirement in all respect.
- To ensure that the price of the selected offer is reasonable and consistent with the required quality.
- Member (Accountant) of procurement committee will maintain the procurement record and schedule.


(AYESHA KAYANI)
PRINCIPAL

Dated 10th August 2026

OFFICE ORDER

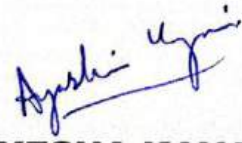
(PROCUREMENT COMMITTEE 2026-27)

A procurement committee for the financial year 2026-27 is hereby constituted/
comprising of the following members:-

S.#	Name & Designation	Position in Committee
01	Ms.Fehmida Qamber, Associate Professor	Member, <u>GRC</u>
02	Ms Naheed Khan, Assistant Professor	Member, <u>GRC</u>
03	Ms Faiza Zaidi, Assistant Professor	Member, <u>GRC</u>

T.O.Rs

- To finalize/approve tender/pre-qualification process.
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(AYESHA KAYANI)
PRINCIPAL

ISLAMABAD MODEL COLLEGE FOR GIRLS (PG) Margalla F/7/4.ISLAMABAD
LIST OF STATIONARY (TENDER 2026-2027)

Sr.#	Name of Items	Specification	Rate	18% GST	Total Price With GST
1	Ball Point	Doller 0.8mm tip with clik (Black, Blue, Red)			
2	Answer Sheets	8 pages 8 Lines 70gm (As per Sample)			
3	Answer Sheets Broad Line	4 pages 70gm (As per Sample)			
4	Continuation Sheet	Broad Line 70 gms			
5	Ball Point	Piano Jelflo Gel Pens Ink Jetflow			
6	Ball Point	0.7 mm Tip with click			
7	Ball Point without click	0.8mm tip without clik			
8	Binder Clip 25mm	25mm			
9	Binder Clip 32mm	32mm			
10	Binder Clip 41mm	41mm			
11	Binding Tape Cloth	Cloth 2" (Nokia) or equivalent			
12	BindingTape	Duct Tape / Binding Tape 2 inches Wide and 20 M Long			
13	Blanco Fluid + Thinner	2x20ml			
14	Board Duster Best Quality	Double Side use			
15	Board Marker Ink	Dry Erase Board Marker Ink Dollar			
16	Brown Paper Sheet Large Size	90 gsm Imitation Kraft Paper 900x1150mm sheet			
17	Color Paper Mix Color	Size: A-4 (80gm)			
18	Correction Pen	Dux-139			
19	Envelop (College name & Monogram)	Size 9 x 4 inches (Brown fine Quality) (As Per Sample)			
20	Envelop (College name & Monogram)	Size 9" x 4" (Brown/White white fine Quality) (As Per Sample)			
21	Envelop (College name & Monogram)	12"x15", Best Quality (As Per Sample)			
22	Envelop Brown (College name & Monogram)	Size 15"x11"(Legal fine quality) (As Per Sample)			
23	Envelop Brown (College name & Monogram)	(A4 fine quality) (As Per Sample)			
24	Envelop White (College name & Monogram)	Size 15"x11"(White fine quality) (As Per Sample)			
25	Envelop White (College name & Monogram)	(A4 fine quality) (As Per Sample)			
26	Eraser/Rubber	Soft Eraser E-745			
27	German Glue	250 gm			
28	Gum Stick	21 gm, UHU			
29	Gum Stick	40 gm, UHU			
30	High Lighter (Mix Color)	Dollar			
31	Ink for Cyclostate Machine	RZ 220 As A-4 Size			
32	Lead Pencil	Autocrat HB 5000 with Eraser			
33	Marker	Calligraphy Marker Fiber Tip			
34	Master Roll for Cyclostate Machine	RZ 220 As A-4 Size			
35	Paper Double A	Size: A-4 80gm AA (500 Sheets Rim)			
36	Paper Double A	Size: Legal 80gm AA (500 Sheets Rim)			
37	Paper Double A	Size: A-4 70gm AA (500 Sheets Rim)			
38	Paper Double A	Size: Legal 70gm AA (500 Sheets Rim)			
39	Paper Double A	size: A-3 80 gm AA, (500 Sheets Rim)			
40	Paper Clip	Round Paper Clip 22mm			
41	Paper Tape	Size 2" 40 YDS Best Quality			
42	Permanent Marker	Artline 90 (Dollar) Mix Color			
43	Pointer	0.3 mm Dollar			
44	Printer Toner	P1005			
45	Printer Toner	FS-4100DN			
46	Printer Toner	HP1020			
47	Printer Toner	M3207			
48	Printer Toner	HPLaserjet1320			
49	Printer Toner	HPLaserjetP3005N			
50	Printer Toner	TASKalfa3010i			
51	Photostate machine Toner	as Per Sample			
52	Rubber Band	Elastic Stretchable Bands			
53	Scissor large (Superior) (Imp)	large (Superior)			
54	Scotch Tape	2" 50 YDS TIKKO/DEER			
55	Stamp Pad (superior) color	Medium Size			
56	Stapler Machine	Stapler Heavy Duty Metal M&G MGS 303			
57	Stapler Pins	Size 24 x 6 1000staples, Dollar			
58	Sticky Notes	size 3x3 Different Colors			
59	Sticky Notes	76 x 51 mm, 3x2 inch, 100 sheets in Pkt.			
60	Tag (for File Covers)	Size 6"			
61	Tag (Large Size)	Size 1'			
62	attendance register	As per sample			
63	Thread balls	As per sample			
64	Water Dumper / Water Sponge	Plastic water holder with sponge			

Purkhana Shabeen
(Incharge Stationary)

Aylin Kiani
(PRINCIPAL)

LIST OF OTHER ITEMS (TENDER 2026-2027)

Sr #	Name of Items	Specification	Rate	18% GST	Total Price With GST
1	Tissue Box	Perfumed / Rose Petal			
2	Tissue Roll	Habitt / Maxob			
3	Surf	45 gms Packet (Excel / Arial / Bonus)			
4	Phenyl	2.9 Liter (Botal) Finis			
5	Detol	Big Pack (Surface Cleaner)			
6	Dust Bin	Size 9.5 w/12 H (Plastic)			
7	Beauty Soap	Large 115g (Lux/Palmolive/Dettol)			
8	Wiper Large	Standred Size (4 Ft)			
9	Air Freshener	(300 ml) Cobra			
10	Acid/ Taizab	Bottle (450 ml)			
11	Puchara (Rope)	Steel Handle (04 Ft)			
12	Broom (Bansi) per KG	Long Lenth			
13	Broom Phool	Soft Phool Plastic Handle			
14	Scotch Bright	Foam with Spoungh			
15	Dish Wash Soap	Vim / Max 400 gmPkt			
16	Dish Wash Bar	215 gm (Lemon Max Bar/Vim Bar)			
17	Hand Wash Disprnsor				
18	Foot Mat Office	2x3 Ft			
19	Duster Cloth (Yellow)	(24x18)			
20	Vim Powder	400gm			
21	Insect Killer Spray	325 ml			
22	Hand Wash	Detol			
23	Glint	Fine Quality			
24	Soap Box	Fine Quality			
25	Cell Wall Clock Pkt	(1.5 V AA Toshiba/Sony			

Agha Khyun

*Incharge cleanliness
Qudsia Fatima.*