

# **Federal Urdu University of Arts, Science & Technology Islamabad**

## **INVITATION TO BID**

(For Stationery / Store Items)

Federal Urdu University of Arts, Science and Technology Islamabad a federally chartered university established under presidential ordinance 2002 invites sealed bids from the original manufactures / authorized distributors / suppliers registered with sales Tax Department and who are on active taxpayers list of the federal board of revenue for supply of stationery paper / toner / miscellaneous items (For F.Y 2016-2017).

2. Bidding documents, containing detailed terms and condition etc are available at the Purchase & store section in any working day during office hours. Price of bidding document is Rs 1000/- Bidding document also be downloaded from [www.fuuastisb.edu.pk](http://www.fuuastisb.edu.pk).
3. The bids, prepared in accordance with instruction in the bidding document must reach at the University on or before 23/02/2017 at 10:30 am. Bids will be opened on 23/02/2017 at 11:00 am. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk) .
4. Earnest money in the shape of demand drafts @ 2.5% of the total amount of tender in favor of Federal Urdu University Islamabad must accompany the tender document without which no tender will be accepted.
5. The University reserves the right is accept or reject all bids in accordance with University and PPRA rules.

Additional Registrar

051-9252860-64

Ext- 198

**FEDERAL URDU UNIVERSITY OF ARTS, SCIENCE AND TECHNOLOGY**  
**ISLAMABAD**

Sr.No.....

Date: \_\_\_\_\_

**M/s** .....

.....

.....

**Contact#:-** .....

.....

**Subject: Tender Document for Purchase Stationery/Store Items.**

The FUUAST Islamabad Wishes to identify and engage experienced Contractors/suppliers for the purpose of supply of Stationery/store items to the University located at Zero point G-7/1 Islamabad.

1. You invited to submit Tender for supply of **Stationery /Store items**”
2. Tenders responding to tender notices shall be deemed to be agreeable to the terms contained and conditions herein.
3. All the term and conditions laid down in the tender shall be binding on the Tendered.
4. Tender Form should be filled in neatly and careful.
5. FUUAST will process the tender as per FUUAST norms & procedures according to PPRA rules.
6. The tender shall remain valid for a period of one financial year (2016-2017) and can be extendable, depending upon the performance of the vender.
7. Sealed Tender Document along with **2.5% Earnest Money Deposit (EMD) Rs. 100000/-** in the shape of **Demand Draft/Pay Order** in the favor of **Federal Urdu University of Arts Science & Technology G-7/1 Islamabad**”. Must be submitted in the

office of **Dy. Registrar Admin (Gen)** on **Thursday, February 23th 2017 up to 10:30am** Tender Document without required earnest Money of lesser amount will be rejected.

8. **The Security amount (EMD)** of successful bidder will be retained by the University till completion of tenure.
9. The tender will be **opened on Thursday, February 23<sup>th</sup> 2017 at 11:00am in Meeting Room 5<sup>th</sup> Floor,** in the presence of the bidders or authorized representatives in case the date of opening falls on a holiday declared by the university tenders will be opened on the next working day, following the holiday, at the scheduled time.
10. Tender Documents received after the due date time will not be entertained.
11. Amendments/ Alternations / Cutting etc. in the Tender Documents' if any must be signed by the person who has signed the Document. Changes or revisions in rate after the opening of the Tender will not be allowed.
12. Authorized signatory should sign all the pages of the tender document. Bids without signatures will be rejected.
13. Name, address and contact number of the bidder shall be clearly written in the space provided for the purpose and no over-writing correction insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in all aspects and submitted strictly in accordance with the instructions contained herein” otherwise the tender is liable to be rejected.
14. Tender Documents must be sealed, it must be written on the envelopes in bold letters like **“TENDER DOCUMENTS FOR STATIONERY/STORE ITEMS”**
15. **National Tax Number (NTN), GST number** and active Tax payer certificate issued FBR must be mentioned in the bid “otherwise Tender Documents will not be considered .**The quoted price must inclusive of all Tax.**
16. In case of any default, the administration has the full rights to take actions according to the rules & regulations of the university.
17. University reserves the right to change any condition of tender before opening of the Bids.
18. Decision of the University in this regard will be final and no request etc. will be entertained from the bidders.

**19.** The Successful bidder shall have to supply the required items strictly within the stipulated period mentioned in the supply order otherwise EDM will be forfeited.

**20.** Quality of goods shall be the criteria for selection.

**21.** Sample of each item as to be approved by the University.

University reserves all the right to accept or reject any or all Tender Documents as per

**Public procurement Regularity Authority (PPRA)** rules.

DY. Registrar Admin (Gen)

**FEDERAL URDU UNIVERSITY OF ARTS SCIENCE & TECHNOLOGY ISLAMABAD**

**Stationery Items List Tender 2016-2017**

<b>A List Of stationery items.</b>			
<b>S.NO</b>	<b>Name of Article</b>	<b>Specification</b>	<b>Rates with GST</b>
1	Attendance Register No.2	Offset paper 68 grm	
2	Accounts Ledger No.6	Offset paper 8 ½ x13 ½ 68 grm	
3	Air Freshener	Cobra 300 ml	
4	Alpha Cutter Large with blade	SDI 426	
5	Ball Pan	Piano Click	
6	Ball Pan	Dollar Cliper	
7	Ball Pen	Uni Ball Eye/ Uni Ball Deluxe	
8	Ball Pen	UniballSigno	
9	Board Marker (Erasable)	Doller or Equivalent.	
10	Box File	8 ½ x13 ½ Alfa 929	
11	Box File (Superior Quality)	Large Uni Imported	
12	Board Duster	Plastic Grip Premium Quality	
13	Calculator Casio 12 digit	JS-410/DS 916	
14	Calculator Casio 12 digit	DJ-120	
15	Correcting Fluid Pen	Uni-Japan	
16	Cut Box	Alfalah	
17	Cloth Duster 20 x 30	Yellow Superior Quality.	
18	Cloth Duster 20 x 30	White Superior Quality	
19	DVD Disk	Writeable with cover	
20	Dak Pad Flapper Superior	Rexene with Golden Lock	
21	Diary Register No.6	Offset paper 8 ½ x13 ½ 68 grm	
22	Dispatch Register No. 8	Offset paper 8 ½ x13 ½ 68 grm	
23	Exclusive Drafting Pad (DPS-A 7-150)	Offset paper 6 ½ x 4 68 grm	
24	Envelop khaki	Kraft paper size (15x11) 80 grm	
25	Envelop khaki	Kraft paper size (10x12) 80 grm	
26	Envelop khaki	Kraft paper size (9x4) 80 grm	
27	Eraser	A I-40 Palikan	
28	Eraser Soft	A I-30 Palikan	
29	File Board (Rexene Flapper)	Large Superior	
30	File Tray Plastic	File Size	
31	Scale (Steel)	Chine 12"	
32	Gum Bottle	142 ml Doller	
33	Gum Large	1000 ml Doller	
34	Gum Stick	UHU 21 grm	
35	Heavy Duty Stapler Pin	Washing 23/13	
36	Heavy Duty Stapler Pin	Washing 23/15	
37	Heavy Duty Stapler Pin	washing 23/17	
38	High Lighter (various Colors)	Schneider	
39	Ink (Blue, Black, Green)	Doller 60 ML	
40	Issued Register No.6	Offset paper 8 ½ x13 ½ 68 grm	
41	Lead Pencil	Gold Fish 5000	
42	Log Book No.6	Tayyaba	
43	Marker Permanent	Dollar 70/90	
44	Marker Refill Ink	Snowman Dry Erasable	

45	Masking Tape 2"	Abro	
46	Note Sheet Pad White (imported)	8.5 x 11.5 Offset Paper 90gm	
47	Paper Clip 36 MM (superior)	Three Flower	
48	Paper Cutter With Plastic Handle	Steel	
49	Paper Pin (Superior)	Chrysanthemum 50 gm	
50	Paper Punch (Double Hole)	K W No.988	
51	Paper Punch (Single Hole)	K W No.97 AO	
52	Paper Weight	Marble (Ordinary)	
53	Past it Pad	3x3 Pronoti	
54	Post It Flag various colors	Pronoti	
55	Pen Holder Executive	No. 233 Wing sing China	
56	Pen Holder Superior	Wing sing China	
57	Pen Stand	Samall Marble with brass barrot ( 6" x 3" Warsi)	
58	Pin opener	Superior Quality	
59	PC Shiner	Insta Brand	
60	Pencil Sharpener	Germany	
61	Peon Book (Paper of 68 gm)	Superiior	
62	Pin Cushion	Steel	
63	Rough Pad (Ruled) flying high finish Lucky	8x13 Paper of 80 gm	
64	Rough Pad (Ruled) high finish	8x6 ½ Paper of 80 gm	
65	Rubbar Band	Swan Brand 25 RGS	
66	Ruled Register Lucky No.8	Offset paper 80 gm	
67	Received Register No.8	Offset paper 8 ½ x13 ½ 68 gm	
68	Separator Set for Ring File	Nokia A/4 No.074 (A/4-10 Card Tyep Cosmo)	
69	Scissor Medium	12" Large Deli	
70	Scissor Medium	6" Large Deli	
71	Scotch Tape Deer	2 x 70 Yard	
72	Section Diary Register No.8	Offset paper 8 ½ x13 ½ 68 gm	
73	Sharpner Machine	SDI No. 0150 Taiwan	
74	Short-hand Note Book (Standard Size 96 Pages)	Offset paper 68 gm Hard Back	
75	Stamp Pad Ink	Snowman 28.5 ml	
76	Stamp Pad (Medium)	Lancer	
77	Staple Pin Remover	KW 5080	
78	Stapling Machine 24/6	SDI No, 1137 Taiwan	
79	Stapling Machine Heavy Duty	Max 23/24 Capacity of 240 Sheet	
80	Stapling Pin No. 24/6 (Superior)	Dollar	
81	Stock Register No.8	Offset paper 8 ½ x13 ½ 68 gm	
82	Table Cloth (Blazer Sheet) Green Color	Per Meter	
83	Table Diary	Offset Paper	
84	Table Set Marble/Wooden	9 Pieces Light Green	
85	Tag Superior	Cotton	
86	Tissue Roll	Rose Petal	
87	Tissue Box	Rose Petal Supreme 100 x 2 Ply	
88	Thumb Pin Steel	Peony (Pkt of 50 Pcs)	
89	Tumbler (Glass)	Omroc/ Toyonasic	
90	Waste Paper Basket	Plastic Full Size	
91	White Fluid Pen	Palikan	

**B List Of Toners .**

S.NO	Name of Article	Specification	Rates with GST
1	Toner for HP Laser Printer 1536	Original	
2	Toner for HP Laser Printer 85 A	Original	
3	Toner for HP Laser Printer 35 A	Original	
4	Toner for HP Laser Printer 12 A	Original	
5	Toner for HP Laser Printer 400 Pro	Original	
6	Toner for HP Laser Printer 1320	Original	
7	Toner for PhotostateMachineKonica Minolta Bizhub 211	original	
8	Toner for Photostate Machine Richo MP 2500	original	
9	Toner for Fax Machine Panasonic KX - FP711	original	
10	Toner for HP laser Printer 80 A	original	
11	Cartridges set for HP office Jet 7500 A	Original	
12	Toner HP Laser Jet 5-A	Original	
13	Black Ink Photocopy Machine	Riso Graph CZ 180	
14	CZ Master Roll (B-4) Photocopy Machine	Riso Graph CZ 180	
15	HP Color Laser Jet Pro MFP 177 Fw	Cartridges set Original	
16	Cartridge HP 7110	HP 7110	

**C List Of Paper Reams**

S.NO	Name of Article	Specification	Rates with GST
1	Offset paper (imported) double A (Original Packing) A4 Size	8.5x11.5 80grm AA or equivalent	
2	Offset paper (imported) double A(Original Packing) Legal Size	8.5x13.5 80grm AA or equivalent	
3	Photopaper premium glossy	(IMA color)	
4	PVC Pet Card Ream	Premium Quality	

**D List Of Miscillinius items .**

S.NO	Name of Article	Specification	Rates with GST
1	Optical Mouse	A-4 Tech	
2	Key Board USB	A-4 Tech	
3	Network Cable	CAT 6 Roll	
4	Power Supply	24pin/400 watt	
5	Hard Disk	1 TB Sata	
6	External Hard disk	Original DW- 1TB	
7	VGA cable 15 to 15	Standard Size	
8	Power Cable	Superior Quality	
9	USB printer Cable	Superior Quality	
10	HDMI Cable	Multimedia- standard size	
11	USB	Kingston 16 GB	
12	Extension lead 6 sockets.	Superior Quality	