



W.C.W 17/63  
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**OFFICE OF THE PROJECT DIRECTOR**  
**NATIONAL UNIVERSITY OF PAKISTAN, ISLAMABAD**  
**190-A Sir Syed Road Rawalpindi Cantt**  
**Ph: 051-5910020, website: www.nup.edu.pk**

No.786/09/Uni- FGEI (NUP)

Date: 28 Nov, 2025

To,

**Mr. Rizwan Mehmood**

Deputy Director (IT/MIS)

Public Procurement Regulatory Authority (PPRA)

Islamabad

051-9205728

**Subj: Request for Refund of Tender Advertisement Fee Due to Non-Uploading Tender of Examination Stationery of National University of Pakistan, Islamabad**

1. The Exam Branch, National University of Pakistan, submitted a request on 29th October 2025 for uploading the tender regarding the procurement of Answer Sheets and Stationery Items for Fall-2025 Examinations on the PPRA website (**Annex-A**). In response to the request, PPRA communicated the requirement of an advance payment of Rs. 15,000/- for the Tender/Evaluation advertisement. The required fee was deposited on 30th October 2025, and the payment receipt was forwarded to PPRA on the same day (**Annex-B**).

2. The tender opening date was 18th November 2025; however, the tender did not appear on the PPRA website until 10th November 2025. Upon visiting the PPRA office on 11th November 2025, it was informed that tender uploading was to be carried out through the **E-PAD system**. As the National University of Pakistan functions under the Ministry of Defence and does not possess an E-PAD User ID or Password, guidance was sought from the IT/MIS Section of PPRA. The concerned officer instructed that an official request letter be submitted for manual uploading of the tender through PPRA.

3. Accordingly, a formal request letter was submitted on 13th November 2025 (**Annex-C**). Despite timely submission of all requirements, the tender was not uploaded, resulting in unavoidable delays in the procurement timeline. Due to the sensitive and time-bound nature of examination-related processes, the tender had to be cancelled.

4. In view of the above circumstances, where the tender could not be uploaded despite fulfillment of all prerequisites the refund of the deposited advertisement fee amounting to **Rs. 15,000/-** is requested. The refunded amount may kindly be issued through cheque in favour of **“FEE COLLECTION ACCOUNT OF NATIONAL UNIVERSITY OF PAKISTAN”**

Your cooperation in this regard will be highly appreciated.



  
Col  
Project Director  
National University of Pakistan  
(Miraj Ahmad)

Syed Mohsin Hassan  
Assistant Director (Web Design)  
Tuesday, 02 December, 2025, 12:22:55 PM

Syed Mohsin Hassan  
Assistant Director (Web Design)  
Tuesday, 02 December, 2025, 12:22:55 PM



Annex-A

## NATIONAL UNIVERSITY OF PAKISTAN (NUP), ISLAMABAD

### TENDER NOTICE

National University of Pakistan invites sealed bids from interested firms for the Supply of “**Supply of Exam Stationery, Answer Sheets etc.**”

#### TERMS & CONDITIONS:

- The detailed specifications along with terms and conditions have been set forth in Tender Document, which can be obtained from the **National University of Pakistan, (NUP) Secretariat Office** on Payment of Rs. 1000/- Non-Refundable (Stationary Charges), in the form of Bank Draft/ Pay Order in favor of “**National University of Pakistan**”.
- In case of Tender Document is downloaded from the website [www.nup.edu.pk](http://www.nup.edu.pk), the bids should be submitted along with Bank Draft/ Pay Order of Rs. 1000/-Non-Refundable (Stationary Charges). No bid will be accepted without Tender Document fee.
- The bid security @2% (Refundable) of total bid price shall be submitted with the bid in form of CDR in favor of “**National University of Pakistan**.”
- The Tender should reach the office of Convener Procurement Committee National University of Pakistan, (NUP) Secretariat on or before **Tuesday the 18<sup>th</sup> Nov, 2025 @ 02:00 pm**.
- Bids will be opened on the same day at 02:30 pm. The Tender is being executed as per PPRA Rule 36(a) “**Single Stage, Single Envelope Procedure**”.
- The National University of Pakistan reserves the right to increase or decrease quantity or accept or reject any or all bids as per PPRA rules.

**Project Director**  
**National University of Pakistan (NUP), Islamabad Secretariat**  
**FGEI (C/G) Directorate, 190 Sir Syed Road**  
**Rawalpindi Cantt**  
**Ph. 051-5910020**

Syed Mohsin Hassan  
Assistant Director (Web Design)  
Tuesday, 02 December, 2025, 12:22:55 PM

Syed Mohsin Hassan  
Assistant Director (Web Design)  
Tuesday, 02 December, 2025, 12:22:55 PM

**HBL****HABIB BANK**  
حابیب بینک

Branch:

Account Title

PUBLIC PRO

IBAN:

PK13 HABB

Currency:

PKR USD EURO GBP

Credit Card No.:

 CASH

BANK / BRANCH

Total Amount in Words:

Fifteen

Depositor's Name:

MUHAMMAD I

Contact No.:

0342-527980

Depositor's CNIC No.:

61101-23408

Depositor's Account No.:

(For non-HBL Walk-in Customers. Also suitable for HBL Customers / Account Holders)

24947002291

Received By:

Depositor's Signature

30501012



OFFICE OF THE PROJECT DIRECTOR  
NATIONAL UNIVERSITY OF PAKISTAN, ISLAMABAD  
190-A Sir Syed Road Rawalpindi Cantt  
Ph: 051-5910020, website: www.nup.edu.pk

No.786/09/Uni- FGEI (NUP)

Date: 1 Nov, 2025

To,

Mr. Rizwan Mehmood  
Deputy Director (IT/MIS)  
Public Procurement Regulatory Authority (PPRA)  
Islamabad

Subj: Request for Uploading of Tender Notice for Procurement of Examination Stationery of National University of Pakistan, Islamabad

1. The National University of Pakistan (NUP), Islamabad, working under the administrative control of the Ministry of Defence, has submitted a request for uploading of Tender Notice on the PPRA website regarding *Procurement of Examination Stationery* for upcoming university examinations.
2. In response, PPRA advised submission of the prescribed tender fee, which was accordingly deposited through Pay Order on 31st October, 2025. However, despite timely submission, the tender notice has not yet been uploaded on the PPRA portal. The tender opening date is 18th November, 2025, and delay in uploading may cause disruption in the examination arrangements.
3. In view of the above, it is requested that our tender notice may please be uploaded on the PPRA website through your kind office at the earliest to ensure timely conduct of examinations.

Your cooperation in this regard will be highly appreciated.

Col  
Project Director  
National University of Pakistan  
(Muhammad Miraj Ahmad)

  
13/11/25

11/28/25, 10:00 AM



Mubashar ul Hassan <mubashar.hassan@nup.edu.pk>

## Tender Notice

5 messages

Mubashar ul Hassan <mubashar.hassan@nup.edu.pk>

To: info@ppra.org.pk

Cc: rizwan@ppra.org.pk

Wed, Oct 29, 2025 at 9:47 AM

Please upload the tender notice on PPRA website. Tender Notice attached for ready reference.

Tender Uploading Date: 31st Oct, 2025  
Tender Name "Supply of Exam Stationery, Answer Sheets etc."

Procuring Agency: National University of Pakistan (NUP), Islamabad  
Address: 190-A Sir Syed Road Rawalpindi (Adjacent to FGEIs Directorate)  
Contact Person: Col Miraj Ahmad  
Designation: Project Director National University of Pakistan  
Contact No. 051-5910020

Please acknowledge the receipt of this email.

Regards,

National University of Pakistan, Islamabad

### 2 attachments

TENDER NOTICE.docx  
755K

TENDER NOTICE.pdf  
412K

Thu, Oct 30, 2025 at 9:03 AM

info@ppra.org.pk <info@ppra.org.pk>  
Reply-To: info@ppra.org.pk  
To: Mubashar ul Hassan <mubashar.hassan@nup.edu.pk>

Auto Reply from PPRA

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**Thanks for advance payment RS-15000/- of Tender/Evaluation advertisement.**

Note::

- i. Receipt of tender Email acknowledged but does **not confirm for Uploading of Tender**.
- ii. Please check your tender at [www.ppra.org.pk](http://www.ppra.org.pk) within **48 hours** after receiving this auto reply.
- iii. If This Tender has already been Advertised In the leading Newspapers by Procuring Agencies, it would be available on PPRA website (taken from Newspaper) With Violation of **PP Rule-12**.

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**From:** Mubashar ul Hassan <mubashar.hassan@nup.edu.pk>  
**Sent:** 10/29/25 9:47 AM  
**To:** info@ppra.org.pk  
**Cc:** rizwan@ppra.org.pk  
**Subject:** Tender Notice  
[Quoted text hidden]

**Mubashar ul Hassan** <mubashar.hassan@nup.edu.pk>  
To: info@ppra.org.pk

Fri, Oct 31, 2025 at 10:14 AM

Tender Fee has been submitted. Please Upload the tender notice on PPRA website.

Tender Notice attached for ready reference.

Tender Uploading Date: 31st Oct, 2025

Tender Name "Supply of Exam Stationery, Answer Sheets etc."

Procuring Agency: National University of Pakistan (NUP), Islamabad  
Address: 190-A Sir Syed Road Rawalpindi (Adjacent to FGEIs Directorate)  
Contact Person: Col Miraj Ahmad  
Designation: Project Director National University of Pakistan  
Contact No. 051-5910020

Please acknowledge the receipt of this email.

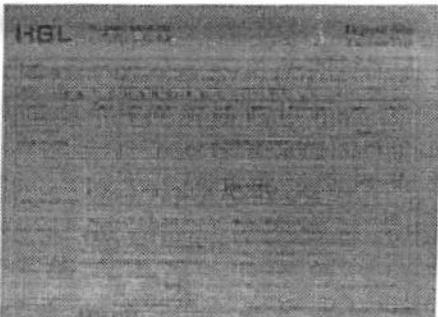
Regards,

National University of Pakistan, Islamabad

[Quoted text hidden]

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**3 attachments**



WhatsApp Image 2025-10-31 at 10.01.02\_.jpg  
283K

**TENDER NOTICE.docx**  
755K

**TENDER NOTICE.pdf**  
412K

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**Mubashar ul Hassan** <mubashar.hassan@nup.edu.pk>  
To: info@ppra.org.pk

Mon, Nov 10, 2025 at 9:21 AM

**Subj: Request for Uploading of Tender Notice on PPRA Website**

With due respect, it is stated that the *National University of Pakistan* submitted the prescribed Tender Notice Fee on **31st October 2025** and requested for the uploading of our Tender Notice on the PPRA website.

However, it is regretted to inform that the Tender Notice has not yet been uploaded on your website. The **tender opening date is scheduled for 18th November 2025**, and timely publication is essential to ensure fair competition and compliance with procurement regulations.

It is, therefore, requested to kindly look into the matter and arrange for the immediate uploading of the said Tender Notice at your earliest convenience.

Your cooperation in this regard will be highly appreciated.

Procuring Agency: **National University of Pakistan (NUP), Islamabad**

Address: **190-A Sir Syed Road Rawalpindi (Adjacent to FGEIs Directorate)**

Contact Person: **Col Miraj Ahmad**

Designation: **Project Director National University of Pakistan**

Contact No. **051-5910020**

Please acknowledge the receipt of this email.

Regards,

National University of Pakistan, Islamabad

[Quoted text hidden]

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**Mubashar ul Hassan** <mubashar.hassan@nup.edu.pk>

Draft To: [info@ppra.org.pk](mailto:info@ppra.org.pk)

Mon, Nov 17, 2025 at 9:31 AM

[Quoted text hidden]



Mubashar ul Hassan &lt;mubashar.hassan@nup.edu.pk&gt;

## Request for Uploading of Tender Notice on PPRA Website

2 messages

**Mubashar ul Hassan** <mubashar.hassan@nup.edu.pk>  
To: info@ppra.org.pk, rizwan@ppra.org.pk

Mon, Nov 17, 2025 at 9:36 AM

With due respect, it is stated that the *National University of Pakistan* submitted the prescribed Tender Notice Fee on **31st October 2025** and requested for the uploading of our Tender Notice on the PPRA website.

Your cooperation in this regard will be highly appreciated.

Procuring Agency: **National University of Pakistan (NUP), Islamabad**

Address: **190-A Sir Syed Road Rawalpindi (Adjacent to FGEIs Directorate)**  
Contact Person: **Col Miraj Ahmad**  
Designation: **Project Director National University of Pakistan**  
Contact No. **051-5910020**

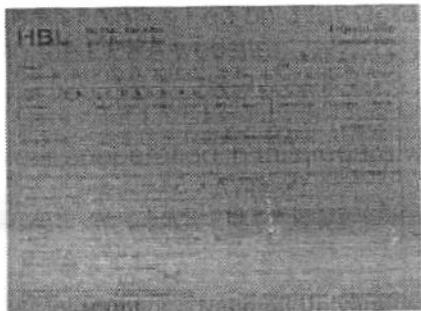
Please acknowledge the receipt of this email.

Regards,

National University of Pakistan, Islamabad

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### 4 attachments



Receipt PPRA.jpg  
283K

**TENDER NOTICE.pdf**  
399K

**TENDER NOTICE.docx**  
1488K

**PPRA LETTER.pdf**  
556K

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**info@ppra.org.pk** <info@ppra.org.pk>  
Reply-To: info@ppra.org.pk  
To: Mubashar ul Hassan <mubashar.hassan@nup.edu.pk>

Mon, Nov 17, 2025 at 9:41 AM

Auto Reply from PPRA

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**Thanks for advance payment RS-15000/- of Tender/Evaluation advertisement.**

Note::

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- ii. Please check your tender at [www.ppra.org.pk](http://www.ppra.org.pk) within **48 hours** after receiving this auto reply.
- iii. If This Tender has already been Advertised In the leading Newspapers by Procuring Agencies, it would be available on PPRA website (taken from Newspaper) With Violation of **PP Rule-12**.

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**From:** Mubashar ul Hassan <mubashar.hassan@nup.edu.pk>**Sent:** 11/17/25 9:36 AM**To:** info@ppra.org.pk, rizwan@ppra.org.pk**Subject:** Request for Uploading of Tender Notice on PPRA Website

[Quoted text hidden]