

INVITATION TO BID

(For Stationery & IT Items For Financial Year 2021-22)

Federal Urdu University of Arts, Science & Technology Islamabad invites sealed bids from *the original manufacturers/authorized distributors/suppliers/contractors* registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for supply of stationery & IT items for Financial Year 2021-2022.

2. Bidding documents containing relevant details can be obtained from *Purchase & Store Section of the University by submitting an application along with Pay order of Rs. 4000/- (non-refundable) in favor of FUUAST, Islamabad.* Bidding document can also be downloaded from www.fuuastisb.edu.pk against same price.

3. The bids prepared in accordance with instructions in the bidding document must reach at *Purchase & Store Section of the University on or before 29/07/2021 at 10:30 am.* Bids will be opened the same day i.e *29/07/2021* at 11:00 am. This advertisement is also available on PPRA website at www.ppra.org.pk.

ADDITIONAL REGISTRAR

Federal Urdu University of Arts, Science & Technology
Old Kuri Road, Moza Mohrian Near Behria Enclave Sector C Zone IV,
Islamabad
Tel: 051-9252860-4 (Ext 133)

**FEDERAL URDU UNIVERSITY OF ARTS, SCIENCE & TECHNOLOGY, OLD KURI
ROAD, MOZA MOHRIAN NEAR BEHRIA ENCLAVE SECTOR C ZONE IV,
ISLAMABAD**

No. _____

Date: _____

M/s _____

Subject: Tender Documents For Stationery & IT items for Financial Year 2021-22

You are invited to submit a sealed bid, valid for the period of six (06) months, for Stationery & IT items for Financial Year 2021-22 for University as per following terms & conditions and as per attached specification:-

1. Bid must be submit to the University along with bid security @ 3 % of the total bid cost which will be refunded after opening of tender. Tender without bid security or lesser than 3 % will be rejected.
2. Tender document shall be received on or before 29/07/2021 till 10.30 am and will be opened on same day i.e 29/07/2021 at 11:00 am in Conference room, at 2nd floor of Admin Block of the University.
3. Tender received after due date and time will not be entertained.
4. Authorized signatory should sign all the pages of the tender document. Bids without signatures will be rejected. Amendment/alternation/ cutting etc, in the tender, if any, must be signed in full by the person who has signed the tender, change or revisions in rate etc, after opening of tender will not be allowed.
5. Tender must be in sealed envelopes, it must be written on the envelop in bold letter. "Tender for Stationery & IT items for Financial Year 2021-22 for FUUAST".
6. National Tax Number (NTN), GST number and active tax payer certificate issued by FBR must be mentioned in the bid otherwise Tender Documents will not be considered.

7. The University reserves the right to increase or decrease the number/quantity of items at any stage.
8. Quoted price must be inclusive of all taxes. Taxes will be deducted from the bill as per government rules. The University may reject the bids or proposal at any time prior to the acceptance of bid or proposal.
9. Quality of item as per specification mentioned in the tender document is the criteria of the tender.
10. The bidder must provide the sample of each item at the time of submission of bid.

11. University reserves the right to change any condition of tender before opening of the bids. Bid security of successful bidder will be retained till the end of F.Y 2021-22.
12. In case of any dispute, the University has full right to take actions according to its rule and regulations. Decision of the University in this regard will be final and no request etc, will be entertained.

Additional Registrar

S. No	Description	Specification	Qty	Quoted Rate with GST
01	Accounts Ledger No.8	Tayyaba Offset paper 8 x ½ x 13 ½ 68 gm	06	
02	Air Fresher	Cobra 300 ml	50	
03	Ball Pan (Blue, Black, Red)	0.8mm (Piano Point)	3000	
04	Ball Pan (Green, Black, Blue)	Uni Signo	100	
05	Box File	Alfa 8 ½ x 13 ½ Alfa 929	100	
06	Cloth Duster 20/30	Yellow Superior Quality	500	
07	Cash Book No. 8	Tayyaba Offset paper 8 x ½ x 13 ½ 68 gm	12	
08	Dispatch Register No.8	Offset paper 8 ½ x 13 ½ 68 gm	06	
09	Envelop White (Printing As Per Sample)	Offset paper Size (9"x4") 80 gm	2000	
10	Envelop White Cloth A4 (As Per Sample)	Offset paper (10" x 12") 80gm	2000	
11	Envelop Cloth White Legal (As Per Sample)	Offset Paper (11" x15") 80gm	2000	
12	File Cover Printed on Box Board (Printing As Per Sample))	300 gm Art Card With Lamination steel punch hole 8 ½ x 13 ½ (Legal Size)	4000	
13	Heavy Duty Stapler Machine	China	1	
14	High Lighter Various Colors	Dollar	100	
15	Marker Permanent	Dollar 70/90	50	
16	Note Sheet Pad White (imported)	8.5" x 11.5" Offset paper 90 gm	100	
17	Card Holder with Ribbon	(As per University Sample)	3000	
18	Past It Flag Various Colors	Pronoti (Pkt)	50	
19	PVC Pet Card Ream	Premium Quality	10	
20	Peon Book (Paper of 68 Grm)	Superior	50	
21	Photo Paper Premium Galaxy	Premium Galaxy Pkt	5	
22	Rough Pad (Ruled) Fly High Finish Lucky	8" x 6 ½" Paper of 80 gm	50	

23	Received Register No. 8	Tayyaba Offset paper 8 ½" x 13 ½" 68 gm	12	
24	Scissor	9" Large Dell	25	
25	Scotch Tape Deer Roll	2" x 70 Yard	200	
26	Section Diary Register No. 8	Offset paper 8 ½" x 13 ½" 68 gm	12	
27	Stock Register No. 8	Tayyaba Offset paper 8 ½" x 13 ½" 68 gm	6	
28	Table Cloth (Blazer Sheet) Green Color	Per meter	300	
29	Tissue Box	Rose Petal POP-UP 150/2 ply	200	
30	Correcting Fluid pen	Piano	50	
31	Eraser	A L-30 Palikan	100	
32	File Board (Rexene Flapper)	Large Superior	1000	
33	Gum Stick	Dollar 21 gm	100	
34	Log Book No.6	Tayyaba	6	
35	Paper Cutter with Plastic Handle	Steel	12	
36	Ruled Register Imported Paper No.8	Offset Paper 80 gm	50	
37	Stapling pin No.24/6(superior)	Dollar Pkt	200	
38	Table set marble	9 pieces Light green	5	
39	Tumbler (Glass)	Omroc/ Toyonasic	500	
40	Waste Paper Basket	Plastic Full Size and Medium Size	100	
41	Alpha Cutter Large with Blade	SDI 426	50	
42	Ball Pan (Green, Blue, Black)	Uni Ball Deluxe	100	
43	Foot Scale (Steel)	12 inch	50	

44	Offset Paper (Imported) Double A(original packing) A4 size or Equivalent	8.5 x11.5 80gm 500 sheets	500	
45	Offset paper (Imported) Double A or Equivalent (original packing) Legal size	8.5 x 13.5 80gm 500 sheets	200	
46	Plastic File with Clip Legal Size	Top Transparent	400	
47	Stapling Machine	SDI No.1137 Taiwan	100	
48	Key Board	A-4 Tech	20	
49	Mouse	A-4 Tech Optical	20	
50	Power Supply	24 Pin	15	
51	CAT 6 Roll	AMP (Original Copper)	05	
52	RJ 45 Connectors		3000	
53	Printer HP Toner 17-A	-	30	
54	Printer HP Toner 85-A	-	40	
55	Printer HP Toner 79-A	-	40	
56	Printer HP Toner 12-A	-	30	
57	Printer HP Toner 19-A Drum		05	
58	Printer HP Toner 76-A		05	
59	Printer HP Toner 80 -A	-	40	
60	Toner Photostate Machine	Konica Minolta bizhub 211	05	
61	Toner Photostate Machine	Konica Minolta 751	05	
62	Toner Photostate Machine	RICOH 2500	05	
63	CZ Master Roll	Rizo Graph	15	
64	CZ Ink Rizo	Rizo Graph	15	
Total Amount Including GST				