



ISLAMABAD MODEL COLLEGE FOR BOYS,
I-8/3, ISLAMABAD

YEAR 2026-27

Ref. No. MCB/DRG/Acctt/483

Dated: 23/07/2026

TERMS & CONDITIONS

FOR PURCHASE OF STATIONERY ITEMS AND OTHER STORE ITEMS

1. A pay order amounting to **Rs. 20,000/-** in favor of Principal, Islamabad Model College for Boys, I-8/3, Islamabad is required to be submitted along with the tender, failing which tender shall be rejected. In case of successful bidding, this call deposit will be kept as security and would be retained **upto 30.06.2027** i.e. till complete supply / work/ contract and satisfactory report of competent authority; otherwise same will be refunded within 15-days.
2. The articles will be required to be delivered by successful bidders at his own cost without any octroi, transport charges and local taxes at Islamabad Model College for Boys, I-8/3, Islamabad All repair of / purchases and repair work shall be strictly in accordance with the specification/ samples/ requirements.
3. Purchases of items/ spare parts and repair work will be on the basis of lowest rates.
4. The successful bidders will be bound to provide all items/repair work in the college campus at the required specifications as and when required within the stipulated period, failing which the firm will be penalized amounting to Rs. 10% of the contract amount, (ii) the security amount will be forfeited and (iii) required items will be purchased at the risk and cost of successful bidder and all the expenses so incurred will be recoverable from the said firm/ successful bidder.
5. The use/ supply of any below standard items/spare parts liable to rejection, in such an eventuality the security shall not be refunded nor would this college be obliged for any monetary compensation to the firm concerned.
6. The payment of repeated work /repair will not be payable by the college, if same work occurs during a month.
7. The rates quoted in the tender shall be valid **upto 30.06.2027**. Escalation rates shall not be permissible on any account during 2026-27.
8. Only such firms are allowed to submit the tender, who are registered with the sales/ income tax department (attach certificate).
9. The list of items/repair work for which rates have to be quoted is attached. Cutting/ overwriting and altering of rates shall not be considered and will treated as "NIL RATE".

P.T.O.

10. The firm shall produce the samples of the items before supply on the demand of the College Management.
11. Payment shall be made through AGPR, Islamabad and Income Tax/General Sales Taxes etc., as per government rules shall be deducted from the bill/invoice. The administration shall not be responsible for any delay in payment.
12. The Procurement/Purchase Committee reserves the right to reject any tender or part of tender without assigning any reason.



(PRINCIPAL)

SHAHID MEHMOOD ABBASI
PRINCIPAL
Islamabad Model College for Boys
4-8/3, Islamabad

ISLAMABAD MODEL COLLEGE FOR BOYS I-8/3, ISLAMABAD

**UNDERTAKING
TENDER FOR STATIONERY / OTHER STORE ITEMS 2026-2027**

I have read the terms and conditions regarding the "Tender" dated: _____ I hereby undertake to abide these terms and conditions in Letter & spirit,

Legal Name of the Firm:	
Year of Registration / Establishment Of the Firm	
National Tax No.	
General Sales Tax (GST) No.:	
Owner(S):	
Complete Address:	
Telephone No.:	Office : _____ Mobile : _____

Dated: _____

AUTHORIZED SIGNATURE/STAMP

Attachment:

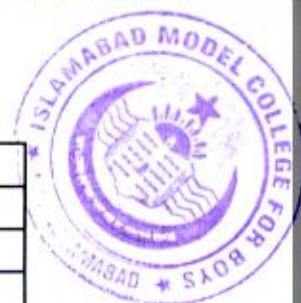
- Copy of CNIC
- Copy of NTN Certificate
- Copy of Sales Tax Registration Certificate
- Bank Draft/Pay Order/ Call Deposit

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



ISLAMABAD MODEL COLLEGE FOR BOYS, I-8/3, ISLAMABAD TENDER FOR STATIONERY ITEM 2026-27

Sr. #	Names of Items	Specification	Total Price with Out GST
1	Answer Sheet Leaf (12 Pages) Narrow Line (70gms)	70gms Paper	
2	Answer Sheet Leaf (8 Pages) Narrow Line (70gms)	70gms Paper	
3	Answer Sheet Leaf (8Pages) Broad Line (70gms)	70gms Paper	
4	Answer Sheet Leaf (4Pages) Broad Line (70gms)	70gms Paper	
5	Answer Sheet Leaf (4Pages) Narrow Line (70gms)	70gms Paper	
6	Answer Sheet Leaf (4Pages) 4 Lines (70gms)	70gms Paper	
7	Answer Sheet Leaf (4Pages) Square Line (70gms)	70gms Paper	
8	Continuation Sheet Broad Line (70gms)	70gms Paper	
9	Continuation Sheet Narrow Line (70gms)	70gms Paper	
10	E - Sheet (Subject Wise) IX, X, XI, XII)	FBISE patron	
11	Office File Cover Full Size with College Monogram	300 grm 10x14 size	
12	Award / Certificate Folder with pocket and college name & monogram	120 grm Art Card	
13	Admission Files with card (Morning / Evening) with monogram and detail provided by the college administration.	300 grm 10x14 size	
14	Envelops (90 gm) with college monogram.	White (A4 Size) as per sample	
15	Envelops (90 gm)	Brown (12" x 15") as per sample	
16	Envelops Small Size (90 gm) with college monogram.	Brown / white (9"x4") as per sample	
17	Students Attendance Register (as per detail provided by the college)	100 Pages (Paper 80 gm with hard binding cover)	
18	Staff Attendance Register (as per detail provided by the college)	100 Pages (Paper 80 gm with hard binding cover)	
19	Ball Pen (Blue, Black, Red)	Fine Quality / A Grade	
20	Ball Point (Blue, Black, Green)	Uni Ball Eye Fine	
21	White Board Duster (Standard Size)	Fine Quality / A Grade	
22	Gum Stick Large (36 gm)	Fine Quality / A Grade	
23	Gum Bottle (Medium Size) (142 gm)	Fine Quality / A Grade	
24	High Lighter (Mix colour)	Fine Quality / A Grade	
25	Marker Permanent different colours as per college requirement.	Fine Quality / A Grade	
26	Masking Tape (2")	Fine Quality / A Grade	
27	Paper Rim (A4 Size 80gm)	Fine Quality / A Grade	
28	Paper Rim (Legal Size 80 gm)	Fine Quality / A Grade	
29	Led Pencil (Dozen)	Fine Quality / A Grade	
30	Eraser (Dozen)	Fine Quality / A Grade	



31	Shapners (Dozen) Steel Material	Fine Quality / A Grade	
32	Scale 12 inch (Steel Material)	Fine Quality / A Grade	
33	Scissor (Large Size)	Fine Quality / A Grade	
34	Register with 70 gram paper (narrow line / bared line) (No.10)	Fine Quality / A Grade	
35	Register with 70 gram paper (narrow line / bared line) (No.12)	Fine Quality / A Grade	
36	Ruber Bands (3B band) 1 inch and 1.6 inch	Fine Quality / A Grade	
37	Scotch Tape (Large 1")	Fine Quality / A Grade	
38	Scotch Tape (Large 2")	Fine Quality / A Grade	
39	Punch Machine (Single Hole Iron) Medium / Large Size	Fine Quality / A Grade	
40	Stapler Machine (Medium / Large)	Fine Quality / A Grade	
41	Stapler Machine (Heavy Duty)	Fine Quality / A Grade	
42	Stapler Pins (Medium / Large)	Fine Quality / A Grade	
43	Stapler Pins (Heavy duty)	Fine Quality / A Grade	
44	Stamp Pad Metal	Fine Quality / A Grade	
45	Stamp Pad Ink	Fine Quality / A Grade	
46	File Tags (Bundle) 6" inch	Fine Quality / A Grade	
47	Duplicating Paper (Legal Size) 70 gms	Fine Quality / A Grade	
48	Duplicating Paper (A4 Size) 70 gms	Fine Quality / A Grade	
49	Ivory Colour Chart (Mix Colour) (Soft)	Fine Quality / A Grade	
50	Ivory Colour Chart (Mix Colour) (Hard)	Fine Quality / A Grade	
51	File Board with Racine Belt	Legal Size	
52	White Board Marker(different colors)	Fine Quality / A Grade	
53	USB 32 GB with 05 years warranty.	Original	
54	White Board Marker Ink 15ml(dozen)	Fine Quality / A Grade	
55	White Board for Class Room 8*4 with Aluminum Edge	Fine Quality / A Grade	
56	Colour Paper (Mix Colour) A4 Size (80 gm)	80 gm	
57	Colour Paper (Mix Colour) Legal Size	80 gm	
58	A-4 Master Roll (RZ220)	Fine Quality / A Grade	
59	Legal Size Master Roll	Fine Quality / A Grade	
60	Ink RZ220(A-4)	Fine Quality / A Grade	
61	Plastic Sheet Roll	Fine Quality / A Grade	
62	Computer Printer Toner	HP Laserjet 80-A	
		HP Laserjet 55A	
		HP Laserjet 81A	
		HP Laserjet 13A	
		HP Laserjet 17 A	
		HP laserjet 3015	
		HP Laserjet 49 A	
63	Photo state Machine Toner MP500	MP4500 As per Sample	
64	Photo state Machine Toner MP2501sp	MP2501S As per Sample	
65	Duplicating Ink (\$s per sample)	CR 1610	
66	Duplicating Master Roll	CR 1610	
67	Duplicating Ink	Riso RZ 230 AW	
68	Duplicating Master Roll	Riso RZ 230 AW	
69	Dack Folder (standard size)	Fine Quality / A Grade	
70	Thread (Roll)	Fine Quality / A Grade	



71	Fee Collection Register (11 x 17) (Page # 1 to 500) with college monogram	80 gm paper	
72	Admission Register (10 x 15) 260 Pages with college monogram	80 gm paper	
73	Calculator (CMZEN 16 Digits)	Fine Quality / A Grade	
74	Teachers Diary	Fine Quality / A Grade	
75	Merit Certificate (A4 size)	Hard Paper (300 gm paper)	
76	Pin Remover	Fine Quality / A Grade	
77	White Fluid Pen	Fine Quality / A Grade	
78	Paper Pin (Per Pkt)	Fine Quality / A Grade	
79	Thumb Pins (Per Pkt)	Fine Quality / A Grade	
80	Paper Clip (Per Pkt)	Fine Quality / A Grade	
81	Glaze Paper (different colors)	Fine Quality / A Grade	
82	Drafting Pad Large	Fine Quality / A Grade	
83	Drafting Pad Small	Fine Quality / A Grade	
84	Khaki Sheet (Standard Size) (per dozzen)	Fine Quality / A Grade	
85	Paper Cutter with blades (Standard Size)	Fine Quality / A Grade	
86	White Board Geometry Box (large size)	Fine Quality / A Grade	
87	Glatter Sheet (Standrad Size)	Fine Quality / A Grade	
88	Crepe Paper (dozzien) (Standard Size) different color	Fine Quality / A Grade	
89	Kite Paper (standard Size) Fine Quality	Fine Quality / A Grade	
90	Card Computer Sheets	Fine Quality / A Grade	
91	Riben, large, medium small	Fine Quality / A Grade	
92	Sticky Notes (Standard Size)	Fine Quality / A Grade	
93	Double Tape (Standard size)	Fine Quality / A Grade	
94	Elfy	Fine Quality / A Grade	
95	Tempo	Fine Quality / A Grade	
96	Table Set Complete	Plastic fine Quality / A Grade	
97	Packing Tape 2"	Fine Quality / A Grade	
98	Safety Pins	Fine Quality / A Grade	
99	Diary & Dispatch Register	Fine Quality / A Grade	
100	Peon Book 128 sheets	Fine Quality / A Grade	
101	Log Book	Fine Quality / A Grade	
102	Copymate paper rim (A4 70gm)	Fine Quality / A Grade	
103	Copymate paper rim (A4 70gm)	Fine Quality / A Grade	
104	Movement Register	Fine Quality / A Grade	
105	File Binder Legal Size	Fine Quality / A Grade	

Signature_____

Name of Firm_____

Complete Adress of the Firm with rubber Stamp_____

