

GOVERNMENT OF PAKISTAN
MINISTRY OF FEDERAL EDUCATION & PROFESSIONAL TRAINING
FEDERAL DIRECTORATE OF EDUCATION
ISLAMABAD COLLEGE FOR BOYS, G-6/3, ISLAMABAD

TENDER NOTICE

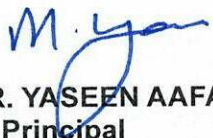
(Financial Year 2026-27)

Islamabad College for Boys, G-6/3, Islamabad invites **electronic bids** through the **e-Pak Acquisition & Disposal System (EPADS)** from original manufacturers, authorized distributors/dealers, reputed suppliers and General Order Suppliers/Firms duly registered with the Federal Board of Revenue (FBR) for Income Tax and Sales Tax (where applicable), appearing on the **Active Taxpayers List (ATL)**, in accordance with the **Public Procurement Rules, 2004**, for the following procurements:

Sr. No.	Description of Procurement	Bid Security
1.	Stationery	290,000
2.	Computer Stationery	50,000
3.	Miscellaneous & Other Items	375,000

SCHEDULE / INSTRUCTIONS:

1. Electronic bids shall be submitted **only through EPADS** on or before **23-07-2026 up to 11:00 AM (PST)**.
2. Electronic bids shall be opened on the same day at **11:30 AM (PST)** in the office of the undersigned in the presence of bidders or their authorized representatives who choose to attend.
3. The original Bid Security, in the prescribed form, shall be submitted to the office of the undersigned before the scheduled time of bid opening.
4. Detailed Bidding Documents containing specifications, eligibility criteria, evaluation criteria and terms & conditions are available on EPADS and may also be obtained from the office of the undersigned during office hours.
5. Only firms appearing on the **Active Taxpayers List (ATL)** of FBR shall be eligible to participate.
6. Bidders shall possess valid NTN, Sales Tax Registration (where applicable), relevant experience, adequate financial capacity and shall not have been blacklisted by any Government, Semi-Government, Autonomous, Regulatory or Public Sector Organization.
7. The Procuring Agency reserves the right to reject any or all bids in accordance with **Rule 33 of the Public Procurement Rules, 2004**.
8. This Tender Notice is also available on the **PPRA** and **EPADS** websites.


(PROF. DR. YASEEN AFAQI)
Principal
Phone: 051-9208006

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TERMS & CONDITIONS
FOR PROCUREMENT OF STATIONERY ITEMS

1. The procurement process shall be conducted strictly in accordance with the Public Procurement Rules, 2004 (as amended), and all applicable laws, rules, regulations, policies, and instructions issued by the Government of Pakistan and the Public Procurement Regulatory Authority (PPRA) from time to time.
2. Only firms, suppliers, manufacturers, contractors, service providers, consultants, or authorized dealers duly registered with the relevant Government authorities shall be eligible to participate. Copies of all applicable registration certificates, licences, and authorizations shall be submitted with the bid, wherever applicable.
3. The bidder shall possess a valid National Tax Number (NTN), Sales Tax Registration (where applicable), and shall be an Active Taxpayer appearing on the Active Taxpayers List (ATL) maintained by the Federal Board of Revenue (FBR).
4. The bidder shall submit a complete profile containing its legal status, ownership details, office address, contact information, organizational structure and, where applicable, details of its technical, supervisory, and administrative personnel.
5. Where prescribed in the bidding documents, the bidder shall provide documentary evidence of having successfully executed similar contracts for Government Departments, Autonomous Bodies, Public Sector Organizations, or reputable private organizations during the last three (03) years.
6. The Procuring Agency may require the bidder to furnish copies of work orders, supply orders, purchase orders, completion certificates, performance certificates, client references, or any other documentary evidence in support of its technical capability and experience.
7. Where specified in the bidding documents, the bidder shall furnish a Bid Security in the prescribed form and amount, which shall form part of the bid and shall be submitted on or before the prescribed date and time for submission of bids.
8. The successful bidder shall execute the contract and complete the supply of goods, provision of services, execution of works, or repair and maintenance within the period specified in the Purchase Order, Supply Order, Work Order, Contract Agreement, or Letter of Acceptance, as applicable.
9. All goods, services, and works shall strictly conform to the approved specifications, drawings, scope of work, samples (where applicable), quality standards, and other requirements prescribed in the bidding documents.
10. Any goods, works, or services found to be defective, damaged, counterfeit, substandard, incomplete, or not conforming to the prescribed specifications shall be rejected. The successful bidder shall rectify, repair, replace, or complete the same at its own cost within the period specified by the Procuring Agency.
11. Where applicable, the successful bidder shall provide the manufacturer's or supplier's warranty, guarantee, after-sales service, preventive maintenance, technical support, or any other contractual obligation specified in the bidding documents.
12. The quoted rates shall be deemed to include all applicable costs, including packing, loading, transportation, unloading, insurance (where applicable), labour, installation, commissioning, testing, duties, taxes, overheads, and all incidental expenses necessary for satisfactory performance of the contract unless otherwise specified in the bidding documents.
13. Income Tax, Sales Tax, and all other applicable taxes and duties shall be deducted or paid in accordance with the prevailing laws, rules, and Government notifications.
14. Payment shall be made through AGPR or any other authorized Government payment mechanism after satisfactory inspection, verification, certification, acceptance of the goods, works, or services, completion of all codal formalities, submission of the required documents, and subject to the availability of funds.
15. The successful bidder shall comply with all applicable Federal and Provincial laws, labour laws, environmental regulations, occupational health and safety requirements, and all other statutory obligations during execution of the contract.

16. The Procuring Agency reserves the right to inspect the bidder's office, workshop, warehouse, manufacturing facility, equipment, technical resources, service centre, or any other relevant premises to verify its technical and operational capability.
17. The Procuring Agency may verify any information or document submitted by the bidder through the issuing authorities, previous clients, financial institutions, tax authorities, manufacturers, principals, regulatory bodies, or any other relevant source.
18. The bidder shall submit an affidavit on judicial stamp paper declaring that it is not currently blacklisted, suspended, or debarred by any Federal Government, Provincial Government, Local Government, Autonomous Body, Public Sector Organization, or Procuring Agency in Pakistan.
19. The quoted rates shall remain firm during the validity period specified in the bidding documents. No price escalation or variation shall be admissible unless expressly provided in the contract.
20. In case of delay attributable to the successful bidder, liquidated damages may be imposed in accordance with the terms of the contract and the provisions of the bidding documents.
21. The Procuring Agency reserves the right to increase, decrease, or omit any part of the quantity, scope, or duration of the procurement, subject to the applicable provisions of the Public Procurement Rules, 2004 (as amended).
22. The Procuring Agency reserves the right to accept or reject any or all bids, or to annul the procurement process at any stage prior to the acceptance of a bid, in accordance with Rule 33 of the Public Procurement Rules, 2004 (as amended).
23. The goods, works, or services shall be subject to inspection by the Inspection/Purchase Committee or any other committee or authorized representative of the Procuring Agency. Payment shall be made only after satisfactory inspection and acceptance.
24. Neither party shall be liable for any delay or failure in the performance of its contractual obligations due to Force Majeure events, including natural disasters, fire, flood, earthquake, war, civil disturbance, strikes, epidemics, pandemics, or any other circumstances beyond its reasonable control. The affected party shall promptly notify the other party in writing of such occurrence.
25. Bidders shall observe the highest standards of ethics, integrity, fairness, and transparency throughout the procurement process. Any bidder found to have engaged in fraudulent, corrupt, collusive, coercive, or obstructive practices shall be liable to rejection of its bid, forfeiture of Bid Security (where applicable), blacklisting, and any other action permissible under the applicable laws and the Public Procurement Rules, 2004 (as amended).
26. The bidder shall disclose any actual or potential conflict of interest that may affect its participation in the procurement process. Failure to disclose such conflict may result in rejection of the bid, termination of the contract, or any other action permissible under the applicable laws.
27. Any dispute arising out of the procurement process or execution of the contract shall be resolved in accordance with the Public Procurement Rules, 2004 (as amended), the terms and conditions of the contract, and the applicable laws of Pakistan.
28. Any matter not specifically covered under these General Terms & Conditions shall be governed by the Public Procurement Rules, 2004 (as amended), the applicable laws of Pakistan, and the instructions issued by the Government of Pakistan, PPRA, the Ministry of Federal Education & Professional Training, and the Federal Directorate of Education from time to time.
29. The Procuring Agency reserves the right to amend, clarify, modify, or supplement these General Terms & Conditions through the bidding documents, corrigenda, or addenda issued before the submission of bids. Such amendments or clarifications shall form an integral part of the procurement process.


PRINCIPAL

ISLAMABAD COLLEGE FOR BOYS G-6/3 ISLAMABAD

Tender Dated _____
Name of Firm _____
General Sales Tax No. _____
National Tax No. _____
Vender No. _____
Business Address: _____
Contact No. _____

LIST OF OFFICE STATIONERY ITEMS

S.#	Description	Specification	Estimated Quality	Rate without GST	
				Rate	
1	Admission File With Card (F/Q) (Section Wise)	As per sample	Rate per item		
2	Answer Sheet (English) 8 Pages (N/Line)	68 gm paper fin quality	Rate per item		
3	Answer Sheet (Urdu) 8 Pages (B/Line)	68 gm paper fin quality	Rate per item		
4	Answer Sheet Broad Line 4Pages	68 gm paper fin quality	Rate per item		
5	Answer Sheet Narrow Line 4Pages	68 gm paper fine quality	Rate per item		
6	Answer Sheet Four Line (Eng.) 4 Pages	68 gm paper fine quality	Rate per item		
7	Answer Sheet Square Line 4 Pages	68 gm paper fine quality	Rate per item		
8	Attendance Register (College Sec.) 200 pages on 80gm white paper	As per sample	Rate per item		
9	Attendance Register (School Sec) 200 pages on 80gm white paper	As per sample	Rate per item		
10	Admission Register Of 500 Pages on 80gm white paper	As per sample	Rate per item		
11	Fee Collection Register of 500 Pages on 80gm white paper	As per sample	Rate per item		
12	Student Ledger Register of 500 Pages on 80gm white paper	As per sample	Rate per item		
13	Fee Receipt book size 6"x8" in duplicate with carbon Copy serially numbered on high quality writing paper for original receipt and duplicate copy. Book bound with perforated original receipts and durable card cover	As per sample	Rate per item		

S.#	Description	Specification	Estimated Quality	Rate without GST	
				Rate	
14	Stock Register of 500 Pages on 80gm white paper	As per sample	Rate per item		
15	Library Register of 500 Pages on 80gm white paper	As per sample	Rate per item		
16	Student Diary	As per sample	Rate per item		
17	Student Report Card for Jr. Section	As per sample	Rate per item		
18	Merit, Participation, Distinguish Certificate on 300gm Art Card four colours printing A4 size	As per sample	Rate per item		
19	Letter Dispatch Register	As per sample	Rate per item		
20	Letter Receive Register	As per sample	Rate per item		
21	Vehicle Movement Log Book	As per sample	Rate per item		
22	Vehicle Maintenance Book	As per sample	Rate per item		
23	Teacher Diary	As per sample	Rate per item		
24	Ball Point (Blue, Black, Red)	Piano crystal (Gel) OR equivalent	Rate per Pkt.		
25	Ball Point/Gel Pen	Dux (Dx-100, 0.7mm) OR equivalent	Rate per Pkt.		
26	Ball point Uniball	Vision Elite OR equivalent	Rate per Pkt.		
27	Ball point Uniball	Eye Fine OR equivalent	Rate per Pkt.		
28	Ball Point (Blue, Black, Red)	STAEDTLER OR equivalent	Rate per Pkt.		
29	Uniball pen Eye	Eye Micro OR equivalent	Rate per Pkt.		
30	Masking Tape 1"	Nichibaan OR Equivalent	Rate per item		
31	Masking Tape 2"	Nichibaan OR Equivalent	Rate per item		
32	Paper Clip 36mm	Three Flower OR equivalent	Rate per Pkt		
33	Paper Pin 28gm	Three Flower OR equivalent	Rate per Pkt		

S.#	Description	Specification	Estimated Quality	Rate without GST	
				Rate	
34	Uniball Signo Gel 0.7mm	Signo Gel ink Roller Ball OR equivalent	Rate per pkt		
35	Brown Envelopes Large Size (For Exams Section) Printed	As per Sample on century paper	Rate per item		
36	Envelop(Brown)16x13" (Fine/Q) 80gm Craft	With college Name	Rate per item		
37	Envelop(Brown) 9x4" 80gm Craft	With college name	Rate per item		
38	Envelop(white) A4 size on 100gm Paper	With college name	Rate per item		
39	Calculator (12 digits)	Citizen CT-9300 OR equivalent	Rate per item		
40	Coloured Paper (A4 Size	Imported	Rate per 100 sheet		
41	Coloured Paper (Legal Size)	Imported	Rate per 100 sheet		
42	Continuation Sheets (English) 2 Pages	68 gm paper fine quality	Rate per item		
43	Continuation Sheets (Urdu) 2 Pages	68 gm paper fine quality	Rate per item		
44	Duster For White Board	Fine quality	Rate per item		
45	File Board (Legal size)	Shaheen Brand OR Equivalent	Rate per item		
46	File Cover on Art Card 300gm with College Name & color Monogram & cloth pasting inner side	As per sample	Rate per item		
47	File Flapper	Fine quality	Rate per item		
48	Glaze paper color	Fine quality	Rate per item		
49	UHU Gum Stick(Large) 40gm	Dollar/UHU OR equivalent	Rate per item		
50	UHU Gum Stick21 gml)	Dollar/UHU OR equivalent	Rate per item		
51	UHU Tube No.14 (125ml)	UHU Germany OR Equivalent	Rate per item		
52	Box file	A4width3"Material PVC documents Handling size A4 (8.27x11.69" 210x297	Rate per item		

S.#	Description	Specification	Estimated Quality	Rate without GST	
				Rate per item	
53	Soft Chart Paper Color	Fine Quality	Rate per item		
54	Hard Chart Paper color	Fine quality	Rate per item		
55	Silver Chart Hard	Fine quality	Rate per item		
56	Golden Chart Hard	Fine quality	Rate per item		
57	Fomic Glitter sheet A4 size	Fine quality	Rate per Dozen		
58	Crape Paper	Fine quality	Rate per Dozen		
59	Highlighter (Yellow, Green,Pink) pen shape	Dollar Dux OR Equivalent	Rate per item		
60	Ink For Stamp Pad(Blue & Black)	Dollar Dux OR Equivalent	Rate per item		
61	Lead Pencil (Goldfish HB)	Fine quality	Rate per packet		
62	Packing Tape3"x72yard	Nichiban OR Equivalent	Rate per item		
63	Scotch Tape 1"	Olympia OR Equivalent	Rate per item		
64	Scotch Tape 2"	Olympia OR Equivalent	Rate per item		
65	Thumb Pin (for Notice Board) color as per sample	Three Flower OR equivalent	Rate per Pkt		
66	Paper Cutter Mde. size	Fine quality	Rate per item		
67	Paper Local (Duplicating) 80 gm (L/S) 400 Sheet	Fine quality	Rate per Ream		
68	Photo state (Legal) Paper 90gm	AA OR equivalent	Rate per Ream		
69	Photo state (Legal) Paper 80gm	AA OR equivalent	Rate per Ream		
70	Paper Tray Plastic 3 step	Best quality	Rate per item		
71	Binding Tape 3"	Sensa 3 inch 10 Meter OR Equivalent	Rate per item		
72	Dak Pad	Superior quality Green Ragzine with screen Printing and Name of ICB	Rate per item		
73	Eraser	Pelican OR Equivalent	Rate per dozen		

S.#	Description	Specification	Estimated Quality	Rate without GST	
				Rate per item	
74	Photo state (Legal) Paper 80gm	Copy Mate OR equivalent	Rate per Ream		
75	Photo state (Legal) Paper 70gm	Copy Mate OR equivalent	Rate per Ream		
76	Paper A4 Size 90 gm	AA OR equivalent	Rate per Ream		
77	Paper A4 Size 80 gm	AA OR equivalent	Rate per Ream		
78	Paper A4 Size 80 gm	Copy Mate OR equivalent	Rate per Ream		
79	Paper A4 Size 70 gm	Copy Mate OR equivalent	Rate per Ream		
80	Paper Legal Size 80 gm (F/Q)	Local	Rate per Ream		
81	Paper A4 Size 80 gm (F/Q)	Local	Rate per Ream		
82	Permanent Marker(Blue,Blck) 90	Dollar OR equivalent	Rate per packet		
83	Permanent Marker(Blue,Black) 70	Dollar OR equivalent	Rate per packet		
84	Pointer (Blue,Green,Black) 0.7	Dollar OR equivalent	Rate per packet		
85	Punch Machine Single Hole	KW-Trio No.09190 Or equivalent	Rate per item		
86	Register(Medium) 14-No.	Fine quality	Rate per item		
87	Scale(Ruler) 12"	Plastic	Rate per item		
88	Scale(Ruler) 12" Steel	Steel	Rate per item		
89	Scissor (Large Size) 9"	Best quality	Rate per item		
90	Scissor (Med size) 6"	Best quality	Rate per item		
91	Sharpener	Dux OR equivalent	Rate per item		
92	Green Board (size 4'x6') imported	Imported	Rate per item		

S.#	Description	Specification	Estimated Quality	Rate without GST	
				Rate per item	
93	Draft Pad (A4 Half size)	Maxim OR Equivalent	Rate per item		
94	Draft Pad(A4 size)	Maxim OR Equivalent	Rate per item		
95	Stapler Medium Size	Kw5620 OR Equivalent	Rate per item		
96	Stapler Medium Size	Kw-Trio. Effortless flat Clinch Stapler Model 05024 OR Equivalent	Rate per item		
97	Stapler Medium Size	Kw5871 OR Equivalent	Rate per item		
98	Stapler Medium Size	Kw-Trio. Effortless flat Clinch Stapler Model 05884 OR Equivalent	Rate per item		
99	Stamp pad Large	Lancer	Rate per item		
100	Stapler Pin Remover	Kw5080 OR Equivalent	Rate per item		
101	Stapler Pin 24/6	Kw-Trio. OR Equivalent	Rate per Pkt		
102	Table Set Leather	Kaligon No. 1	Rate per item		
103	White Board 8'x4'	Best quality	Rate per item		
104	White Board 6'x4'	Best quality	Rate per item		
105	Stapler Pin (Heavy Duty)	Kw50 LB OR Equivalent	Rate per Pkt.		
106	Tags Small	Fine quality	Rate per bundle		
107	Tempo Marker (Fine Quality	Tempo color	Rate per item		
108	Attendance Register (staff) 140pages on 80gm white paper	As per Sample	Rate per item		

S.#	Description	Specification	Estimated Quality	Rate without GST	
				Rate per item	
109	Toner H.P 64-A	HP Original	Rate per item		
110	Toner HP 80A	HP Original	Rate per item		
111	Toner HP 85A	HP Original	Rate per item		
112	Toner HP 89A for MFPE52645 ModelW9008MC	HP Original	Rate per item		
113	Toner HP 90A	HP Original	Rate per item		
114	Toner HP 78A	HP Original	Rate per item		
115	Toner HP 05A	HP Original	Rate per item		
116	Toner HP 12A	HP Original	Rate per item		
117	Toner HP 17A	HP Original	Rate per item		
118	Toner HP 51A	HP Original	Rate per item		
119	Toner HP 53A	HP Original	Rate per item		
120	Toner HP 151A	HP Original	Rate per item		
121	Toner Color Laser jet No.107-A	HP Original	Rate per item		
122	Toner color Laser jet No.203-A	HP Original	Rate per item		
123	Toner H.P 64-A	Success/Esta OR Equivalent	Rate per item		
124	Toner HP 80A	Success/Esta OR Equivalent	Rate per item		
125	Toner HP 85A	Success/Esta OR Equivalent	Rate per item		
126	Ink for Risograph Mach,	Original Riso RZ 220AS	Rate per item		
127	Master Roll Risograph Machine	Original Riso RZ 220AS	Rate per item		
128	Ink for Rongda Mach.3608	Original Rongda Mach.3608	Rate per item		
129	Master Roll For Rongda Mach.3608	Original Rongda Mach.3608	Rate per item		
130	Photo Copier Machine Toner	Original Gestetner	Rate per item		
131	Photo Copier Machine Toner	Original Ricoh Aficio MP350	Rate per item		
132	Toner HP 89A for MFPE52645 ModelW9008MC	Success/Esta OR Equivalent	Rate per item		

S.#	Description	Specification	Estimated Quality	Rate without GST	
				Rate per item	
133	Toner HP 90A	Success/Esta OR Equivalent	Rate per item		
134	Toner HP 78A	Success/Esta OR Equivalent	Rate per item		
135	Toner HP 05A	Success/Esta OR Equivalent	Rate per item		
136	Toner HP 12A	Success/Esta OR Equivalent	Rate per item		
137	Toner HP 17A	Success/Esta OR Equivalent	Rate per item		
138	Toner HP 51A	Success/Esta OR Equivalent	Rate per item		
139	Toner HP 53A	Success/Esta OR Equivalent	Rate per item		
140	Toner HP 151A	Success/Esta OR Equivalent	Rate per item		
141	White Board Marker (Piano)	PIANO OR Equivalent	Rate per packe t		
142	White Board Marker (Dollar)	Dollar OR Equivalent	Rate per packe t/doz		
143	White Board Marker Ink 15ml (Dollar)	Dollar OR Equivalent	Rate per packe t/doz		
144	White Board Marker Ink 15ml (Piano)	PIANO OR Equivalent	Rate per packe t/doz		
145	White Fluid (Pen Type)	Uni OR Equivalent	Rate per item		