

**IQBAL ACADEMY PAKISTAN**  
**Government of Pakistan**  
**National Heritage & Culture Division**

**TENDER NOTICE**

***For Supply of Computer Accessories, Janitorial and other items***

Iqbal Academy Pakistan, Lahore invites bids through EPADS from the Suppliers/bidders dealing with the business of General Supplies/ Stationery, Computer Accessories, Janitorial and other Items, registered with Income Tax and Sales Tax Departments.

2. Bidding documents, which are containing Tender Notice, Instructions for bidders, list of items required, will be uploaded on EPADS or available at available at Iqbal Academy Pakistan 6th Floor, Academy Block, Aiwan-e-Iqbal Complex Off Edgerton Road, Lahore free of cost. Tender documents can also be downloaded from ([www.iap.gov.pk](http://www.iap.gov.pk)) free of cost.

3. The bids, prepared in accordance with the instructions given in the tender documents, must be submitted on EPADS against Tender No.F-25121452770 on or before Monday 22<sup>nd</sup> December, 2025 at: 11:00 AM. Bids will be opened on the same day at 11:30 AM. This tender has been uploaded on PPRA Website [www.ppra.org.pk](http://www.ppra.org.pk) and is also available on Iqbal Academy's website at <https://iap.gov.pk>

**Prof. Dr. Abdul Rauf Rafiqui**

Director

Iqbal Academy Pakistan  
6<sup>th</sup> Floor, Aiwan-e-Iqbal Complex  
Edgerton Road, Lahore  
042-99203573/042-36314510  
[info@iap.gov.pk](mailto:info@iap.gov.pk)

Tender No.IAP/Admin-01/2025-26

**Iqbal Academy Pakistan**  
**Government of Pakistan**  
**National Heritage & Culture Division**  
**Tender**  
***For Supply of Computer Accessories, Janitorial and other items***

**INSTRUCTION TO BIDDERS**

Iqbal Academy Pakistan invites sealed bids for ***supply of Computer Accessories, Janitorial and other items***

1. Invitation for bid is attached as **Annexure-A and list of required items- Annexure-B & Annexure-C.**
2. Only the biddings fulfilling the Eligibility Criteria shall be considered as under:
  - a. NTN number
  - b. GST registration Certificate
  - c. Presence in active tax pay list of GST for year 2024-25
  - d. Presence in active tax pay list of Income Tax for year 2024-25
  - e. Detail of Sales Tax deposited in year 2023-2024 & 2024-25
  - f. Copy of latest income tax and sale tax return
3. Bids should submit through EPADS on or before 22<sup>nd</sup> December, 2025 at 11.00 AM. The Tenders will be opened at 11.30 AM on the same date in the presence of the Bidders.
4. Iqbal Academy reserves the right to accept or reject any or all tenders/bids/offers as per rule 33 of PPRA Rules, 2004.
5. Admissible taxes will be deducted at the time of payment.
6. Procedure of open competitive bidding shall be "Single stage – two envelope procedure" as mentioned in Rule 36(b) of PPRA Rules, 2004.
7. The bid should comprise a single package containing a separate envelope. Enclosed envelope shall contain separately the "financial proposal" and the "technical proposal".
8. Technical Proposal should contain the attested copies of the documents mentioned in clauses 2 as well as bid security @ 3.00% of the bid value should be attached in shape CDR in the name of Director, Iqbal Academy Pakistan.

9. Financial Proposal must be quoted for the required items on specific letter pads of the bidders. The price must be quoted in Pak Rupees.
10. Only complete bids are acceptable and the lowest bidder shall be awarded task according to the PPRA Rules, 2004.
11. Rates quoted by the bidders should be remained valid till 30<sup>th</sup> June 2026
12. The Redressal of grievance committee, headed by Director is formulated and uploaded on PPRA Website.
13. In all other matters not mentioned in these instructions, PPRA Rules, 2004 shall govern this procurement process.
14. The delivery of all items will be made at the office of the Director, Iqbal Academy, 6<sup>th</sup> Floor, Aiwan e Iqbal, Lahore.
15. In case of any unforeseen reason, unrest or force majeure on the bid submission/opening date, the tender shall be opened on the next working day at the same place/time.

**Prof. Dr. Abdul Rauf Rafiqi**

Director,  
Iqbal Academy Pakistan,  
6<sup>th</sup> Floor, Academy Block,  
Aiwan-e-Iqbal Complex,  
Edgerton Road, Lahore,  
Ph. 042-36314510

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**Tender**

**For Supply of Computer Accessories, Janitorial and other items**

List of required items of Stationary, Accessories, Janitorial and other Items.

Sr. #	Name of Item	Quantity Required	Remarks
1	Air Freshener	12	
2	Max Dish wash long bar	36	
3	Liquid phenyle	24	
4	Acid, (Washroom Cleaner)	5 liter	
5	Vim powder	5 kg	
6	Surf (Ariel)	5 kg	
7	Insect killer (1 liter)	10	
8	Tissue Paper (Pop up)	60	
9	Liquid Hand Wash	3	
10	Toilet Soap (small)	100	
11	Drinking glass (As per sample)	24	
12	Water Jug fine class	6	
13	Cup	100	
14	Plates Melamine (Small, Medium & Large) 12 each for kitcken	36	
15	Spoons (Stainless Steel) (Tea & Table) 12 each	24	
16	Toilet Brush with holder	6	
17	Plastic Dustbin	6	
18	Dust pan	12	
19	Wall Clock	4	
20	Vehicle Body Polish (Cosmic or equalent)	2	
21	Vehicle Body Cloth (Micro fabric towel)	10	
22	Dashboard Shiner (Flamingo or equalent) 450ml	6	
23	Glass Polish (Glint)	10	
24	Back care cushion (Master or equalent)	2	
25	Melamine Tray set	2	

Sr. #	Name of Item	Quantity Required	
1	Heavy duty Electric leads-extension (minimum 16 feet length)	12	
2	Tool Box minimum (Dewalt or Equivalent)	100 pieces	
3	LED Tube light Philips or equavilant (regular size)	100	
4	Wall Clock Cell	24	
5	Fan Remote, AC cell	12	
6	Wireless digital Bell	2	
7	Batteries 12V 7 amp	24	
8	Batteries 12V 9 amp	24	

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**List of Toner Cartridges for HP Printers**

<b>NO</b>	<b>ITEMS</b>	<b>Printer Model</b>	<b>QTY</b>	<b>Remarks</b>
1.	HP 89A	HP M507dn Laser jet Black	01	
2.	HP 147A	HP M611dn Laser jet Black	01	
3.	HP 81A	HP 604dn Laser jet Black	02	
4.	507A Black 507A Magenta 507A Yellow 507A cyan	HP 500dn 551 Laser jet Color printer	01	
5.	HP 05A	HP 2035 Laser jet Black	02	
6.	HP 53A	HP 2015 Laser jet Black	01	
7.	HP 55A	HP 3015 Laser jet Black	01	
8.	HP 48A	HP MFP28A Laser jet Black	02	
9.	HP 89A	HP M507dn Laser jet Black	01	
10.	T5018U	Toshiba e.studio 3518a photocopy machine	01	