



Bahria University
Discovering Knowledge
BUHO

INVITATION TO BIDS/ PROPOSAL

BU-HO/Admin/2025/01

Dated: 16 May 2025

PROCUREMENT OF STATIONERY/ PAPERS/ TONERS/ CLEANING MATERIAL FOR BAHRIA UNIVERSITY HEAD OFFICE, ISLAMABAD (BUHO) FOR THE FY 2025-26

1. Bahria University Head Office, Islamabad invites sealed bids from the original manufacture/ their authorized distributors / general suppliers in Pakistan having own stationery/ cleaning material store/ shop, registered with Income Tax and Sales Tax Departments, for the procurement of following goods and related services by signing the RRC/ Framework agreement(s) with the selected bidder(s):

S No	Description
a.	Stationery Items
b.	Papers (Each category)
c.	Cleaning Material/ General Use Items
d.	New Toners
e.	Refilling of Toners/ Cartridges (Each printer)

2. Bidding documents, containing the detailed terms & conditions and scope of work etc, may be purchased after **15 June 2025** by the interested bidders from Office of Deputy Director Procurement, Room No. 15, Basement, Quaid Block, Bahria University Islamabad, on payment of **Rs.2,000/- (Rupees Two Thousand Only)** (non-refundable) in shape of bank draft/DD in favor of Bahria University Islamabad. Request for the same must be submitted on supplier/ firm's letterhead (with mentioned NTN No.), to the address mentioned at bottom. The NTN Number of Bahria University is 2132767-0. The bidding documents are available till **03 June 2025**.

3. The bids prepared in accordance with instructions given in the bidding documents along with bid security/ performance guarantee of Rs.100,000/- in shape of Pay Order/DD in favor of Bahria University, Islamabad, must reach at Deputy Director (Procurement) Office Bahria University Head Office Islamabad on/ or before **03 June 2025** by 1100 hrs. Bids will be opened at the office of Dir (P & D), BUHO, Islamabad on the same day at 1130 hrs. In case of 03 June 25 (being) Eid Holiday the same will be opened on next working day, in the presence of the suppliers/ firms or their authorized representatives, who may choose to be present. Conditional/ incomplete and submitted applications will be considered as **Non Responsive**. Performance guarantee will be refunded to unsuccessful/ nonqualified bidders within 30 days of selection of qualified suppliers/ firms.

4. The Suppliers/ firms are requested to give their best and final prices inclusive of all applicable taxes, material, laboring, tools, accessories and transportation, and installation, etc. Bahria University may reject all bids/ proposals at any time prior to the acceptance by invoking Rule 33 of PPRA-2004. For any information regarding user requirement, **Deputy Director (Admin)** Bahria University Head Office may be contacted on Phone No.051-9260002 Ext 1342/18 during office hours 0900 - 1600.

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