



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

No. 507/5/PSS

Dated: \_\_\_\_\_

M/S \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject: **TENDER DOCUMENTS – PURCHASE OF BINDING MATERIAL**

Reference: Your letter No. \_\_\_\_\_ dated \_\_\_\_\_

Dear Sir,

A set of tender document relating to tender enquiry **No. PSS/2026/18** dated **26.01.2026**, due on **11.01.2026** for purchase/supply of **Binding Material**.

Kindly acknowledge its receipt.

Encl: (As above)

  
**Purchase & Store Officer**

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

**TENDER DOCUMENTS**

**Tender Enquiry No. PSS/2026/18 dated 26.01.2026, due on 11.02.2026 for purchase/supply of Binding Material.**

**TERMS AND CONDITIONS OF THE TENDER**

Quotations on item rate basis for the supply of Tyres for Transport Unit 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.11,000/-) of the total estimated cost/value which is amounting to Rs.0.550Million **in shape of CDR/ demand draft (cheques are not acceptable), 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 bids after fulfillment of mandatory requirements.
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

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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. 11,000) of the estimated cost
- iv. Affidavit of Blacklisting on stamp paper which shows that the company is not blacklisted in Pakistan

**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

### Job No.1 for Meeting Section:

Sr.No	Description	Qty	A/U	Unit Price without GST (in PKR)	Total Without GST (in PKR)
1	Hard Board (22 sheet) (Gatta) Karachi Quality Brown	3	Bundle		
2	German Gillu (white) (5 kg each)	4	Gallon		
3	X-ray Sheet (A4 size)	10	Kg		
4	Numbering Machine (6 digit)	2	No		
5	Raxine (Black)	25	Mtr		
6	Polythene (Green+Black)	25	Mtr		
7	Raxine (Dark Blue)	25	Mtr		
8	Binding Sheet (A-4 size) (100 sheet each)	3	Pkt		
9	Binding Tape (1.5 inch)	12	Dzn		
10	Paper Black + Paper Blue (abree) as per sample	20	Bundle		
11	Binding Sowa as per sample	2	No		
12	Binding Thread (Dagha) 5 no.	3	Bundle		
13	Scissor 10 no.	2	No		
14	Stapler pins 23/10	2	Dzn		
15	Stapler pins 23/12	2	Dzn		
				<b>Total:</b>	
				<b>GST 18%:</b>	
				<b>G. Total:</b>	

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Supplier's Signature and Stamp

  
Purchase & Store Officer

-----FOR OFFICE USE ONLY-----  
**SIGNATURES OF TENDER OPENING COMMITTEE**

**Job No.2 for Account Section:**

Sr.No	Description	Qty	A/U	Unit Price without GST (in PKR)	Total Without GST (in PKR)
1	Binding Thread (Dagha) 5 no	2	Dzn		
2	Box Board 100 sheet import as per sample	4	Pkt		
3	German Gillu (white) 5 kg	1	gallon		
4	Binding Sheet (A-4 size) (100 sheet each)	3	Pkt		
5	Binding Tape (2 inch)	2	Dzn		
6	Numbering Machine 6 digit	1	No		
7	Plier (plas) best quality	1	No		
<b>Total:</b>					
<b>GST 18%:</b>					
<b>G. Total:</b>					

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Supplier's Signature and Stamp

  
Purchase & Store Officer

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**SIGNATURES OF TENDER OPENING COMMITTEE**

**Job No.3 for ICT Colleges Section :**

Sr.No	Description	Qty	A/U	Unit Price without GST (in PKR)	Total Without GST (in PKR)
1	Hammer (Medium Size used in book binding)	2	No		
2	Needles (used in book binding) large size steel	4	Pkt		
3	Binding Tape 2 Inch	4	No		
4	Thread 5 no.(used in book binding)	4	Box		
5	Scissors 10 no. (used in book binding)	2	No		
6	Suwa (for punching holes in books)	4	No		
<b>Total:</b>					
<b>GST 18%:</b>					
<b>G. Total:</b>					

\_\_\_\_\_  
Supplier's Signature and Stamp

  
Purchase & Store Officer

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**SIGNATURES OF TENDER OPENING COMMITTEE**

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**Job No.4 for Controller of Examination:**

Sr.No	Description	Qty	A/U	Unit Price without GST (in PKR)	Total Without GST (in PKR)
1	Gatta (22 sheets) Karachi Quality	02	Bundle		
2	German Gillu (white) 5 Kg	3	Gallon		
3	Thread 5 number	5	Dzn		
4	Binding Tape 3 inch	4	Dzn		
5	Binding Tape 2 inch	6	Dzn		
6	Maraccu Black/Green	70	Mtr		
7	Box Board imported 100sheet	5	Pkt		
8	Numbering Machine (6 digit)	2	No		
9	Scotch/Solution Tape 1 inch	20	Dozen		
				<b>Total:</b>	
				<b>GST 18%:</b>	
				<b>G. Total:</b>	

\_\_\_\_\_  
Supplier's Signature and Stamp

  
Purchase & Store Officer

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**SIGNATURES OF TENDER OPENING COMMITTEE**

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**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:  
Deposited @ 2% of the estimated cost. Rs.\_\_\_\_\_
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:** \_\_\_\_\_

  
**Purchase & Store Officer**

\_\_\_\_\_  
**Supplier's Signature and Stamp**

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

**SIGNATURES OF TENDER OPENING COMMITTEE**

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