

ISLAMABAD COLLEGE FOR GIRLS, I-8/4, ISLAMABAD

TENDER NOTICE
Financial Year 2026-27

Islamabad College for Girls, I-8/4, Intends to invite bids through online submission from the original manufacturers/authorized dealers/ reputed stationers/ General Order Suppliers registered with income and sales tax departments and as active tax payers list (ATL) of FBR, having their own offices/stocks in Islamabad/ Rawalpindi for supply of procurement of various items under PPRA rules 2004 amended from time to time. The details are as under:

Title	Sr.No.	Description	Security Bid (Rs.)
Tender/ Procurement	i.	Stationery/Computer Stationery	32000

2. Tender bids could be submitted and which will be opened as per following scheduled:
 - i. 2% Bid Security against each item mentioned above (in original) be submitted in the office of undersigned by **25-08-2026** before opening of tender/pre-qualification.
 - ii. Bids will be opened on **25-08-2026** at **11:30 am** in the office of the undersigned in the presence of firm's representative.
3. Tender documents containing detailed terms and conditions are also attached with this notice.
4. The tender committee may reject all bids or part of bids at any time prior to the acceptance of bid while conveying the reasons thereof in accordance with PPRA rules 2004 amended from time to time.

Shagufta.
(PRINCIPAL)
PROF. SHAGUFTA NAZ
PRINCIPAL
Islamabad Model College for Girls
I-8/4, Islamabad.

ISLAMABAD COLLEGE FOR GIRLS,

I-8/4, ISLAMABAD

TERMS & CONDITIONS OF TENDER FOR PURCHASE OF STATIONERY/COMPUTER STATIONERY ITEMS

DATED 25-08-2026

1. A call deposit (as mentioned against each tender item) in favour of the Principal, Islamabad College for Girls, I-8/4, Islamabad is required to be deposited with the college Accountant/DDO.
2. Specific time will be given to successful bidders for the supply of articles, failing which penalty per day Rs. 500/- will be charged to the bidder and after issuance of 10-days, the order will be treated as Cancelled. Subsequently, the same supply order will be awarded to the next successful bidder.
3. The articles shall be delivered free of cost (including fitting/carriage charges/octroi and local taxes) at Islamabad College for Girls, I-8/4, Islamabad.
4. The articles supplied shall be strictly in accordance with the specification / samples / requirements.
5. The use of any below standard material shall make the goods liable to rejection. In such an eventuality neither the security shall be refunded nor would the college be obliged for any monetary compensation to the firm concerned.
6. In case of any defects the firm shall replace the defective items at its own risk and cost for period of one year from the date when all the items have been supplied at Islamabad College for Girls, I-8/4, Islamabad.
7. Income/Sales Tax shall be deducted as per Government rules/instructions as amended time to time. The firm/bidder should be active tax payers list (ATL) of FBR.
8. Only such firms are allowed to submit their tenders/bids, which are registered with the Income/Sales Tax Departments. Attested Photocopy of Registration Certificate and latest return submitted to Sales Tax Department must be attached.
9. To ensure one year Guarantee on all items including onsite service shall be given on letterhead pad.
10. Payment after issuing the concurrence of FDE, Islamabad will be made through AGPR, Islamabad and any delay will not lie on part of college administration.
11. The earnest money of un-successful bidder will be returned within one week after opening the tender.
12. An Affidavit be provided to the effect that the firm is not black listed in any Federal Government department.
13. The rates quoted in the tender shall be valid up to **30-06-2027**. Escalation rates shall not be permissible on any account.
14. Purchase Committee reserves the rights to reject any tender or part of tender by assigning valid reasons.

Shagufta .
(PRINCIPAL)

PROF. SHAGUFTA NAZ
PRINCIPAL
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UNDERTAKING **TENDER FORM 2026-2027**

I have read the terms and conditions regarding the "Tender" dated: 25-08-2026 for "Stationary/Computer stationery". I hereby undertake to abide these terms and conditions in Letter & spirit.

Company/Firm Name: _____

National Tax No.: _____

Sales Tax Registration No.: _____

Date of Registration: _____

Owner(s) Name(s): _____

Authorized Representative (if any): _____

Complete Address: _____

Telephone No.: _____ Office: _____

Mobile: _____

AUTHORIZED SIGNATURE/STAMP

Dated:- _____

Attachment:

- Copy of CNIC
- Copy of NTN Certificate
- Copy of Sales Tax Registration Certificate
- Bank Draft/Pay Order/Call Deposit
- Affidavit regarding Non Blacklisting

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