

TENDER NOTICE 2026-2027

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 Stationary**

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. 150,000 for Purchase of Stationary Items)** (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 **17.08.2026** at 10:00 am..
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. **17.08.2026** at 10:30 am. 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. The firm will submit affidavit that it is not blacklisted as per SRO dated 29th June, 2021 with the Govt. /Semi Govt. department.
7. The procuring agency reserves the rights to accept or reject any or all bids / proposals in accordance with Rule-33 of PPRA Rule 2004.
8. This advertisement is also available on PPRA website at www.ppra.org.pk & www.epad.gov.pk

Prof. Aaliya Durrani
PROF. AALIYA DURRANI
Principal
PRINCIPAL

Ph No. 051-9302900/051-9302222
Mod-25 F-6/2, Islamabad

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

TENDER FOR STATIONARY ITEMS (2026-2027)

TERM & CONDITIONS REGARDING TENDER

1. The firm must be registered with sales tax department, GST registration certificate and (NTN) income tax certificate must be attached with tender documents.
2. The firm profile must clearly indicate details of ownership, relevant industry experience and record of past performance.
3. A document evidencing the financial standing of the firm must be submitted along with the tender.
4. Tender documents shall be accompanied by earnest money / security in the sum of **Rs. 150,000/-** in form of pay order in favour of Principal IMCG F-6/2, Islamabad.
5. An affidavit must be enclosed with tender documents affirming that the firm has not been blacklisted by any Government or Semi Government department.
6. Single rate must be quoted for each item. If a firm quotes two or more rates for the same item, that item may be disqualified from consideration.
7. The college purchase committee reserves the absolute right to reject any or all tender, or any part thereof, without assigning any reason and without incurring any liability what so ever.
8. Incomplete tender documents will not be accepted.
9. The maximum allowable period for the supply of goods and articles shall be 10 days from the date of issuance of supply order.
10. The supply of any substandard product / goods will be liable to rejection, in such an eventuality the security shall not be refunded nor would this college be under any obligation for any monetary compensation to the firm concerned.
11. The rates quoted in the submitted bidding document shall remain **valid until 30.06.2027**. No escalation in rates shall be admissible under any circumstances.
12. The goods and articles supplied by the firm shall be strictly in accordance with the specifications/sample as required and approved by college purchase committee.
13. The article will be delivered free of cost inclusive of fitting/carriage charges, at Islamabad Model College for Girls F-6/2, Islamabad.
14. The supply of any substandard item shall render the goods liable to rejection. In such an event, the vendor shall be held responsible and subject to compensation claims, as well as disciplinary & monetary penalties in accordance with applicable rules & regulation.
15. In case of any defect the firm shall be obligated to replace the defective items at its own risk and expense within one year from the date of complete supply of all items at Islamabad Model College for Girls F-6/2, Islamabad.

16. If the work is not completed within scheduled time the contractor will be penalized penalty will be imposed Rs. 100/- per day or @ 3% of contract amount whichever is imposed by procurement committee.
17. In case the tender withdraws his tender/offer during the period of tender validity or successful tenderer fails to furnish the required Performance Bond/Security or sign the Contract Agreement/Acknowledgment of the Purchase Order, the amount of Bid Bond/Tender Security will be forfeited in favor of IMCG, F-6/2. Competent authority may take further actions as deemed fit under the rules like blacklisting of the defaulter firm and purchase of same item from elsewhere without any notice at the firm's risk and cost etc.
18. Income & Sales Tax will be deducted as per government rules from the vendor's bill.
19. The security deposit retained as earnest money shall be released after **30.06.2027**, subject to the successful completion of obligation by the successful tenderer or bidder.
20. The rate of the item must align with the specifications provided by the college. If the specification mentions 'original', then the quoted rate must be for the original item only.
21. The firm shall be required to provide the samples of the items intended for purchase or procurement by the college upon request by the college purchase committee.


(Prof. Aaliya Durrani)
PROF. AALIYA DURRANI
Principal
PRINCIPAL
IMCG St # 25, F-6/2, Islamabad

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

UNDERTAKING

I have read the terms and condition regarding the "Tender for Purchase of Stationary items". I hereby undertake to abide by these terms and conditions in letter and spirit.

Company / Firm Name: _____

Owner(s) Name (s): _____

Sales Tax Registration No.: _____

National Tax No.: _____

Date of Registration in Sale Tax Deptt.: _____

Authorized Representative (if any): _____

Complete Address: _____

Telephone No.: _____ Office: _____

Mobile: _____

AUTHORIZED SIGNATURE / STAMP

Date: _____

Attachments:

- i. Copy of CNIC.
- ii. Copy of NTN Certificate.
- iii. Copy of Sales Tax Registration Certificate.
- iv. Bank Draft/Pay Order/Call Deposit.
- v. Affidavit that it is not blacklisted as per SRO dated 29th June, 2021 with the Government /Semi Government department.

Note:- The above undertaking must be attached with tender.

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

LIST OF STATIONARY ITEMS FOR TENDER 2026-2027

Sr.#	Title	UNSPSC	Quantity	Unit	Delivery Schedule	Specification/Requirement
1	BallPoint		250	Per Pkt.		Picasso Grip Ball Pen (Black, Bluem Red)
2	BallPoint		30	Per Pkt.		Piano Jelflo Gel Pens Ink Jetflow (Black, Blue, Red)
3	Lead Pencil		30	Per Pkt.		Autocrat HB 5000 with Eraser
4	Lead Pencil		30	Per Pkt.		Goldfish 5000 Autocrat Pencil
5	Sharpener		100	Each		DUX High Quality Pencil Sharpeners
6	Eraser/Rubber		150	Each		Soft Eraser E-745
7	Scissor Stainless Steel		36	Each		DL95, 245mm 9.7 inch Stainless Steel
8	Steel Scale		20	Each		Size 12"
9	Stamp Pad (superior) color		12	Each		Crystal Stamp Pad Executive Large
10	Stamp Pad Ink		12	Each		Nafees Stamp Pad Ink 500ml (Diffrenct Colors)
11	Stamp Pad Ink		60	Each		Nafees Stamp Pad Ink 30ml (Diffrenct Colors)
12	Marker Tempo		50	Per Pkt.		Caligraphy Marker Fiber Tip, 10 Piece of Pkt.
13	Marker Color		30	Per Pkt.		Dollar 10 Assorted Color Markers Multi
14	Permanent Marker		30	Per Pkt.		2mm round tip for precise writing (Red, Blue, Black)
15	Uni Paint Marker		30	Each		White and Shiny Gold, Silver Color
16	White Board Marker		120	Per Pkt.		Dry erase markers, Refill able, Easy dry, Long duration, Dollar Dry-Erase make
17	Board Marker Ink		300	Each		Dry Erase Board Marker Ink Dollar 15ml (Different Colors)
18	Board Marker Ink		50	Each		Dry Erase Board Marker Ink 120ml (Different colors)
19	Pointer		60	Per Pkt.		Dollar Fine Liner Pointer Plus – 0.3mm – Pack of 10 (Different colors)
20	Pointer		15	Per Pkt.		Uni-ball eye fine, UB-157, 0.7, Diffrenent Colors, (Different colors) Original
21	Brown Paper Sheet Large Size		200	Each		90 gsm Imitation Kraft Paper 900x1150mm sheet

Sr.#	Title	UNSPSC	Quantity	Unit	Delivery Schedule	Specification/Requirement
22	Wrapping Sheet		350	Each		Size 20"x30" , Thick high quality paper, Professional Printed image
23	Crepe Paper		150	Each		Single Sheet in Different Colors, Size 19.5" x 38"
24	Poster Color		12	Pkt.		Poster Colour 30ml Pack of 12 G 12PC CB Goldfish
25	Brushes Poster colopr		10	Pkt.		Pack of 6-7 Brushes, Flat and Round
26	Gum liquid Bottle		10	Each		500 ml
27	Glue Stick		80	Each		21 gm, UHU
28	Glue Stick		80	Each		40 gm, UHU
29	German Glue		50	Each		DELI WHITE GERMAN GLUE 250 ml
30	Plastic Sheet Register Size		300	Each		Size 20"x28", High thickness
31	Plastic Sheet Roll		6	Per Roll		width 54, Length 50 Meter, Thickness 0.6 mm
32	Correction Pen		50	Each		Dux-139
33	Thumb Pin		300	Per Pkt.		Deli, Thumb Pin Silver Tacks 10mm (0020), 100 pcs in a Pack
34	Thumb Pin		50	Per Pkt.		Deli Pack of 100 Plastic Thumb Pins - Push Pins for Notice Board - 0031 - 23mm - Multi-colors
35	Paper Clip		30	Each		Deli Paper Clip 50mm 100Pcs Box Model no. 0050
36	Office/Paper Pin		50	Per Pkt.		Deli E0023 Office Pins, 10 x 5 x 10 centimeters, 50 Piece in pack
37	Board Duster		200	Each		Deli E7810 Whiteboard Foam Duster
38	Paper Cutter		36	Each		Deli E2061 Utility Knife Paper Cutter 18mm
39	Paper cutter		2	Each		Deli E8014 Steel A4 Paper Trimmer 12 Sheets
40	Stapler Pins		200	Per Pkt.		Size 24 × 6 1000 Staples, Dollar
41	Stapler Pins		30	Per Pkt.		Size 23/10, 10mm/1000 Staples (H-13)
42	Stapler Pins		20	Per Pkt.		Dollar Staple Pin No 10
43	Stapler Machine		50	Each		Deli Stapler Machine 25 Sheets With Pin Remover E0326
44	Stapler Machine		2	Each		Deli Heavy Duty Stapler E0395

Sr.#	Title	UNSPSC	Quantity	Unit	Delivery Schedule	Specification/Requirement
45	Stapler Pin Remover		36	Each		Deli Staple Remover 0231
46	Duplicating Paper		500	Ream		Legal/F4 Size, 60gm, HB Paper, (400 Sheets in Ream) (As per Sample)
47	Duplicating Paper		500	Ream		A4 Size, 60gm, HB Paper, (400 Sheets in Ream) (As per Sample)
48	Paper		12	Ream		size: A-3 80 gm AA, (500 Sheets Ream)
49	Paper		200	Ream		Size: A-4 80gm AA (500 Sheets Ream)
50	Paper		200	Ream		Size: Legal 80gm AA (500 Sheets Ream)
51	Paper		400	Ream		Size: A-4 70gm AA (500 Sheets Ream)
52	Paper		400	Ream		Size:Legal 70gm AA (500 Sheets Ream)
53	Paper Color		200	Per Pkt.		Spectra Color Paper A4,Pack of 100 Sheets, 210 x 297 mm, 80 gm
54	High Lighter (Mix Color)		150	Per Pkt.		NEON, Dollar Highlighter 5mm HL5
55	Water Dumper / Water Sponge		40	Each		Rubber body - Water Sponge Damper Plastic
56	Rubber Band		25	Per Pkt.		Q Band, No. 152, 1.6", Pure Rubber Band
57	Printer Toner		10	Each		26-A (Original)
58	Printer Toner		30	Each		26-A (China)
59	Printer Toner		10	Each		49-A (China)
60	Printer Toner		10	Each		78-A (China)
61	Printer Toner		25	Each		80-A (China)
62	Printer Toner		20	Each		83-A (China)
63	Printer Toner		20	Each		85-A (China)
64	Printer Toner		10	Each		304-A (China)
65	Color Printer Toner		5	Each		CP2025 (Black Color) (Original)
66	Color Printer Toner		10	Each		CP2025 (Black Color) (China)

Sr.#	Title	UNSPSC	Quantity	Unit	Delivery Schedule	Specification/Requirement
67	Photocopier Cartridge MP-4001		30	Each		MP-4001 Original only
68	Black Ink for Copy Printer EZ-220		30	Each		OAT, SF-II, 1000ml, Riso digital duplicators, Green Original only, (As Per Sample)
69	Master Roll for Copy Printer Ez-220		30	Each		EZ 220 CRA4L, Colored-Flange, Thermal Master, Type 30 - 227mm X 109m - A4 Letter Original (As Per Sample)
70	Ink for Cyclostare Machine (Cr-1610)		15	Each		Black Inkjet Catridge from Duplicator Ink CR 1610 ui (Original only)
71	Master Roll for Cyclostare Machine		15	Each		Master Roll A-4, CR 1610 ui (Original only)
72	Ruled Register		100	Each		No. 12/300 Pages, 70 gm , hard binding
73	Scotch Tape		200	Each		2" 50 YDS TIKKO/DEER
74	Scotch Tape		250	Each		1" 50 YDS TIKKO/DEER
75	Paper Tape		80	Each		Size 2" 40 YDS Best Quality
76	Paper Tape		150	Each		Size 1" 40 YDS Best Quality
77	Tape Double side		120	Each		Foming Double Sided Tape 1" 10 Yards
78	Tape Double side		60	Each		Foming Double Sided Tape 2" 10 Yards
79	Packing Tape		50	Each		2" Wide, 35 Yards Brown
80	BindingTape		50	Each		GT009 -Duck Tape (Binding Tape) 2 Inches 10Yards
81	Desktop Tape Dispenser		12	Each		Deli-E810 Tape Dispenser
82	Envelope		3000	Each		Size: 9"x4", white offset paper minimum 100-120 gm, smooth/plain finish, plain flap (non-gummed or self-adhesive as requireed), (Print college name and logo on the front side of Envelope) (As Per Sample)
83	Envelope		3000	Each		Size: 9"x4", in brown kraft paper, minimum 100-120 gm, natural rough texture finish, plain flap,(non-gummed or self-adhesive as requireed), (Print college name and logo on the front side of Envelope) (As Per Sample)

Sr.#	Title	UNSPSC	Quantity	Unit	Delivery Schedule	Specification/Requirement
84	Envelope		6000	Each		Supply of Heavy duty Expanding Brown Kraft Paper, Size: 15"x11", 120gm-150 gm Kraft Paper, cloth/linen reinforced, expandable gusset 2" (50 mm), suitable for 100 legal size answer sheets. (As Per sample)
85	Envelope		2500	Each		Size 15"x11", 100-120 gm kraft paper (Legal Brown with college name print) (As Per Sample)
86	Envelope		4000	Each		Size: A4 (9"x12"), White offset paper, minimum 100-120 gm , smooth/plain finish, plain flap, (non-gummed or self-adhesive as required), (Print college name and logo on the front side of Envelope) (As Per Sample)
87	Envelope		4000	Each		Size: A4 (9"x12"),Brown kraft paper, minimum 100-120 gm , natural rough texture finish, plain flap, (non-gummed or self-adhesive as required), (Print college name and logo on the front side of Envelope) (As Per Sample)
88	Punch Machine Single		25	Each		Deli One Hole Punch
89	Punch Machine double		12	Each		2-Hole Heavy Duty Hole Punch Machine (Max capacity 70 pages)
90	Writing Pad		100	Each		Paper Pad Size 4"x6", 50 Sheets
91	Box Board Sheet		350	Each		Size: 20"x30", Thicknes 3/16"
92	Foming Sheet		500	Each		Single color size 19x19 inches
93	Foaming Sheet		100	Pkt.		Multi Color Foaming Sheet A4 Size Pack of 10
94	Card Sheet		250	Each		A4 Size , 280-300 gm
95	Glaze Paper		1000	Each		Glazed Paper 19.5" x 27" / 50 X 70cm (Approx.) 80g
96	Glitter Sheet		100	Pkt.		A4-10 Sheet Glitter Sheets (A4 Size) Art & Craft Glitter Sheet Paper(Colour Sheet) for Craft,Multicolor
97	Carryon Box 12 Colors		50	Per Pkt.		Junior Artist Crayons Jumbo Goldfish

Sr.#	Title	UNSPSC	Quantity	Unit	Delivery Schedule	Specification/Requirement
98	Drawing Sheets (Hard Chart) Different Color		500	Each		(Hard Chart) Mix Color Size: 18"x30"
99	Drawing Sheets (Soft Chart) Different Color		500	Each		(Soft Chart) Mix Color Size: 18"x30"
100	Drawing Sheets (Hard Chart)Golden + Silver Color		200	Each		Size: 18"x30"
101	Graph Paper		250	Each		graph paper sheet size 30 x 20 inch
102	File Board		1000	Each		Size: 35cm x 25cm, Material: Premier grade board, binded with kraft paper & two 400 gsm kraft board flap. Large strip
103	Answer Sheets Broad Line		8000	Each		4 pages 70gm (As per Sample)
104	Answer Sheets Narrow Line		8000	Each		4 pages 70gm (As per Sample)
105	Answer Sheets Stack Narrow Line		3500	Per Stack		24 Sheets Per Stack, 70gm (8.6" x 13.6") (As Per Sample)
106	Answer Sheets Stack Broad Line		1500	Per Stack		24 Sheets Per Stack, 70gm (8.6" x 13.6") (As Per Sample)
107	Subject Register		100	Each		Size: 8.5"x13", 70 gm, imported paper IK, single color printing, with hard binding, 124 Pages (As per Sample)
108	Student Attendance Register		100	Each		Size: 10"x13" , 70 gm, imported paper IK, single color printing, with hard binding, 150 Pages (As per Sample)
109	Student Attendance Register		100	Each		Size: 10"x13", 70 gm, imported paper IK, single color printing, with hard binding, 80 Pages (As per Sample)
110	Admission & withdrawal Register		10	Each		Size: 15"x10", 120 Pages, 70 gm, imported paper IK, single color printing, with hard binding, (As per Sample)
111	Register Letter Dispatch		10	Each		Size: 12.5"x8",300 Pages, 70 gm, imported paper IK, single color printing, with hard binding, (As per Sample)
112	Result Register		50	Each		Size: 18"x11.5", 70 gm, imported paper IK, single color printing , with hard binding, 180 Pages (As per Sample)

Sr.#	Title	UNSPSC	Quantity	Unit	Delivery Schedule	Specification/Requirement
113	Fee Collection Register		10	Each		As Per Sample
114	Stock Register		10	Each		Size 14.5" x 10", 70 gm, imported paper IK, single color printing with hard binding, 400 Pages , Hard Binding (As Per Sample)
115	Admin & Teaching Staff Attendance Register		24	Each		Size: 10"x13", 70 gm, 120 pages, imported paper IK, single color printing, with hard binding, (As per Sample)
116	Vehicle Movement Register		50	Each		Size: 13"x8.5" with hard Binding, 68 gm paper,150 Pages, single color printing, (As Per Sample)
117	Vehicle Log Book		50	Each		Size: 13"x8.5" with hard Binding, 68 gm paper, 150 Pages, single color printing, (As Per Sample)
118	POL Register		36	Each		Size: 13"x8.5" with hard Binding, 68 gm paper, 300 Pages, single color printing, (As Per Sample)
119	Peon Book		24	Each		As Per Sample
120	Student Diary		3500	Each		Size: 8"x6.5" , 68 gm, title 2 color printing on 300 gm art card with shine laminaton,center pin binding (As per Sample)
121	Teacher Diary		200	Each		Size: 11"x8.5", 80 gm Paper IK, single color printing inner page, with hard binding, single color Printing Title, 200 Pages (As Per Sample)
122	Fee Card BS section		1500	Each		Size: 9"x7", Bleach card 230gm single color (As per sample)
123	Fee Card HSSC section		1500	Each		Size: 9"x7", Bleach card 230gm single color (As per sample)
124	Fee Receipt Books		100	Each		Size: 8.5" x 5.5", 100 Seriol no, with duplicating slip, 68 gm upper paper, duplicate news paper, (As per sample)
125	Bus Card (Morning/Evening)		3000	Each		Size 7"x5.25 ", Bleach card 210 gm, single color printing double side, (As per Sample)
126	Report Card (College Section)		1000	Each		Size: 14.5"x 10", Art Card 300 gm, single color, double side printing (As Per Sample)

Sr.#	Title	UNSPSC	Quantity	Unit	Delivery Schedule	Specification/Requirement
127	Progress Report Card		2000	Each		Size: 8"x6.5", 28 Pages, 68 gm, title 2 color printing on 300 gm art card with shine laminaton, center pin binding (Prep to V) (As per Sample)
128	Progress Report Card		1500	Each		Size: 8"x6.5", 24 Pages, 68 gm, title 2 color printing on 300 gm art card with shine laminaton, center pin binding, (VI to VIII) (As per Sample)
129	Progress Report Card		800	Each		Size: 8"x6.5", 20 Pages, 68 gm, title 2 color printing on 300 gm art card with shine laminaton, center pin binding (IX to X) (As per Sample)
130	Admission File Cover		2000	Each		Size: 14"x10" 300gm art card, Inside Laminated Crese + eylets, double side printing (As per Sample) Morning/Evening
131	Office File Cover		3000	Each		Size: 14"x10" 300gm art card, Inside Laminated Crese + eylets, single side printing (As per Sample)
132	CLC Register		15	Each		(As per Sample)
133	Merit Certificate for Students		2500	Each		Size: 11.5"x9", 300 gm art card, 2 color printing (As per Sample)
134	Merit Certificate for Teachers		2500	Each		Size: 10.5x8.5", 300 gm buffalo card, single color printing with 2color logo pani print (As per Sample)
135	Certificate for students		1000	Each		Size: 11.5"x9", 300 gm art card, digital printing (As per Sample)
136	Sports Certificate		1000	Each		Size: 11.5"x9", 300 gm art card, 2 color printing (As per Sample)
137	Cash Book		20	Each		(As per Sample)
138	Box File		36	Each		Box File Imported, Multiple Colors, Width 3"
139	Cut Box file		24	Each		Cut corner file case
140	Dak Folder		24	Each		Leaf Executive File Folder Ragzine With Clip
141	UHU Tube		50	Each		60 MI Original
142	UHU Tube		50	Each		33 MI Original
143	Sticky Notes		10	Per Pkt.		Size 3x3 Different Colors

Sr.#	Title	UNSPSC	Quantity	Unit	Delivery Schedule	Specification/Requirement
144	Sticky Notes		10	Per Pkt.		76 x 51 mm, 3x2 inch, 100 sheets in Pkt.
145	White Board		30	Each		Size: 4ft x 8ft
146	White Board		15	Each		Size: 4ft x 6ft
147	White Board		10	Each		Size: 4ft x 5ft
148	White Board		10	Each		Size: 4t x 4ft
149	White Board		10	Each		Size: 3ft x 4ft
150	White Board		25	Each		Size: 2ft x 3ft

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