

**Tender documents
STATIONERY
FOR
FINANCIAL YEAR 2026-27**

Islamabad Model Postgraduate College of Commerce
H-8/4, Islamabad.

Tender Documents

TERMS AND CONDITIONS

CATEGORY	DESCRIPTIONS
Stage-I	STATIONERY ITEMS

1. The original manufacturer / authorized distributors / Registered Suppliers having established office in Islamabad / Rawalpindi, registered with Sales Tax and Income Tax Department and are on active tax payer list of the Federal Board of Revenue (FBR) may apply for the aforesaid tender.
2. Firm should provide the copy of NTN and GST registration certificate.
3. The bidders are required to submit Verified Bank Statement along with Bank maintenance certificate of the Bidder i.e, Financial Year 2026-27.
4. Tender documents containing detailed terms and conditions and specifications can be surfed on PPRA **e-Procurement portal- EPADS** at www.eprocure.gov.pk w.e.f. 02-09-2026.
5. Sealed Bids (single stage / single envelop) must be submitted on or before 17-09-2026 up to 12:00pm through PPRA **e-Procurement portal- E-PADS** at www.eprocure.gov.pk as well as hard copies of sealed bids in the office of the Chairman Purchase Committee, Islamabad Model Postgraduate College of Commerce, H-8/4, Islamabad.
6. Bids shall be opened on same date i.e. 17-09-2026 at 12:30 hours in the College computer lab.
7. The bidder shall submit Rs. 1000/- in cash on account of tender document fee (non refundable) in the PA to Principal Office.
8. The successful bidding firm shall supply the whole tender items within 15 days of issuance of work order.
9. The firms shall deposit earnest money (refundable) equal to 2% of the estimated bid value (Rs. 11,000/- for Stationery items) in the form of call deposit / pay order in favor of Principal. Islamabad Model Postgraduate College of Commerce, H-8/4, Islamabad.

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10. Earnest money for stationery items must be attached as per terms and conditions.
11. Sealed tender for Stationery Items must be dropped in the tender drop box placed at PA to Principal office on or before 17-09-2026 at 12:00pm. No tender will be entertained after the specified time.
12. Tender documents / bidding documents containing detailed terms and conditions can be obtained from the PA to Principal office w.e.f. 02-09-2026 to 17-09-2026 between 9:00am to 12:00pm.
13. The last date for the receipt of tender is 17-09-2026 upto 12:00pm. The tenders will be opened on 17-09-2026 at 12:30pm. The bidders or their nominees / representatives should ensure their presence on the tender opening time.
14. The bids rates shall be valid for three months from the date of opening of the tender.
15. The procuring agency reserves the right to accept or reject any or all the quotations as per PPRA rules.
16. In case of any dispute, the decision of the Principal, IMPCC, H-8/4, Islamabad shall be final and binding to all parties.
17. Firm should quote comprehensive prices inclusive of all taxes against each and every item as mentioned in the tender documents.
18. It is mandatory for the bidding firms to mention the make / manufacturer name / grams / volume / packing pattern etc. against each item along with its prices inclusive of all taxes.
19. The successful bidding firm shall be responsible to deliver the goods in suitable, safe and easy to handle packing in the college campus.
20. In case of goods having expiry dates, the expiry date should not be less than 08 months from the delivery date.
21. In case of warranty, warranty cards shall be provided properly.
22. In case of damaged and spoiled delivery college has a right to cancel the whole consignment.
23. Only renowned and trustworthy brands for the items may kindly be quoted.
24. Committee reserves the right to make changes in the quantity of the listed items in accordance with availability of the funds allocated for the purpose.

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25. In case of any ambiguity vender may ask for the specific details of the item.
26. The payment of tender goods will only be released after the approval and satisfactory report from Tender Committee. Taxes will be deducted as per government policy.
27. Conditional, incomplete and overwriting in bids without initials will not be accepted. A bidder shall offer/quote price for the complete job inclusive of all taxes and contract will be awarded to “most advantageous bidder”.
28. Firms are responsible to provide vendor number and bank account number details.
29. The intending firms must provide a list of its clientele, past performance and relevant experience to supply the tender items.
30. Affidavit on stamp paper of the value Rs.100, declaring that the company is not black listed by any Government agency / authority.
31. Incomplete offer received after notified date and time or offers not fulfilling any condition of the tender will be rejected.
32. Bidders are required to quote **unit prices** for the items listed in the **Bill of Quantities**. The quantities are indicative and may be adjusted by the Competent Authority.
33. No advance payment shall be made to successful vender and payment shall be released after completion of the job through AGPR.

Chairman Purchase Committee

Tender Notice No. F-73/Tender/Stationery /IMPCC/
Islamabad Model Postgraduate College of Commerce
H-8/4, Islamabad.
STATIONERY ITEMS

SNo	Items	Specification	Brand / made	Quantity	Unit Price	Total Price
01	Paper Rim	70g (A4 size) imported 500 sheets each Rim		200 Nos		
02	Paper Rim	70g (Legal size) imported 500 sheets each Rim		200 Nos		
03	Ball Point Pen	(Red) 10 pcs per pkt		100 pkts		
04	Ball Point Pen	(Blue) 10 pcs per pkt		100 pkts		
05	Scotch tape	1 inch dispenser size		30 Nos		
06	Tape Dispenser	Plastic standard size		05 Nos		
07	Fine pointer ball pen imported	(red + green + blue) Imported 10 pcs per pkt		15 Pkts		
08	White Board Marker	Erase-able (black / blue)		50 pkts		
09	White board Marker Ink	Erase-able (black / blue) 15ml		10 pkts		
10	Highlighter (different colour)	Standard size		24 Nos		
11	Lead Pencil	Soft (12 each packet)		10 pkts		
12	Paper Clip (coloured) standard size	plastic coating 50gm		06 pkts		
13	Gum Stick	35gm / 40 gm large		24 Nos		
14	Note pad	A2		24 Nos		
15	Paper Single Punch	Steel		06 Nos		
16	Paper Double punch machine	Steel		06 Nos		
17	Stapler Machine	Large		12 Nos		
18	Stapler Machine heavy	Book binding		02 Nos		
19	Stapler Pin	Standard size 24/6		24 Nos		
20	Stapler Pin heavy	23/24 (Book binding)		06 Nos		

SNo	Items	Specification	Brand / made	Quantity	Unit Price	Total Price
21	Thumb Pins for notice board	coloured 100g		06 Box		
22	Ink pad	(Blue + Black) large		12 Nos		
23	Office Calculator	Table size calculator		06 Nos		
24	Eraser	Small regular shape		02 Dozen		
25	Sharpener	Small regular shape		02 Dozen		
26	Sticky Note (adhesive)	different coloured 2/4"		02 Dozen		
27	Fluid Pen (whitener)	Good quality		02 Dozen		
28	Paper cutter	Good quality		12 Nos		
29	File Cover	With college name and logo (4 colour) (as per specimen)		1000 Nos		
30	White Envelops 4 x 9 (70 gm)	With college name and logo (4 colour) (as per specimen)		2000 Nos		
31	White Envelops A4 (62 gm) (Pack of 100)	With college name and logo (4 colour) (as per specimen)		1000 Nos		
32	White Envelop Legal (Pack of 100) 62gm	With college name and logo (4 colour) (as per specimen)		1000 Nos		
33	Attendance Register	Size 03 No		06 Nos		
34	Accounts Register 03 No			04 Nos		
35	Cash Book	Large 500 pages		02 Nos		
36	File Tags 6" - 12"	(Pack of 50 each)		24 Nos		
37	File Flapper Black and blue			100 Nos		
38	Sooteri thread gola white			24 Nos		
39	Stock register 03 No			15 Nos		
40	Token Register			02 Nos		
41	Library register (accession register) Large			04 Nos		
42	Library Books Issue register (Large)			04 Nos		

SNo	Items	Specification	Brand / made	Quantity	Unit Price	Total Price
43	Visitor record keeping register 350 pages each			04 Nos		
44	Leave Records register (200 pages)			04 Nos		
45	Table sets Leather right			03 Nos		
46	Stapler remover Medium			04 Nos		
47	White board classroom duster	As per specimen		04 dozen		
48	Toilet Tissue Hand towel (soft)			24 Nos		
49	Shaper bags handle degradable	As per specimen		10 KG		
50	File Basket			12 Nos		

Chairman Purchase Committee