



QUAID-I-AZAM UNIVERSITY
(Purchase & Store Section)

No. 507/5/PSS

Dated: _____

M/S _____

Subject: **TENDER DOCUMENTS – PURCHASE OF STATIONERY ITEMS**

Reference: Your letter No. _____ dated _____ 2026.

Dear Sir,

A set of tender documents relating to tender enquiry No. PSS/2026/19 dated 26.01.2026, due on 11.02.2026 for purchase/supply of Stationery Items.

Kindly acknowledge its receipt.

Encl: (As above)


Purchase & Store Officer

QUAID-I-AZAM UNIVERSITY
(Purchase & Store Section)

TENDER DOCUMENTS

Tender Enquiry No. PSS/2026/19 dated 26.01.2026, due on 11.02.2026 for purchase/supply of Stationery Items.

TERMS AND CONDITIONS OF THE TENDER

Quotations on item rate basis are invited in accordance with the terms and conditions noted below:-

1. This Tender document to be completed and returned is **one original in the office of Purchase & Store Section of Quaid-i-Azam University and also uploaded on the EPADS.**
2. Quotation should be submitted on the basis of free delivery at the University Campus. Quotation on the basis of ex-go down/shop will not be accepted.
3. Rates must be valid for a period of **06-Months** and must hold for any revised or enhanced quantity without notice. In case of non-acceptance of repeat order as per PPRA's rule 42c iv, strict action will be taken against the firm.
4. Sealed quotations/tenders must reach this office by **11.02.2026 at 02:00 P.M** and will be opened on the **same day at 02:30 P.M** in the Committee Room, **Admin Block, QAU, Islamabad** in the presence of bidders or their representatives who may like to attend the opening of quotations/tenders. **The quotation/tender received after the due date and time will be straightaway rejected.**
5. The requisite items are required immediately but in case it is not possible, the firm must specify their own definite delivery period.
6. Telegraphic and conditional tender will not be accepted. The disfiguring, overwriting/manipulation and cutting in the tender documents will be the desecration of Tender Opening Committee to reject or accept. **Changes or revisions in rates after the opening of the tender will not be entertained and this may disqualify the original offer.**
7. The tender must be furnished with Bid Security/earnest money equal to **2% earnest (Rs.30,000/-)** of the total estimated cost/value which is amounting to Rs.1.5 Million **in shape of CDR/ demand draft in favour of Treasurer, Quaid-i-Azam University – Islamabad**, will be acceptable. The bidder shall also submit Rs.3000/- of tender document fee (non-refundable). **Tender not accompanied by Bid Security/earnest money/Tender fee or less Bid Security will not be entertained and straightaway rejected.** Bid Security of two lowest bidders will be retained and rest will be returned. If lowest bidder is withdrawn or non-provision of fully or partial supply before the expiry of its validity, the Bid Security will be forfeited in time.

Purchase & Store Officer

Supplier's Signature and Stamp

8. Tender must be in sealed cover and on the Envelope, it must be written in bold letters **"TENDER TO BE OPENED ON 11.02.2026"** and should be sent to the Purchase & Store Officer (not by name).
9. The University may ask the successful bidder(s) to deposit a certain amount of Performance Guarantee (up to 2% of the total value of the supply order), the university will hold this Performance Guarantee upto the completion of standard warranty period.
10. The University does not pledge to accept the lowest tender and reserves the right to accept full or part quantity offered and bidders should supply the same at the rates quoted by them.
11. The University reserves the right to accept / reject the tender (s) by conveying the reasons on request of bidders. The decision of the University on all matter relating to this tender shall be final.
12. Contract if given will be governed by the terms and conditions of this Tender Enquiry and also the conditions mentioned on the/in the Supply Order as well.
13. The quantity/ quality and standard must be kept in view while quoting the rates, inferior quality / substandard items would not be accepted.
14. The rates shall be quoted on QAU bidding documents, issued after payment of the bidding document fee, otherwise the financial bid shall be not considered.
15. The contract will be awarded to item wise lowest bidder.
16. **All information/rates relating to the present tender enquiry must be quoted by using these "Tender Documents" in accordance with the given specifications. In case the bidder has any alternate / equivalent offer regarding the demanded specifications, may enclosed on proper letter had pad duly sign & Stamp.**
17. ***Violation of any clause of above Terms and Conditions shall lead to the rejection of Tender partially or fully.***

Schedule Attached



Purchase & Store Officer

Supplier's Signature and Stamp

QUAID-I-AZAAM UNIVERSITY
(Purchase & Store Section)

THIS FORM MUST ACCOMPANY THE QUOTATION

Although the terms and conditions of the Tender Enquiry are very clear even then Suppliers are required to fill this form and attach it with their quotation otherwise their offer can be ignored/rejected.
Evaluation criteria

Mandatory requirements:

- i. NTN / STN Active [EPADS]
- ii. Tender Purchase Fee 3000/-(nonrefundable)
- iii. Bid Security 2% (Rs.30,000) of the estimated cost
- iv. Affidavit of Blacklisting on stamp paper which shows that the company is not blacklisted in Pakistan
- v. Documents of relevant field supply orders at least two

General Terms & Conditions

1. The Purchase Committee reserves the right to accept/reject wholly or partially any tender at any stage of the tender process.
2. If any firm does not fulfill the mandatory requirements, the rate shall not be announced.
3. Validity period of the bids shall be 6 months (180 days).
4. The decisions of QAU will be binding on all concerned and will in no case be challengeable at any forum or any court of law.
5. Bids are liable to be rejected if; they are not conforming the terms, conditions and specifications stipulated in this tender.

Name of Tenderer with Signatures: _____ **CNIC No. :** _____

Mobile/PTCL No: _____

Dated: _____



Purchase & Store Officer

Supplier's Signature and Stamp

DETAIL LIST OF ITEMS REQUIRED

Sr.no	Item Names	A/U	Qty	Unit Price	Total
1.	Pall Point Dollar BP-3 0.7mm Blue	Pkts	500		
2.	Off set paper 70 gms A-4 size Imported 500 sheet per ream	Ream	1200		
3.	Scotch Tape Large 1 inch	Nos	300		
4.	Staple Pins Dollar 24x6	Pkts	1500		
5.	Keyboards A-4 Tech	Nos	05		
6.	Mouse A-4 Tech	Nos	05		
7.	Power Cable Computer Best Quality	Nos	10		
				Total:	
				GST 18%	
				G. Total:	

Supplier's Signature and Stamp

Purchase & Store Officer

-----**FOR OFFICE USE ONLY**-----

SIGNATURES OF TENDER OPENING COMMITTEE

QUAID-I-AZAM UNIVERSITY
PURCHASE AND STORE SECTION

THIS FORM MUST ACCOMPANY THE QUOTATION

Although the terms and conditions of the Tender Enquiry are very clear even then Suppliers are required to fill this form and attach it with their quotation, otherwise their offer can be ignored/rejected.

1. Total No of items quoted: _____

2. Total amount of items quoted: Rs._____

3. Total amount of Earnest Money: Rs._____
Deposited @ 2% of the estimated cost.

4. Name and address of the Bank: _____

5. Call Deposit No. _____ Dated _____

6. Amount of Call Deposit: Rs._____

Name of Tenderer with signatures : _____

NTN No. : _____

GST No. : _____

Name of the Firm with office seal: _____

Dated: _____ 2026



Purchase & Store Officer

Supplier's Signature and Stamp

-----**FOR OFFICE USE ONLY**-----

SIGNATURES OF TENDER OPENING COMMITTEE
