



COMSATS University Islamabad (CUI), Lahore Campus
Defence Road, Off Raiwind Road, Lahore

CUI-LHR-TN-26-1888

Invitation to Bid

For Procurement of

**4525-Stationery, Printing and General Items for Semester Spring 2026 CUI-
Lahore Campus**

| | |
|---|--|
| Category of procurement | Goods |
| Procurement Method/ Procedure | Open Competitive Bidding/ Single Stage One Envelope Procedure |
| Submission Type | By Uploading File on PPRA EPADS |
| Tender Fee | Rs. 1,500/- as per clause # 5 & 6 <i>also email the Scan Tender Fee Draft only on emails; asifullah@cuilahore.edu.pk, mshahid@cuilahore.edu.pk, pms@cuilahore.edu.pk</i> |
| Bid Security Amount | Rs.42,700/- as per clause # 5 & 6 <i>also email the Scan CDR Draft only on emails; asifullah@cuilahore.edu.pk, mshahid@cuilahore.edu.pk, pms@cuilahore.edu.pk</i> |
| Bid Closing date/ time | January 22, 2026, 1400 hrs (Bids will be opened after 30 minutes) |
| Bid Validity days/ Date | 60 Days |
| Delivery days (after PO issuance) | 30 Days |
| Decision Criteria for awarding of contract / PO | Stationery and General Items on item wise basis and Printing items on Turnkey Basis |
| COMSATS University Islamabad, Lahore Campus, Tax Free Number (TFN) | 9013701-9 |
| Retention Money against warranty items (applicable or not applicable) | Not applicable |

Part: A GENERAL TERMS AND CONDITIONS

1. *All pages of bidding documents are mandatory to be signed / stamped before uploading at EPADS, meaning thereby bidder agrees to our terms & conditions mentioned herein, failing which the bid may be rejected.*
2. *Any addition, deletion or modification of any clause of the procurement terms & conditions/BoQs of CUI-Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.*
3. *Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR (GST & Income Tax), are eligible to participate in tender.*

Signature & Stamp of Bidder

4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, Lahore Campus.
5. *The bidder is required to furnish tender fee (non-refundable) and earnest money in form of Bank deposit/ CDR / Pay order crossed in favor of “COMSATS University Islamabad, Lahore Campus”.*
6. *Bidders are advised to upload scan copy of bank instruments (tender fee and earnest money) at PPRA EPADS along with their respective bid. However, original bank instruments must be submitted before closing time of the tender. Any bid not accompanied with earnest money or tender fee shall be rejected without any right of appeal.*
7. *CUI-Lahore Campus will retain the 5 % amount, at the time of release of payment, as security against items where warranty is required in our BoQs. The retention money will be released after the warranty period subject to a satisfactory report by the end user. The warranty period will be counted from the date of delivery/supply or installation (as the case may be).*
8. Part / Advance payments is not allowed.
9. Your bid proposal should be **on F.O.R (Pak Rupees) inclusive of all applicable taxes and freight** to be delivered at COMSATS University Islamabad, Lahore Campus’s premises.
10. In case of any holiday is announced by the Govt. OR any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majure Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the tender notice.
11. After opening of bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per tender document.
12. Multiple rates of an item may also lead to the rejection of bid / item.
13. In case more than one bidder have quoted same rates for an item; the bidder securing more items (in terms of cost) will be awarded the specific item.
14. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
15. Payment will be made as per PPRA rule on submission of Invoice in the name of “COMSATS University Islamabad, Lahore Campus” with a copy of delivery challan (s) after the complete order has been supplied, inspected and accepted which includes delivery / installation, and COMSATS acceptance / inspection thereof.
16. Applicable Income tax and GST will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned tax authorities/FBR; however, CUI will be final authority to accept or reject the exemption certificate. In case of rejection, CUI will deduct all applicable taxes as per tax rate. CUI will provide a certificate of tax deduction and the vendor may claim refunds from Tax Authorities/FBR.
17. **If the vendor fails to deliver the goods / services to COMSATS University Islamabad (CUI), Lahore Campus within the given deadline, following action may be taken by CUI Lahore Campus**
 - a. A late delivery charge of **1% of the total amount of the undelivered item** will be imposed for each day the delivery is delayed after the Purchase Order (PO) deadline.

- b. Once the penalty reaches the 10% maximum, the **PO may be cancelled**, and the **Call Deposit Receipt (CDR) / Earnest Money** will be confiscated.
- 18. If the delivered goods / services are not according to the required quality standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to supply as per requirements mentioned in our BoQs, otherwise the purchase / work order will be cancelled after due date with confiscation of earnest money.
- 19. Any defective / sub-standard item (s) will be replaced by the bidder in same quoted cost. In case of failure to supply the specific item, CUI-Lahore may issue PO to next lowest bidder to supply the item while the difference of amount will be deducted from the 1st lowest bidder's earnest money.
- 20. Withdrawal or any modification of the original offer within the validity period shall entitle CUI- Lahore to forfeit the earnest money in favor of the CUI-Lahore and / or put a ban on such vendor participation in tenders / works.
- 21. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
- 22. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
- 23. The CUI-Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 24. CUI-Lahore Campus shall disqualify any firm(s), if at any stage; it finds that the information submitted, or documents provided are inaccurate, fake, ambiguous or incomplete.
- 25. COMSATS University Islamabad, Lahore Campus reserves the right to reject the bid if;
 - i. Received without earnest money and tender fee,
 - ii. The tender is unsigned/ unstamped
 - iii. The offer is ambiguous
 - iv. The offer is conditional
 - v. **The offer is from a firm, either which is black listed OR the firm / company is involved in litigation with Procuring Agency**
 - vi. The offer is received by telephone/telex/fax/telegram.
 - vii. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
- 26. **Please also submit the affidavit that the neither company/firm is blacklisted nor involved in the litigation with Procuring Agency.**
- 27. CUI Lahore can initiate blacklisting proceedings against the bidder for irregularities or violations committed during bidding and contract execution. The blacklisting proceedings will be initiated in line with the reasons and mechanism for blacklisting and debarment as mentioned in PPRA SRO 460 (I)/ 2024 dated 28th March 2024.
- 28. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:
 - **Company / Vendor Name:**.....
 - **Postal Address:**.....
 - **Tel. / Mobile:**.....**Email:**.....

- **NTN# :**.....**GST#:**.....**PGST#:**.....
- **Signature:**

Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

Part B: BoQs of required item (s):

Vendors must provide both the unit and total price of each item and calculations must be made carefully to avoid mistakes. However, in case, the total price does not match the unit price and quantity due to a calculation error or typo error, any of the following can be opted:

1. The bid may be rejected on the reason of ambiguity (OR)
2. Unit price will be considered as final, and the total price of the respective item will be calculated by multiplying it by the quantity required. Sub-totals and grand totals will also be corrected accordingly

Note:

Bidders are required to quote the rates for the quantities / measurement unit mentioned in our BoQ. It is strictly advised that no change in quantity/ measurement unit due to different packing size may be made/ written by the vendor while quoting the price. In case, vendor has some different packing size, the same may be converted /calculated as per our required quantity unit/packing size failing which bid/ item may be rejected.

No change in the BoQs (Specs & Qty.) of CUI-Lahore Campus as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e., model/brand or Price). Any modification in CUI-Lahore Campus BoQ may lead to the rejection of the bid (fully or partially).

Rates to be quoted inclusive of all (applicable) taxes

| Sr. # | Item Name & Specifications | | Qty. | | Quoted Model / Brand | Unit Price (Rs.) | Total Amount (Rs.) |
|-------|---|----------------------------|------|---------|----------------------|------------------|--------------------|
| 1 | Paper Ream A4 80 Gm Imported 500 Sheets,96 Brightness, 20 lb, Higher brightness paper pure white paper,: Matt finished, 210 x 297 mm (A4), 80 gm, 146 CIE whiteness, non-recycled all-purpose printing AA, HP, Paper One, BLC or equivalent | HP or equivalent | 450 | Ream | | | |
| 2 | Graph Paper 65gm to 70gm (letter size) with Serial # From 1001 to 2000 | | 300 | Nos. | | | |
| 3 | Stock Register (5 No) (Page 386 leave 193) (size H-12.5, W8) 70gm (English writing) | Koh-e-Noor or equivalent | 5 | Nos. | | | |
| 4 | Dispatch register (5 No) (Page 386 leave 193) (size H-12.5, W8) 70gm (English writing) | Koh-e-Noor or equivalent | 5 | Nos. | | | |
| 5 | Register Simple (as per sample) (16 No.)Page 200 leaves 100, Size (H-12.5, W-8)(75 GM imported page narrow ruled line | Munir or equivalent | 25 | Nos. | | | |
| 6 | Board Marker dry erase SB -12 Bullet Tip (75=Black ,75=Blue,05=Red ,05= green) (12 nos per packet) | Dollar SB-12 or equivalent | 160 | packets | | | |

Signature & Stamp of Bidder

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|----|--|---|-----|---------|--|--|--|
| 7 | Permanent Marker (with cap size L-14.3cm)(dia 1.7cm) Made in Japan (05=Black ,05=Blue) (12 nos per packet) | Dollar or equivalent | 10 | packets | | | |
| 8 | Ballpoint Point Tip 0.8mm(180=Blue ,30=Black,90=red)size L-13.7cm, with rubber Grip (10 nos per packet) | Piano or equivalent | 300 | packets | | | |
| 9 | Gel Pen Uni Ball 0.7mm, (08=Blue,07Black) (with cap size L-14.2cm)(with out cap size 13.7cm) with rubber grip (12 nos per packet) (Black, blue,) | Signo or equivalent | 15 | packets | | | |
| 10 | Pointer Soft-liner 0.3 (05=Black ,05=Blue)(10 pieces per packet) (10 nos per packet) (Black, blue,) | Dollar or equivalent | 10 | packets | | | |
| 11 | Lead Pencil with Eraser Tipped (12 nos per packet) | Thunder Shark HB Art # PT-222 or equivalent | 96 | packets | | | |
| 12 | Sharpener High Quality Chrome Plated Finish | Dux Art # 503 or equivalent | 150 | Nos. | | | |
| 13 | Soft Eraser High Quality Tick | Tick Kinder Art # ER-003 or equivalent | 150 | Nos. | | | |
| 14 | Scotch Tape 1" Brand 50 yard as per sample | Deer or equivalent | 120 | Nos. | | | |
| 15 | Scotch Tape 2" Brand 50 yard as per sample | Deer or equivalent | 200 | Nos. | | | |
| 16 | Paper Tape High Quality (size 1") (minimum 25 yard or above) | As per sample of CUI Lahore | 10 | Nos. | | | |
| 17 | White Board Marker Refill ink Erasable (Black ,Blue) | As per sample of CUI Lahore | 24 | Nos. | | | |
| 18 | stamp pad Endorsing ink 30 gms (06=Black,06=blue,) | Crystal or equivalent | 12 | Nos. | | | |
| 19 | Stamp Pad (Crystal) (Size 7 *11)(06=Black,06=blue,) | Crystal or equivalent | 12 | Nos. | | | |
| 20 | Stapler Original Deli No.0326, (with staples Remover), (size L-11.5cm, with 4.8cm) | Deli No.0326 or equivalent | 36 | Nos. | | | |
| 21 | stapler Big heavy Duty (Opel ps-617) MAXIMUM Paper 120 sheets (23/6 to 23/17) | Opel PS-617 or equivalent | 2 | Nos. | | | |

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|----|---|--------------------------------------|-----|---------|--|--|--|
| 22 | Staples Pin 24/6 (1000 pins) Art # ST 246 | Dollar Art # ST-246 or equivalent | 200 | packets | | | |
| 23 | Stapler Pin (Heavy Duty 23/10 H-13) (10mm) (1000 staples) | Whashin or equivalent | 25 | packets | | | |
| 24 | Stapler Pin (Heavy Duty 23/17 -H-13) (17mm)(1000 staples) | Whashin or equivalent | 10 | packets | | | |
| 25 | Paper Puncher (2 Hole) | Sensa SN-OP444 or equivalent | 18 | Nos. | | | |
| 26 | Bench Tape Dispenser for 2" Tape Made in Taiwan or equivalent (Sharp Knife with blade cover) (Hold Large up to 5"(127mm)diameter) with tape supporter in mid (Size L-22.7,vW-8cm) | Excell-ET-227 or equivalent | 8 | Nos. | | | |
| 27 | Box File original (as per sample) (Size L-34.4cm, W-28.7cm) | ABS Art # 480 or equivalent | 100 | Nos. | | | |
| 28 | Ring File original (as per sample) | Ghauri No 703 or equivalent | 12 | Nos. | | | |
| 29 | Cut boxes as per sample | Prfect # 761 or equivalent | 12 | Nos. | | | |
| 30 | Paper Clip 30mm (China) | Grash or equivalent | 10 | packets | | | |
| 31 | Note Pad Sticking (size 3" X 3") 100 sheets | DL China or equivalent | 100 | Nos. | | | |
| 32 | White Board Duster (as per sample) | As per sample of CUI Lahore | 300 | Nos. | | | |
| 33 | Paper Cutter (18mm) (plastic Fine Quality) | Haixian HX-6898 or equivalent | 50 | Nos. | | | |
| 34 | Paper Cutter Blade (18mm) | SDI 1404 as per sample or equivalent | 20 | Nos. | | | |
| 35 | Dusting cloth 2' x 2' 1/2" as per sample | As per sample of CUI Lahore | 300 | Nos. | | | |
| 36 | Glue Stick (8gm) Made in china | Shark adheza art # G-806 | 150 | Nos. | | | |

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| | | or equivalent | | | | | |
| | Printing Items | | | | | | |
| 37 | File Cover (Green) Purchase Bleach card 02 Piece Pasted card 400 Grams Size (9.5" x 13") Matt Laminated, 02 Color printing + both side ground printing, Dye Cutting, 7 Inch Fine Quality Patri , tape on corner side, 3.5" wide size Binding scotch Tape in side, including designing as per sample | As per sample of CUI Lahore | 400 | Nos. | | | |
| 38 | File Folder (blue & white) Art Card 350gm, Matt Laminated 9.5 x 12.5 Inch Size, Two color Printing, Laminated, Pocket 300 gm Art Card, Pasted both side (inner), as per sample , including designing as per sample | As per sample of CUI Lahore | 1600 | Nos. | | | |
| 39 | Envelope Size 14" x 11" (80 gm Imported) Two color Printing as per sample , including designing | As per sample of CUI Lahore | 1200 | Nos. | | | |
| 40 | Envelope Size 17.5" x 12" (80 gm Imported) two color Printing as per sample , including designing | As per sample of CUI Lahore | 500 | Nos. | | | |
| 41 | Drafting Pad (Small) (Size 6.5 x 9.5 Inch) 68 Grams Local Paper, 60 Leaves, (260 Grams Art card paper for Title with Two color printing), Art card 260 Grams on Bottom with Ring Binding, as per sample, including designing | As per sample of CUI Lahore | 150 | Nos. | | | |
| 42 | Drafting Pad (Large) (size 11" x 8.2" inch) 68 Grams Local Paper, 60 Leaves, (260 Grams Art card paper for Title with two color printing), Art card 260 Grams on Bottom with Ring Binding, as per sample, including designing | As per sample of CUI Lahore | 50 | Nos. | | | |
| | General Items | | | | | | |
| 43 | Air freshener 300ml ,Made in EU, , with removable cap | Cobra or equivalent | 96 | Nos. | | | |
| 44 | Towel Size 100% Ring Spun Cotton, Different Color (Size 26"x 53") fine quality fine quality as per sample | Oxford Gold or equivalent | 24 | Nos. | | | |
| 45 | Dust Bin Plastic more then 07 liters (Size Small) with cover as per sample | Arrow Bin AP Plastic Wares or equivalent | 100 | Nos. | | | |

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| 46 | Dust Bin Plastic more then 12 liters (Size Large) with cover as per sample | Arrow Bin AP Plastic Wares Model: PP-120 or equivalent | 25 | Nos. | | | |
| 47 | Foot Mat Plastic as per sample 34.5" x 23.5" | As per sample of CUI Lahore | 12 | Nos. | | | |
| 48 | Tissue Box , 150x2 Ply ,Food Safety Certified, Standard system certified,100% wood Pulp, Pure white paper as per sample | Rose Petal pop-up or equivalent | 400 | Nos. | | | |
| 49 | Tissue Toilet Long lasting Roll , Pure white paper 2 ply, (24 meter Paper length)as per sample | Rose Petal Maxob or equivalent | 300 | Nos. | | | |
| 50 | Toilet water pot Plastic (Lotay) fine quality plastic as per sample | As per sample of CUI Lahore | 24 | Nos. | | | |
| 51 | Tea Cup Tea Cup with Saucer fine quality (06 piece per set) as per sample | As per sample of CUI Lahore | 5 | Nos. | | | |
| 52 | Pad Lock Size 2 1/2" (as per sample) | Tri-circle or equivalent | 18 | Nos. | | | |
| 53 | Pad Lock Size 2" (as per sample) | Tri-circle or equivalent | 18 | Nos. | | | |
| 54 | Pad Lock Size 1 1/2" (as per sample) | Tri-circle or equivalent | 18 | Nos. | | | |
| 55 | Energy Cell (Clocks)Size AA (Original) | Toshiba or equivalent | 200 | Nos. | | | |
| 56 | Energy Cell (AC) Size AAA (Original) | Toshiba or equivalent | 150 | Nos. | | | |
| 57 | Furniture Polish 250ml | Kiwi Revive-all or equivalent | 72 | Nos. | | | |
| 58 | Glass & House Hold cleaner 500ml | Gillant or equivalent | 60 | Nos. | | | |
| 59 | WD 40 200 ml | As per sample of CUI Lahore | 20 | Nos. | | | |
| 60 | Water Glass (Original) | Toyo Nasic or equivalent | 120 | Nos. | | | |

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|----|---|-----------------------------|----|---------|--|--|--|
| 61 | Office Bell wireless 2 pin shoe type with 2 extra Cell for controller | Xelent or equivalent | 5 | Nos. | | | |
| 62 | Tag Divider Sticky Notes plastic 20 sheet 05 color As per sample | Three flowers or equivalent | 12 | Nos. | | | |
| 63 | Soap Liquid 475ml | Lemon Max or equivalent | 36 | Nos. | | | |
| 64 | Paint Marker oil base (Black ,White, Blue) fine Quality (12 nos per packet) | UNI or equivalent | 3 | packets | | | |
| 65 | Glass Cover melamine fine Quality or equivalent | As per sample of CUI Lahore | 12 | Nos. | | | |

Note: Bidders are required to visit the CUI-Lahore Campus, Store Office and inspect the samples of all items before quoting rates to avoid quality and specification issues.

Part D: Bid Evaluation Criteria

All bids shall be evaluated in accordance with the following evaluation criteria and other terms & conditions set forth in this bidding document.

- 1. Please submit the bid (rates) on our prescribed BoQs Form with complete terms and conditions signed & stamped, otherwise your bid (s) may be rejected.**
- 2. Brand name / model must be mentioned against items where required failing which the bid / item (s) may be rejected. Manufacturing origin can only be accepted against items where mentioned specifically in the BoQ form.**
- 3. To emphasize quality requirements of the items, the brand names / model are mentioned in the technical specifications (where applicable) in this document. Equivalent brand may be accepted subject to ensuring quality standards, compatibility / functionality and specification requirements otherwise may be rejected.**
- 4. Supporting literature of the quoted model must be attached (where available/required) for perusal of CUI Lahore to technically assess that the quoted item meets the required specifications and other conditions of our BoQs / tender document.**
- 5. The bids shall be evaluated to strictly ensure that the quoted brand/ model/ item meet all the BoQ/ specification requirements given in the tender document for each item.**

Signature & Stamp of Bidder

- 6. In addition to the BoQ requirements, vendors must meet the vendor qualification criteria /company profile requirements (if any), as set forth in this tender document.**
- 7. Bidders are required to quote genuine / quality products without compromising on quality. The supplied products shall be inspected by our technical experts with respect to BoQs requirements and quality standards. The bidder will be responsible to replace the items which are not found as per the required quality standard.**