

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

TENDER FOR STATIONERY ITEM 2026-27

Tender Dated: _____

Name of Firm: _____

General Sales Tax No. _____

National Tax No. _____

Vendor No. _____

Business Address. _____

Contact No. _____

Sr. #	Names of Items	Specification	Rate without GST	Qty
2	Answer Sheet Leaf (8 Pages) Narrow Line (70gms)	70gms Paper		25000
3	Answer Sheet Leaf (8 Pages) Broad Line (70gms)	70gms Paper		15000
4	Answer Sheet Leaf (4Pages) Broad Line (70gms)	70gms Paper		15000
5	Answer Sheet Leaf (4Pages) Narrow Line (70gms)	70gms Paper		15000
8	Continuation Sheet Broad Line (70gms)	70gms Paper		15000
9	Continuation Sheet Narrow Line (70gms)	70gms Paper		25000
10	E - Sheet (Subject Wise) IX, X, XI, XII)	FBISE patron		2000
11	Office File Cover Full Size with College Monogram	300 grm 10x14 size		1000
12	Award / Certificate Folder with pocket and college name & monogram	120 grm Art Card		1000
13	Admission Files with card(Morning / Evening) with monogram and detail provided by the college administration.	300 grm 10x14 size		2000
14	Envelops (90 gm) with college monogram.	White (A4 Size) as per sample		1000
15	Envelops (90 gm)	Brown (12" x 15") as per sample		1000
16	Envelops Small Size (90 gm) with college monogram.	Brown / white (9"x4") as per sample		1000
17	Students Attendance Register (as per detail provided by the college)	100 Pages (Paper 80 gm with hard binding cover)		500 NOS
18	Staff Attendance Register (as per detail provided by the college)	100 Pages (Paper 80 gm with hard binding cover)		50 PKT
19	Ball Pen (Blue, Black, Red)	Fine Quality / A Grade		24 EACH PKT
20	Uni Ball Pen (Blue, Black, Green)	Uni Ball Eye Fine		24 EACH PKT
21	White Board Duster (Standard Size)	Fine Quality / A Grade		15 DOZEN
22	Gum Stick Large (36 gm)	Fine Quality / A Grade		30 DOZEN
23	Gum Bottle (Medium Size) (142 gm)	Fine Quality / A Grade		24 DOZEN
24	High Lighter (Mix colour)	Fine Quality / A Grade		10 PKT EACH
25	Marker Permanent different colours as per college requirement.	Fine Quality / A Grade		15 PKT EACH
26	Masking Tape (2")	Fine Quality / A Grade		02 DOZEN
27	Paper Rim (A4 Size 80 gm)	Fine Quality / A Grade		50 RIM
28	Paper Rim (Legal Size 80 gm)	Fine Quality / A Grade		20 Rim
29	Cash Book (Govt) 300 pages 70gm	As Per Sample		03 Nos
30	Copymate paper ream (A4 Size 70 gm)	Fine Quality / A Grade		200 RIM

31	Copymate paper ream (Legal Size 70 gm)	Fine Quality / A Grade		20 RIM
32	Led Pencil (Dozen)	Fine Quality / A Grade		20 PKT
33	Eraser (Dozen)	Fine Quality / A Grade		01 BOX
34	Shapners (Dozen) Steel Material	Fine Quality / A Grade		01 BOX
35	Scale 12 inch (Steel Material)	Fine Quality / A Grade		24 NOS
36	Scissor (Large Size)	Fine Quality / A Grade		08 NOS
37	Register with 70 gram paper (narrow line / bared line) (No.10)	Fine Quality / A Grade		12 NOS
38	Register with 70 gram paper (narrow line / bared line) (No.12)	Fine Quality / A Grade		12 NOS
39	Ruber Bands (3B band) 1 inch and 1.6 inch	Fine Quality / A Grade		02 DOZEN
40	Scotch Tape (Large 1")	Fine Quality / A Grade		20 DOZEN
41	Scotch Tape (Large 2")	Fine Quality / A Grade		03 DOZEN
42	Banding Tape (Large)	Fine Quality / A Grade		03 DOZEN
43	Punch Machine (Single Hole Iron) Medium / Large Size	Fine Quality / A Grade		02 DOZEN
44	Stapler Machine (Medium / Large)	Fine Quality / A Grade		05 DOZEN
45	Stapler Machine (Heavy Duty)	Fine Quality / A Grade		04 NOS
46	Stapler Pins (Medium / Large) Heft-Klammern 24/6 verzinkt 1.000 Stk	Fine Quality / A Grade		10 BOX
47	Stapler Pins (Heavy duty)	Fine Quality / A Grade		02 BOX
48	Stamp Pad Metal	Fine Quality / A Grade		01 DOZEN
49	Stamp Pad Ink	Fine Quality / A Grade		02 DOZEN
51	Ivory Colour Chart (Mix Colour) (Soft)	Fine Quality / A Grade		10 PKT EACH
52	Ivory Colour Chart (Mix Colour) (Hard)	Fine Quality / A Grade		12 PKT EACH
53	File Board with Racine Belt	Legal Size		15 DOZEN
54	White Board Marker(different colors)	Fine Quality / A Grade		100 DOZEN
55	USB 32 GB with 05 years warranty.	Original		04 NOS
56	White Board Marker Ink 15ml(dozen)	Fine Quality / A Grade		15 DOZEN

57	White Board for Class Room 8*4 with Aluminum Edge	Fine Quality / A Grade		02 NOS
58	Colour Paper (Mix Colour) A4 Size (80 gm)	80 gm		10 PKT EAC
59	Colour Paper (Mix Colour) Legal Size	80 gm		10 PKT EAC
60	Plastic Sheet Roll	Fine Quality / A Grade		02 NOS
61	Printer Toner	05-A		10 NOS
62	Printer Toner	85-A		02 NOS
63	Printer Toner	53-A		05 NOS
64	Printer Toner	49-A		05 NOS
65	Printer Toner	17-A		05 NOS
66	Printer Toner	30-A		05 NOS
67	Printer Toner 1110	As Per Sample		03 Nos
68	Photostate Machine Toner Xerox 5890	As Per Sample		08 BOTLE
69	Photo state Machine Toner Minolta Biz Hub 601	As Per Sample		06 BOTLES
70	Dack Folder (standard size)	Fine Quality / A Grade		12 NOS
71	Thread (Roll)	Fine Quality / A Grade		05 DOZEN
74	Calculator (Casio 16 Digits)	Fine Quality / A Grade		01 DOZEN
76	Merit Certificate (A4 size)	Hard Paper (300 gm paper)		1000
77	Pin Remover	Fine Quality / A Grade		02 DOZEN
78	White Fluid Pen	Fine Quality / A Grade		12 DOZEN
79	Paper Pin (Per Pkt)	Fine Quality / A Grade		02 DOZEN
80	Thumb Pins (Per Pkt)	Fine Quality / A Grade		50 PKT
81	Paper Clip (Per Pkt)	Fine Quality / A Grade		05 DOZEN
82	Glaze Paper (different colors)	Fine Quality / A Grade		50 DOZEM EACH
83	Drafting Pad Large	Fine Quality / A Grade		02 DOZEN
84	Drafting Pad Small	Fine Quality / A Grade		05 DOZEN
85	Khaki Sheet (Standard Size) (per dozzien)	Fine Quality / A Grade		10 DOZEN
86	Paper Cutter with blades (Standard Size)	Fine Quality / A Grade		05 DOZEN
88	Glatter Sheet (Standrad Size)	Fine Quality / A Grade		50 DOZEM
89	Crepe Paper (dozzien) (Standard Size) different color	Fine Quality / A Grade		10 DOZEN EACH
91	Card Computer Sheets	Fine Quality / A Grade		200 NOS
92	Riben, large, medium small	Fine Quality / A Grade		10 EACH
93	Sticky Notes (Standard Size)	Fine Quality / A Grade		10 NOS
94	Double Tape (Standard size)	Fine Quality / A Grade		06 NOS
95	Elfy	Fine Quality / A Grade		01 DOZEN
96	Tempo	Fine Quality / A Grade		05 DOZEN MIX
98	Packing Tape 2"	Fine Quality / A Grade		03 DOZEN
99	Safety Pens	Fine Quality / A Grade		02 DOZEN

102	Vehicle Log Book (150 Pages)	Fine Quality / A Grade		02 DOZEN
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Signature: _____

Name: _____

Name of Firm with Stamp:_____

Dated: _____

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