

TENDER/ BIDDING DOCUMENT
FOR RRC/ FRAMEWORK AGREEMENT/ CALL OFF CONTRACT
FOR FY 2026-27



BAHRIA UNIVERSITY HEAD OFFICE ISLAMABAD

Note-1: Bids are to be furnished on the Bid Form and Schedule of prices given in Section C & D of this document. The bidder must fulfill the criteria mentioned in Section 'B'. Any bid not following the format will be considered non-responsive and will be rejected.

Note-2: Efforts have been made to avoid errors and omissions while preparing this document. However, errors or omissions may creep in while editing or processing for computerization and printing. Any such error, discrepancy or omission may be brought to the notice of Bahria University (BU), which shall be rectified/ corrected at the earliest. BU shall not be responsible, directly, or indirectly, for any consequences, damage or loss of action consequential or incidental, to anyone, of any kind, in any manner, resulting from typographical errors or omissions.

Note-3: Name of brand or Part No. mentioned in this document are for reference to quality. Brand/ make and model etc of better or higher quality with lowest price may also be accepted.

Note-4: Bidder is to provide copy of this bidding document duly stamped & signed on every page with technical bid.

INVITATION TO BIDS/ PROPOSAL

BU-HO/Admin/2026/475

Dated: 01 June 2026

PROCUREMENT OF STATIONERY/ PAPERS/ TONERS/ CLEANING MATERIAL FOR BAHRIA UNIVERSITY HEAD OFFICE, ISLAMABAD (BUHO) FOR THE FY 2026-27

1. Bahria University Head Office, Islamabad sealed bids are invited on **E-PADs only** 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/ Misc. 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 download from PPRA website/ or received on 08 June 2026 to 23 June 2026 by the interested bidders from Office of Deputy Director Procurement, Room No. 15, Basement, Quaid Block, Bahria University, Islamabad, on payment of **Rs.5,000/- (Rupees Five 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 02 July 2026.

3. Single stage one envelope procedure will be adopted. The bids prepared in accordance with instructions given in the bidding documents **(Hard copy of uploaded document on E-PADS along with bid security/ performance guarantee of Rs.100,000/- (in original) 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 02 July 2026 by 1100 hrs.** Bids will be opened at the office of DD (Procurement), BUHO, Islamabad on the same day at 1130 hrs in the presence of the suppliers/ firms or their authorized representatives, who may choose to be present. Conditional/ incomplete submitted bids 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 requirements, Deputy Director (Admin) Bahria University Head Office may be contacted on Phone No.051-9260002 Ext 1342/18, during office hours 0900 - 1600.

Directorate of Planning & Development
Bahria University Head Office Sector E-8, Shangrila Road, Islamabad
Tele:051-9264072 (Ext: 1259) (E-mail: ddp@bahria.edu.pk)

B. INSTRUCTIONS TO BIDDERS

The following instructions for supply / purchase of Stationary/ Papers/ Toners/ Cleaning Material and Gen use items for Bahria University Head Office (BUHO) Islamabad for the FY 2025-26, shall be applicable.

S#	Attribute	Details
1.	Name of Project	Procurement of Stationary/ Papers/ Toners/ Cleaning Material/Gen use items for Bahria University Head Office (BUHO) Islamabad for the FY 2026-27
2.	Tender Published on	04 June 2026 on PPRA and BU websites.
3.	Medium	PPRA, EPADs & BU website
4.	Source of Funds	Bahria University Funded
5.	Name of Purchaser	Bahria University Head Office, Islamabad
6.	Purchaser's Address	Shangrila Road, Sector E-8, Islamabad
7.	Collection of Bidding Documents From	Office of the DD (Procurement) Basement Room No.15, Quaid Block, BUHO.
8.	Price of Bidding Documents	Rs 5,000/- (Rupees Five Thousand Only) in shape of Pay Order/DD in favor of Bahria University Islamabad (NTN No.2132767-0), non-refundable. Receipt will be provided as per attached format.
9.	Bid Submission Format	The bids and prices must be submitted on the format set out in the bidding document. The bids submitted on different format will be considered non-responsive and will be rejected.
10.	Submission of Bids Personally	Bids are to be dropped in a Bid Box placed outside the Deputy Director Procurement's Office, Basement Room No.15, Quaid Block, BUHO.
11.	Submission of Bids by Post	In case a bidder prefers to submit bid through courier, it must be ensured that it is dispatched timely enough to reach procurement office before the date and time specified in Tender Notice /Invitation to Bid. The bids so dispatched must be addressed as under: DD (Procurement) Bahria University Head Office, Basement, Room No. 15, Sector E-8, Shangrila Road, Islamabad
12.	Deadline for proposal Submission	<u>02 July 2026</u> at 1100 hours
13.	Time, Date and Place for Bid Opening	<u>02 July 2026</u> at 1130 hours at the office of Director (P&D), First Floor, Bahria University Head Office, Sector E-8, Islamabad.
14.	Bidding Procedure	Single Stage One Envelope Bidding Procedure shall apply

5.	Qualification Bidders	<p>a. The bidder must have at least five years of experience of in similar field with any organization in Pakistan. Documentary evidence to this effect must be provided with the Bid, which includes copies of purchase orders, contracts /agreements, certificates from clients for successful completion of contracts/ agreements etc. List of satisfactory customers with contact No. & Address is to be provided.</p> <p>b. The bidder should have Head/ Main Office in Islamabad/Rawalpindi. Firms having setup of stores/ shops located in Islamabad/ Rawalpindi will be preferred.</p> <p>c. The bidder will facilitate visit of the assessment team from BU to ascertain the capability and infrastructure of the firm, if required by the university.</p> <p>d. The bidder must submit National Tax, Sales Tax Registration Certificates and Income Tax Registrations certificates.</p> <p>e. The bidder must submit the following documents with the proposal to ascertain the financial capability:</p> <p style="padding-left: 40px;">i. Audited Balance Sheet for last three years including profit & loss account & auditors notes.</p> <p style="padding-left: 40px;">ii. Tax Return of last three years.</p> <p>f. The bidder must submit an affidavit on stamp paper of Rs.100/- to the fact that bidder has not been blacklisted by any organization of the Federal / Provincial Government.</p> <p>g. The bidder must submit leaflets, brochures & catalogues. of quoted products, where applicable.</p> <p>h. Any bidder supplying additional item(s)/ accessories, enhanced warranty, superior specs within same cost will be preferred.</p>
16.	Non-Eligible Bidders	This Invitation for Bids is open to all eligible bidders, except as provided hereinafter. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices.
17.	Amount of Bid Security	Rs.100,000/- (Rupees One Hundred Thousand only)

18.	Bid Security	<p>a. The bid security @ Rs.100,000/- must be in the form of irrevocable, en-cashable Call-Deposit/ Bank Draft/ Pay Order in name of Bahria University Islamabad.</p> <p>b. No personal cheque will be acceptable at any cost.</p> <p>c. The security of the non-qualified bidder will be returned after selection of the successful bidder.</p> <p>d. Bid security of finally accepted bidder will be kept as performance guarantee for whole FY 20265-27.</p> <p>e. In case the finally accepted bidder is unable to provide the items/services, the bid security will be confiscated. BU will then have the right to award the contract/ agreement to next lowest qualified bidder or re-tender.</p>
19.	Bid Validity Period	The bid must remain valid till 30 June 2026 from the date of bid opening.
20.	Criteria for Commercial Bid	<p>a. The prices quoted must be in Pak Rupees, inclusive of all applicable taxes & transportation charges, if any. If there is no mention of taxes, the offered/ quoted price(s) will be considered as inclusive of all prevailing taxes/ duties etc. Unit price must be mentioned in round figures.</p> <p>b. The bidder is to provide the price of each complete list of items inclusive of accessories (if any), as per Section D & E. Price breakdown must be attached.</p> <p>c. Bidders can bid for individual items/partial quantities in any category.</p> <p>d. The bidder must quote only one rate for each item.</p> <p>e. RRC/Framework agreement will only be awarded based on best lowest price quoted for best quality, separately for each items or collectively.</p> <p>f. Part supply against the order will be allowed.</p>
21.	Demand	Items required will be demanded as per requirement raised by Deputy Director (Admin)).
22.	Delivery of Items	Firms who will be awarded with contract/agreement, will deliver ordered items to Admin Department along with invoice/ delivery challan who will process bills for payment with Finance Dept.
23.	Acceptance of Goods	The end user will inspect the goods delivered. Payment would be made on production of acceptance certificate issued by the end user. Date of acceptance shall be reckoned as the date of delivery.

24.	Fraud and Corruption	<p>a. Applicants /Bidders/ Suppliers/Contractors must observe the highest standard of ethics during the procurement and execution of agreement/contract.</p> <p>b. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), service providers and their personnel, to permit the Bahria University to inspect all accounts, records and other documents relating to any, Application/Bid submission, Procurement process, Framework Agreement performance, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited.</p> <p>c. Any communication between the Applicant and the Bahria University related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.</p> <p>d. Bahria University will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.</p> <p>e. Bahria University will also declare the Applicant as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism.</p>
25.	Confidentiality	<p>a. Information relating to the Applications, their evaluation and results of the bidding process shall not be disclosed to Applicants, or any other persons not officially concerned with the bidding process until the notification of evaluation results is made to all Applicants.</p> <p>b. From the deadline for submission of Applications to the time of notification of the results, any Applicant that wishes to contact the Procuring Agency on any matter related to the bidding process may do so only in writing.</p>
26.	Subcontracting	Subcontracting will not be allowed. The Applicant on its own should meet the qualification criteria.

C. Form of Financial Bid

To: (Dir (P&D), Bahria University Head Office)

1. Having examined the bidding documents, the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver/provide _____ in conformity with the said bidding documents for the sum of Rs.2000/- as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.
2. We undertake that, if our bid is accepted, we shall deliver/provide the _____ in accordance with the delivery specified in the schedule of requirements. Our bid security as being provided herewith this "Bid Form" will remain with Bahria University.
3. We also agree to abide by this bid till **30 July 2026** from the date of financial bid opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. This bid, together with your Contract/ Framework agreement shall constitute a binding contract/ agreement between us.
5. We understand that Bahria University is not bound to accept the lowest or any bid you may receive.
6. We accept that we will be blacklisted and henceforth cross debarred for participating in the respective category of public procurement proceedings, if fail to abide with any of the clauses of the contract/agreement

Dated this day of _____ 2026 _____

(Signature)

(in the capacity of)

Duly authorized to sign Bid for and on behalf of _____

D. Price Schedule in Pak Rupees

NOTE:

1. Prices to be entered in pen against each item in Section 'G' inclusive of all types of taxes.
2. Each item quoted must be initialed by the firm's authorized person.
3. Each page is to be stamped and signed by an authorized person.
4. Taxes, if added at the end in the total price of the quoted items will NOT be considered while placing purchase/ work order.
5. No column to be left blank.
6. Technical specs and format must not be changed.

Name of Bidder _____

Page ___ of _____

Complete list of required item/ services & their Specifications for Contract/Framework Agreement mentioned at Section - G

Name of Bidder / Firm

Signature _____

Date _____

Seal:

E. FORM OF CONTRACT/ AGREEMENT

**RRC/ FRAMEWORK AGREEMENT – SUPPLY OF STATIONERY, PAPERS,
CLEANING MATERIAL / GENERAL USE ITEMS AND TONNERS - BAHRIA UNIVERSITY
HEAD OFFICE**

1. This contract/ agreement is made on the ___ day of _____ **2026** between the Bahria University Head Office Islamabad (hereinafter called the Purchaser of One Part) and “**M/s** _____” NTN No. _____ GST No. _____ located at Shop _____ (Hereinafter called the Contractor of other Part).

2. Both the parties have agreed to the following terms and conditions:

a. That the Contractor has agreed to supply Stationery, Papers, Cleaning Material, General Use Items and Toners at the prices mentioned in enclosed list and the purchaser has agreed to make payments within 30 x days of delivery upon acceptance of the items by user department and verification by Admin Dte.

b. That the contract/agreement is for the period from _____ **July 2026 to 30 June 2027** shall enforced for one month after the completion period. The Contract/Agreement may be extended with mutual consent at the same rates.

c. That the items required will be demanded by Admin Dte on monthly/ quarterly basis through placing of purchase orders. In special cases, demands will be accepted as per requirement of the Admin Dte.

d. That the items supplied shall be new and unused.

e. That, if the items are found to be of low quality, those shall be replaced with new ones within three days by the Contractor.

f. That the prices are final and firm. No increase in the price shall be made during currency of this Contract/ Agreement.

g. That payment shall be made by cheque in the name of the Contractor.

h. That taxes shall be deducted as per Government Rules.

j. LD @ 1% of the item price shall be charged per day for not delivering/ replacing the item within 03 x days. This penalty will be imposed up to a minimum of 10 x days; thereafter order will be cancelled and purchased from elsewhere on contractor's risk & expense.

k. Neither the Purchaser nor the Supplier shall be responsible to each other in any manner whatsoever in the event of the performance of the contract/agreement being delayed by causes beyond his or its control like strikes, act of God, Civil commotions, restraints of ruler, flood, riots, fire, storms, war or similar occurrence. As soon as the supplier starts suffering a disruption of work of any delay, due to Force Majeure, he shall forthwith notify the Purchaser in writing of the cause of the delay and take possible steps to curtail it.

l. Where the delay was due to genuine Force Majeure event it shall extend the delivery for a period equal to the period in which such Force Majeure remains operative. Such an extension in the delivery period, due to Force Majeure, shall not entitle the contractor to claim any extra cost from the purchaser.

m. The contractor shall provide the purchaser with all the necessary proof of the occurrence of the events and their effects on the contract's performance within 10 x days from the start to Force Majeure event. The purchaser shall be entitled to investigate the cause of the delay reported by the contractor.

n. That in the event of failure on the part of the contractor to comply with the contractual obligations, the Contract/ Agreement shall be liable to be cancelled at the desire of the purchaser and at the risk and expense of contractor. All payments in process shall be withheld and performance guarantee that is Rs.100,000/- shall be forfeited as penalty.

p. That this Contract/ Agreement is construed according to the laws of Pakistan. Any difference of opinion or dispute arising between the parties in relation to the Contract/ Agreement shall be settled amicably by both the parties. If not settled, the matter shall be referred to Honorable Rector Bahria University Islamabad as arbitrator whose decision shall be final and binding upon the parties. No dispute once decided by the arbitrator shall be final and binding upon the parties. No dispute once decided by the arbitrator shall be agitated in any Court of Law.

3. **IN WITNESS WHEREOF** the parties have set their respective hand on those presently at Islamabad on the July 2026.

1ST PART (THE PURCHASER)

2ND PART (THE CONTRACTOR)

Director Planning & Development
Bahria University Head Office
E-8, Islamabad

Mr. _____
CEO
M/s Usman Enterprises
CNIC # 37402-2454618-9

Witnesses-1

Sig: _____

Name: _____

CNIC No. _____

Witnesses-2

Sig: _____

Name: _____

CNIC No. _____

F. SPECIAL INSTRUCTIONS

1. Firms are advised to visit the Deputy Director (Admin) office to understand the requirements of the university.
2. Non-Branded Tissue Papers/ Rolls (if quoted) are to be printed with BU Logo.
3. The supplier must be quoted price in round figure of each items.

**G. SPECIFICATIONS/REQUIRED QUANTITY/SCOPE OF WORK PRICE SCHEDULE
IN PAK RUPEES**

Name of Bidder _____ Page _____ of _____

REQUIRED DATA OF STATIONERY/ GEN ITEMS/ TONERS BUHO IN FY- 2026-2027

S#	ITEMS	DEN	Rates with All applicable Taxes and Transportation etc
	<u>STATONERY ITEMS CATEGORY</u>	-	
	Clips		
1	Binder Clip/ Chutki 19mm, 32mm, 41mm - (Three Flower)	Pkt	
2	Paper Clip Small 26mm - (Three Flower)	Pkt	
3	Paper Clip Large 36mm - (Three Flower)	Pkt	
4	Paper Clip Diff Color 26mm - (Three Flower)	Pkt	
	Draft Pads		
5	Draft Pad (Spiral) A-5 Alfalah	No	
6	Draft Pad Exclusive Spiral A-4 Alfalah	No	
7	Draft Pad Lucky Exclusive A-4 (without Spiral)	No	
8	Draft Pad Lucky (without Spiral) A-5	No	
	Envelopes		
9	Envelops Khaki Packing 6x4	No	
10	Plastic Transparent Seal Envelops (12" x 16") Per Kg	Kg	
11	Envelop Half A-4 White Imported	No	
12	Envelop (inner Cloth) A-4 Imported	No	
13	Envelop (Plain) A-4 Khaki	No	
14	Envelop (Plain) A-4 white Imported	No	
15	Envelop 9x4 Khaki	No	
16	Envelop Khaki F/S Legal	No	
17	Envelop Khaki (inner cloth) Legal	No	
18	Envelop White F/S Legal Imported	No	
19	Envelop White 9x4 Top Open Imported	No	
20	Envelop 9x4 white Imported	No	
21	Envelop (Inner Cloth) A-3	No	
	Files/ Folders		
22	Box file 2" (for record) - Alfalah Imported	No	
23	Box file 3" (for record) - Alfalah Imported	No	
24	Box file 3" (for record) - Alfalah No.5152/NB Imported	No	

25	Spring file legal size Imported	No	
26	Meeting folder with clip and pocket COSMOS Imported	No	
	Erasers		
27	Eraser Pelikan Soft A-L 30	No	
	Files Miscellaneous		
28	Button File Plastic Imported	No	
29	File Tags Small 6" (bundle of 50)	Bundle	
30	File Tray in/out Master	No	
31	File Cover transparent plastic / Top transparent TT file	No	
32	Plastic Binding Strip (50 Pcs) (Sensa)	Pkt	
33	Separator Sheet (Card) A-4 Alflah Imported	Set	
34	Paper Fastener Plastic	Pkt	
35	File Cover Blue Printed (BU) 350-gram Imported card	No	
36	File Cover White printed (BU) 300-gram F/S Imported card	No	
37	File Cover white A-4 Size with pocket 300 gram Imported	No	
38	File Flags different color (pkt of 5 colors) - Pronoti, three flower	Pkt	
39	Separator Sheet (Plastic) Alflah (10 Pieces) Set	Set	
	Markers		
40	Marker Permanent (Black, Blue, Red) - Dollar	No	
41	Marker Permanent (Black 1.0mm) - Dollar	No	
42	Colored drawing marker 12 colors (Dollar)	No	
43	Board Markers (non-permanent) Different Colours - Dollar	No	
44	Universal Permanent Marker (Green /Blue)	No	
	Pen/ Pointer/ Ball Pen/ Laser Pointers		
45	Ball Point Dollar Clipper (Black/ Blue/ Red)	Pkt	
46	Correction Pen Uni (Japan)	No	
47	Ball point (Signature)	Pkt	
48	Ball point PIANO 0.8mm	Pkt	
49	Ball Point BP-1 (Black/ Blue/ Red)	Pkt	
50	Pen Uniball Eye UB 157 - (Blue/ Black/ Green/ Red/ Torque)	Pkt	
51	Correction Pen 9ml	No	
52	Pen Uniball UB-200 Vision Elite (Black /Blue)	Pkt	
53	Pen Uniball Signo 0.7 mm (Blue/Black/ Green/ Red)	Pkt	
	Pencils		
54	Pencil Soft HB5000 Goldfish	Pkt	
55	Pencil Soft - Dollar / HB	Pkt	
	Post It Pads		
56	3x2 Pronoti, Three flower	No	
57	3x3 Pronoti, Three flower	No	
58	3x3 Colored Pronoti, Three flower (not sticky)	No	
59	3x4 Pronoti, Three flower	No	
60	4x6 Pronoti, Three flower	No	

	Paper Cutter		
61	Paper Cutter SDI 18mm	No	
62	Paper cutter (Blades) (10 Pcs)	Pkt	
	Registers		
63	Section Diary / Dock Register - (Printed) 8 No	No	
64	Register Large Size 480 Sheet imported (Print mail office)	No	
65	Register Small Size 270 sheets Imported	No	
	Scotch Tape / Tapes		
66	Binding Tape (Superior) 2" - Sensa, OPAL Excellent	No	
67	Packing Tape 3" (Color) - OPAL Excellent	No	
68	Scotch Tape 1" (Transparent) - Three Flower	No	
69	Scotch Tape 2" (Transparent) - Three Flower	No	
70	Tape Dispenser large - Three Flower	No	
	Staples Machine/ Staple Pins		
71	Staple pin 24/6, 26/6 - 8, 10 (1000 staples per box) Doller	Box	
72	Staple machine - Small SDI	No	
73	Staple machine SID C-14 - Medium	No	
74	Staple machine, Heavy Duty Pin - 23/6, 23/8, 23/10, 23/13 (1000 staples per box)	Box	
75	Drawing Pin colorful - Three flower	Pkt	
76	Staple remover SDI	No	
	Sharpener		
77	Sharpener machine heavy duty Desk Mountain SDI	No	
78	Sharpener pencil Steel Type (Dux)	No	
	Gums		
79	UHU medium 21 grams (Original)	No	
80	UHU large 40 grams (Original)	No	
	Highlighter		
81	Pelikan/ Dollar / Mercury yellow, green	No	
	Punch Machines		
82	Punch Machine Single Hole	No	
83	Double Punch Medium SDI (Small)	No	
84	Double Punch Medium SDI (Large)	No	
	Stamp/ Stamp Pad		
84	Stamp with auto printy	No	
85	Stamp Pad Blue, Black, Green - New LANCER OA	No	
	Stationary Misc		
86	Turquoise Ink	No	
87	Scissor (Stainless Steel) Medium	No	
88	Ruler/ Scale (Steel)	No	
89	Rubber Band	Pkt	
	PAPERS CATEGORY		
90	Color Paper Sheet (100 Sheet per pkt)	Pkt	
91	Interim Paper A4 80 Gram (100 Sheet per pkt)	Pkt	

92	Letter Head A4 size Fancy paper 100 sheets per pkt	Pkt	
93	Minute Sheet Green (Legal Size) 100 sheets per pad	Pad	
94	Paper Imported A4 AA/ Paper One 80 Gram (500 Sheet)	Ream	
95	Paper A-5 80 Gram	Ream	
96	Paper Legal Size AA/ Paper One 80 Gram	Ream	
97	Minute Sheet Green A-4 Size 100 Sheet per Pack	Pad	
	CLEANING MATERIAL/ GENERAL USE ITEMS		
	Air /Room Fresheners/Sprays		
98	Air freshener (automatic) refill (Airwick) Jasmine	No	
99	Roomi Air Freshener (12 in Box) Jasmine (Mungalo)	Box	
100	Airwick Refil with Machine	No	
101	Air Freshener (Aseel) 300ml	No	
102	Anti-Mosquito spray (Baygon)	No	
103	Spray Morten 400ml	No	
	Broom/ Bursh/Cleaning Materials		
104	Toilet Brush (with box) A-1 quality	No	
105	Harpic (Large) Red	Bottle	
106	Phenyl 3.5 ltrs (Finis perfumed) (Sc-Johnson)	Bottle	
107	Scotch Brite	No	
108	Phool duster (China)	No	
109	Coconut broom (for hard floor)	No	
110	Harpic (Small) Blue	Bottle	
111	Glass cleaner (Glint)	Bottle	
112	Lemon Max Bar (Large)	No	
113	Lemon Max Bar (Small)	No	
114	Wiper with Handle	No	
115	Mop steel handle (with refill Buchara)	No	
116	Dry Mop (with Handle)	No	
117	Computer Cleaner (Insta Clean small)	No	
118	Kivi Revive all (Polish Furniture)	No	
119	Lemon Max Bottle	Bottle	
120	Vim Powder (450 gram)	Pkt	
121	Surf Excel (45 grms pack)	Pkt	
122	Sweep bottle 1 Liter (Large Red) Rose Star	Bottle	
123	Telescopic Window Squeesee Cleaner Glass	No	
124	Broom Brush for floor (good quality)	Bottle	
	Dust Bin / Dustbin		
125	Dust Picker (Plastic)	No	
126	Dustbin (Large) Plastic 40 Ltr	No	
127	Dustbin (Medium) Plastic 20 Ltr	No	
	Tissue Paper/ Roll		
128	Tissue Box (Rose Petal) - Tulip Regular	Box	
129	Tulip Bachat Toilet Roll white	Roll	
130	Tissue Box (Rose Petal) - Luxury	Box	

131	Double Horse Bachat Toilet Roll	Roll	
132	Hygiene White Rose Petal Professional (200 Sheets)	Pkt	
	Dusters		
133	Duster Yellow (Large)	No	
134	Duster yellow (Medium)	No	
135	Duster Cotton (Large)	No	
136	Duster Cotton (Medium)	No	
	Plastic Bags		
137	Polythene Bag Large 36"x40"	Kg	
138	Polythene Bag Medium 18"x24"	Kg	
139	Polythene Bag Medium 16"x20"	Kg	
	Soaps/ Hand Wash		
140	Soap Lux 80 gm	No	
141	Tissue Box (Rose Patal) Supreme	Box	
142	Hand wash Liquid Bottle 500ml	Bottle	
143	Hand wash Liquid Liter	Ltr	
	Battery Cells		
144	Cell AA- Energizer	No	
145	Cell AAA - Energizer	No	
146	Cell AA (Power plus, Sony, Toshiba)	No	
147	Cell AAA (Power plus, Sony, Toshiba)	No	
	CDs/ DVDs		
148	CD-R/W Box Maxwell/Sony	No	
149	DVD R Maxwell/Sony	No	
150	DVD W/R Maxwell/Sony	No	
	USB		
151	USB 4 GB – Kingston, HP	No	
152	USB 8 GB Kingston, HP	No	
153	USB 16 GB Kingston, HP	No	
154	USB 32 GB- Kingston, HP	No	
	Misc General		
155	Calculator Citizen CT-9300 14 Digit	No	
156	Extension cord 06 port - Camillion	No	
157	Power Supply for desktop System	No	
158	Ja-e-Namaz (Good Quality)	No	
159	Molty Back Care (Crown Foam)	No	
160	Honor Board Tally	No	
161	Bathroom Slippers Bata	Pair	
162	Towel Large (BAWA)	No	
163	Mate for Washroom	No	
164	Face Mask (Good Quality)	Box	
165	Computer Mouse A-4 Tech	No	
166	Keyboard and mouse (wireless A4 Tech)	No	
167	Computer Mouse A-4 Tech (Wireless)	No	
168	Mouse Pad A4 Tech	No	
169	Visiting card holder crystal	No	
170	Red Seal	Pkt	

171	Table Set complete 9 pieces wooden	No	
172	Table Year Planners	No	
173	Wall Clock BU logo printed	No	
174	Hairbrush (Good Quality)	No	
175	Flask (Thermos) 1.5 ltr (good quality)	No	
176	Water Jug – Toyo Nsic/ Omroc	No	
177	Water Glass Toyo Nasic (Set of 6 Glass)	Set	
178	Cup of Tea best quality (Set of 6 cup)	Set	
179	Umbrella (Good quality)	No	
180	Doorbell (Good quality)	No	
181	VGA Cable for Desktop PCs	No	
182	Telephone Set with CLI	No	
183	Telephone Set with CLI (Panasonic) RINGER	No	
184	Keroline Phenyl (1 ltr bottle)	Bottle	
185	SSD 512 GB	No	
186	SSD 256/500 GB for Desktop 2.5	No	
187	Numbering Machine 7 Digits	No	
188	Display to HDMI Converter HP	No	
189	Hand Sanitizer Bottles (5 ltr)	No	
190	HDMI Cable Optical Fiber 30m	No	
191	Network Switch 8-Port	No	
192	UPS Battery 12 volt 7 amp	No	
193	Visiting Card fancy 300 grams best quality (3.5" x 2") Four Colour Double sided	No	
194	Rubber Mat size 5'x4'	No	
195	Naphthalene Ball (kg)	No	
196	Ram 16GB/ 8GB/ 4GB for Desktop DDR4	No	
197	Table Lamp Good Quality	No	
198	Office Name Tally Wooden and Brass made	No	
199	Keyboard and mouse with wire (hp)	No	
200	USB to HDMI/ Ethernet Converter HP	No	
201	Water Pot (Lota) Plastic	No	
202	Tissue Dispenser box (Good Quality)	No	
203	Liquid Soap Dispenser box (Good Quality)	No	
204	Phool Broom	No	
205	Floor Cleaning Wet Mop with Stick Plastic Complete Set	Set	
206	Wet Mop Refil	No	
	TONNERS (NEW)		
207	HP Laser Jet Toner MFP 1200a (Toner 104/A) Drum Kit Original	No	
208	HP Laser Jet Toner MFP 1200a (Toner 103/A) (China 1st copy)	No	
209	HP Lase Jet Pro M404dn (Toner 76/A) China made 1st copy	No	
210	HP Laser Jet 700 M 712 (Toner 14/A) China made 1st copy/ Orignal	No	
211	HP Laser Jet Pro MFPM428 FDW (Toner 59/A) China made 1st copy Orignal	No	
212	LaserJet Pro MFP M435nw (Toner 93a) (China 1st copy)	No	

213	HP Color Laser Jet toner 182 MFP China made 1st copy	Set	
214	HP Color Laser Jet toner 182/A (216/A)China made 1st copy	No	
215	HP Laser Jet Pro MFP M127FN (Toner 83/A) (China 1st copy)	No	
216	HP Laser Jet P80-M12a (Toner 80/A) China made 1st copy	No	
217	HP Laser Jet Pro M12a 79/A (China 1st copy)	No	
218	HP Laser Jet Pro M402dn (Toner 26A) China made 1st copy	No	
219	HP Laser Jet Pro 400 (Toner 80A) China made 1st copy	No	
220	HP Laser Jet P 1102 (Toner 85A) (China 1st copy)	No	
221	HP Laser Jet P 2035 (Toner 05A) China made 1st copy	No	
222	HP Laser Jet Pro MFP M125a (Toner 83A) (China 1st copy)	No	
223	HP Laser Jet Pro MFP M26a/ 28a (Toner 48/A) China made 1st copy	No	
224	HP laser Jet 1020 (Toner 12A) (China 1st copy)	No	
225	HP Laser Jet 1320 (Toner 49/A) China made 1st copy	No	
226	HP Laser Jet MFP 137 fnw (Toner 107/A) China made 1st copy	Set	
227	HP color Laser Jet Toner 305/A (Yellow/ magenta/ cyan/ black) Made in China	No	
228	HP Laser Jet 78/A (China 1st copy)	No	
229	HP Color Laser Jet Pro M254nw (Toner 203/A) Made China	No	
230	HP Lase Jet MFP 135A (Toner 106/A) China made 1st copy	No	
231	LaserJet Pro MFP M-15 A (Toner 48A) China made 1st copy	No	
232	Ricoh Photostat Machine (Toner 2014/D)	Set	
233	Toner of Ricoh Photostat Machine E-ST 2523 A	Set	
234	HP LaserJet Pro 4003DN Toner 151/A China made 1st copy	No	
235	HP LaserJet 3in1 Printer M135A	No	
236	Toner 35/A China made 1st copy	No	
237	Toner 110/A China made 1st copy	No	
238	Toner 150/A China made 1st copy	No	
239	Toner 17/A China made 1st copy	No	
240	HP Lase Jet P1102W (Toner 35/A) China made 1st copy	No	
241	Ricoh Photostat Machine MP6055 Toner Orignal	No	
TONNERS REFILLING			
242	HP Laser Jet Toner MFP 1200a (Toner 104/A)	No	
243	HP color Laser Jet Toner 305/A (Yellow/ magenta/ cyan/ black)	No	
244	HP Laser Jet 700 M 712 (Toner 14/A)	No	
245	LaserJet Pro MFP M435nw (Toner 93A)	No	
246	Ricoh Photostat Machine (Toner 2014/D)	Set	
247	HP Laser Jet Pro MFP M127FN (Toner 83/A)	No	
248	HP Laser Jet P80-M12a (Toner 80/A)	No	

249	HP Laser Jet Pro M12a 79/A	No	
250	HP Laser Jet Pro M402dn (Toner 26A)	No	
251	HP Laser Jet Pro 400 (Toner 80A)	No	
252	HP Laser Jet P 1102 (Toner 85A)	No	
253	HP Laser Jet P 1132 MFP (Toner 85A)	No	
254	HP Laser Jet Pro MFP M125a (Toner 83A)	No	
255	HP Laser Jet MFP 137 fnw (Toner 107/A)	No	
256	HP Laser Jet Pro M404dn (Toner 76/A)	No	
257	HP Laser Jet Pro MFPM428 FDW (Toner 59/A)	No	
258	LaserJet Pro MFP M-15 A (Toner 48A)	No	
259	HP Laser Jet Pro MFP M26a/ 28a (Toner 48/A)	No	
260	HP laser Jet 1020 (Toner 12A)	No	
261	HP Laser Jet 1320 (Toner 49/A)	No	
REQUIRED DATA OF STATIONERY/ GEN ITEMS/ TONERS BUHO IN 2026-2027			
S#	Items	Den	
<u>STATONERY ITEMS CATEGORY</u>			
Clips			
1	Binder Clip/ Chutki 19mm, 32mm, 41mm - (Three Flower)	Pkt	
2	Paper Clip Small 26mm - (Three Flower)	Pkt	
3	Paper Clip Large 36mm - (Three Flower)	Pkt	
4	Paper Clip Diff Color 26mm - (Three Flower)	Pkt	
Draft Pads			
5	Draft Pad (Spiral) A-5 Alfalah	No	
6	Draft Pad Exclusive Spiral A-4 Alfalah	No	
7	Draft Pad Lucky Exclusive A-4 (without Spiral)	No	
8	Draft Pad Lucky (without Spiral) A-5	No	
Envelopes			
9	Envelops Khaki Packing 6x4	No	
10	Plastic Transparent Seal Envelops (12" x 16") Per Kg	Kg	
11	Envelop Half A-4 White Imported	No	
12	Envelop (inner Cloth) A-4 Imported	No	
13	Envelop (Plain) A-4 Khaki	No	
14	Envelop (Plain) A-4 white Imported	No	
15	Envelop 9x4 Khaki	No	
16	Envelop Khaki F/S Legal	No	
17	Envelop Khaki (inner cloth) Legal	No	
18	Envelop White F/S Legal Imported	No	
19	Envelop White 9x4 Top Open Imported	No	
20	Envelop 9x4 white Imported	No	
21	Envelop (Inner Cloth) A-3	No	
Files/ Folders			
22	Box file 2" (for record) - Alfalah Imported	No	
23	Box file 3" (for record) - Alfalah Imported	No	
24	Box file 3" (for record) - Alfalah No.5152/NB Imported	No	
25	Spring file legal size Imported	No	

26	Meeting folder with clip and pocket COSMOS Imported	No	
	Erasers		
27	Eraser Pelikan Soft A-L 30	No	
	Files Miscellaneous		
28	Button File Plastic Imported	No	
29	File Tags Small 6" (bundle of 50)	Bundle	
30	File Tray in/out Master	No	
31	File Cover transparent plastic / Top transparent TT file	No	
32	Plastic Binding Strip (50 Pcs) (Sensa)	Pkt	
33	Separator Sheet (Card) A-4 Alfiah Imported	Set	
34	Paper Fastener Plastic	Pkt	
35	File Cover Blue Printed (BU) 350-gram Imported card	No	
36	File Cover White printed (BU) 300-gram F/S Imported card	No	
37	File Cover white A-4 Size with pocket 300 gram Imported	No	
38	File Flags different color (pkt of 5 colors) - Pronoti, three flower	Pkt	
39	Separator Sheet (Plastic) Alfiah (10 Pieces) Set	Set	
	Markers		
40	Marker Permanent (Black, Blue, Red) - Dollar	No	
41	Marker Permanent (Black 1.0mm) - Dollar	No	
42	Colored drawing marker 12 colors (Dollar)	No	
43	Board Markers (non-permanent) Different Colours - Dollar	No	
44	Universal Permanent Marker (Green /Blue)	No	
	Pen/ Pointer/ Ball Pen/ Laser Pointers		
45	Ball Point Dollar Clipper (Black/ Blue/ Red)	Pkt	
46	Correction Pen Uni (Japan)	No	
47	Ball point (Signature)	Pkt	
48	Ball point PIANO 0.8mm	Pkt	
49	Ball Point BP-1 (Black/ Blue/ Red)	Pkt	
50	Pen Uniball Eye UB 157 - (Blue/ Black/ Green/ Red/ Torque)	Pkt	
51	Correction Pen 9ml	No	
52	Pen Uniball UB-200 Vision Elite (Black /Blue)	Pkt	
53	Pen Uniball Signo 0.7 mm (Blue/Black/ Green/ Red)	Pkt	
	Pencils		
54	Pencil Soft HB5000 Goldfish	Pkt	
55	Pencil Soft - Dollar / HB	Pkt	
	Post It Pads		
56	3x2 Pronoti, Three flower	No	
57	3x3 Pronoti, Three flower	No	
58	3x3 Colored Pronoti, Three flower (not sticky)	No	
59	3x4 Pronoti, Three flower	No	
60	4x6 Pronoti, Three flower	No	
	Paper Cutter		

61	Paper Cutter SDI 18mm	No	
62	Paper cutter (Blades) (10 Pcs)	Pkt	
	Registers		
63	Section Diary / Dock Register - (Printed) 8 No	No	
64	Register Large Size 480 Sheet imported (Print mail office)	No	
65	Register Small Size 270 sheets Imported	No	
	Scotch Tape / Tapes		
66	Binding Tape (Superior) 2" - Sensa, OPAL Excellent	No	
67	Packing Tape 3" (Color) - OPAL Excellent	No	
68	Scotch Tape 1" (Transparent) - Three Flower	No	
69	Scotch Tape 2" (Transparent) - Three Flower	No	
70	Tape Dispenser large - Three Flower	No	
	Staples Machine/ Staple Pins		
71	Staple pin 24/6, 26/6 - 8, 10 (1000 staples per box) Doller	Box	
72	Staple machine - Small SDI	No	
73	Staple machine SID C-14 - Medium	No	
74	Staple machine, Heavy Duty Pin - 23/6, 23/8, 23/10, 23/13 (1000 staples per box)	Box	
75	Drawing Pin colorful - Three flower	Pkt	
76	Staple remover SDI	No	
	Sharpener		
77	Sharpener machine heavy duty Desk Mountain SDI	No	
78	Sharpener pencil Steel Type (Dux)	No	
	Gums		
79	UHU medium 21 grams (Original)	No	
80	UHU large 40 grams (Original)	No	
	Highlighter		
81	Pelikan/ Dollar / Mercury yellow, green	No	
	Punch Machines		
82	Punch Machine Single Hole	No	
83	Double Punch Medium SDI (Small)	No	
84	Double Punch Medium SDI (Large)	No	
	Stamp/ Stamp Pad		
84	Stamp with auto printy	No	
85	Stamp Pad Blue, Black, Green - New LANCER OA	No	
	Stationary Misc		
86	Turquoise Ink	No	
87	Scissor (Stainless Steel) Medium	No	
88	Ruler/ Scale (Steel)	No	
89	Rubber Band	Pkt	
	PAPERS CATEGORY		
90	Color Paper Sheet (100 Sheet per pkt)	Pkt	
91	Interim Paper A4 80 Gram (100 Sheet per pkt)	Pkt	
92	Letter Head A4 size Fancy paper 100 sheets per pkt	Pkt	

93	Minute Sheet Green (Legal Size) 100 sheets per pad	Pad	
94	Paper Imported A4 AA/ Paper One 80 Gram (500 Sheet)	Ream	
95	Paper A-5 80 Gram	Ream	
96	Paper Legal Size AA/ Paper One 80 Gram	Ream	
97	Minute Sheet Green A-4 Size 100 Sheet per Pack	Pad	
CLEANING MATERIAL/ GENERAL USE ITEMS			
Air /Room Fresheners/Sprays			
98	Air freshener (automatic) refill (Airwick) Jasmine	No	
99	Roomi Air Freshener (12 in Box) Jasmine (Mungalo)	Box	
100	Airwick Refil with Machine	No	
101	Air Freshener (Aseel) 300ml	No	
102	Anti-Mosquito spray (Baygon)	No	
103	Spray Morten 400ml	No	
Broom/ Bursh/Cleaning Materials			
104	Toilet Brush (with box) A-1 quality	No	
105	Harpic (Large) Red	Bottle	
106	Phenyl 3.5 ltrs (Finis perfumed) (Sc-Johnson)	Bottle	
107	Scotch Brite	No	
108	Phool duster (China)	No	
109	Coconut broom (for hard floor)	No	
110	Harpic (Small) Blue	Bottle	
111	Glass cleaner (Glint)	Bottle	
112	Lemon Max Bar (Large)	No	
113	Lemon Max Bar (Small)	No	
114	Wiper with Handle	No	
115	Mop steel handle (with refill Bucharra)	No	
116	Dry Mop (with Handle)	No	
117	Computer Cleaner (Insta Clean small)	No	
118	Kivi Revive all (Polish Furniture)	No	
119	Lemon Max Bottle	Bottle	
120	Vim Powder (450 gram)	Pkt	
121	Surf Excel (45 grms pack)	Pkt	
122	Sweep bottle 1 Liter (Large Red) Rose Star	Bottle	
123	Telescopic Window Squeesee Cleaner Glass	No	
124	Broom Brush for floor (good quality)	Bottle	
Dust Bin / Dustbin			
125	Dust Picker (Plastic)	No	
126	Dustbin (Large) Plastic 40 Ltr	No	
127	Dustbin (Medium) Plastic 20 Ltr	No	
Tissue Paper/ Roll			
128	Tissue Box (Rose Petal) - Tulip Regular	Box	
129	Tulip Bachat Toilet Roll white	Roll	
130	Tissue Box (Rose Petal) - Luxury	Box	
131	Double Horse Bachat Toilet Roll	Roll	

132	Hygiene White Rose Petal Professional (200 Sheets)	Pkt	
	Dusters		
133	Duster Yellow (Large)	No	
134	Duster yellow (Medium)	No	
135	Duster Cotton (Large)	No	
136	Duster Cotton (Medium)	No	
	Plastic Bags		
137	Polythene Bag Large 36"x40"	Kg	
138	Polythene Bag Medium 18"x24"	Kg	
139	Polythene Bag Medium 16"x20"	Kg	
	Soaps/ Hand Wash		
140	Soap Lux 80 gm	No	
141	Tissue Box (Rose Patal) Supreme	Box	
142	Hand wash Liquid Bottle 500ml	Bottle	
143	Hand wash Liquid Liter	Ltr	
	Battery Cells		
144	Cell AA- Energizer	No	
145	Cell AAA - Energizer	No	
146	Cell AA (Power plus, Sony, Toshiba)	No	
147	Cell AAA (Power plus, Sony, Toshiba)	No	
	CDs/ DVDs		
148	CD-R/W Box Maxwell/Sony	No	
149	DVD R Maxwell/Sony	No	
150	DVD W/R Maxwell/Sony	No	
	USB		
151	USB 4 GB – Kingston, HP	No	
152	USB 8 GB Kingston, HP	No	
153	USB 16 GB Kingston, HP	No	
154	USB 32 GB- Kingston, HP	No	
	Misc General		
155	Calculator Citizen CT-9300 14 Digit	No	
156	Extension cord 06 port - Camillion	No	
157	Power Supply for desktop System	No	
158	Ja-e-Namaz (Good Quality)	No	
159	Molty Back Care (Crown Foam)	No	
160	Honor Board Tally	No	
161	Bathroom Slippers Bata	Pair	
162	Towel Large (BAWA)	No	
163	Mate for Washroom	No	
164	Face Mask (Good Quality)	Box	
165	Computer Mouse A-4 Tech	No	
166	Keyboard and mouse (wireless A4 Tech)	No	
167	Computer Mouse A-4 Tech (Wireless)	No	
168	Mouse Pad A4 Tech	No	
169	Visiting card holder crystal	No	
170	Red Seal	Pkt	
171	Table Set complete 9 pieces wooden	No	

172	Table Year Planners	No	
173	Wall Clock BU logo printed	No	
174	Hairbrush (Good Quality)	No	
175	Flask (Thermos) 1.5 ltr (good quality)	No	
176	Water Jug – Toyo Nsic/ Omroc	No	
177	Water Glass Toyo Nasic (Set of 6 Glass)	Set	
178	Cup of Tea best quality (Set of 6 cup)	Set	
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201	Water Pot (Lota) Plastic	No	
202	Tissue Dispenser box (Good Quality)	No	
203	Liquid Soap Dispenser box (Good Quality)	No	
204	Phool Broom	No	
205	Floor Cleaning Wet Mop with Stick Plastic Complete Set	Set	
206	Wet Mop Refil	No	
TONNERS (NEW)			
207	HP Laser Jet Toner MFP 1200a (Toner 104/A) Drum Kit Original	No	
208	HP Laser Jet Toner MFP 1200a (Toner 103/A) (China 1st copy)	No	
209	HP Lase Jet Pro M404dn (Toner 76/A) China made 1st copy	No	
210	HP Laser Jet 700 M 712 (Toner 14/A) China made 1st copy/ Orignal	No	
211	HP Laser Jet Pro MFPM428 FDW (Toner 59/A) China made 1st copy Orignal	No	
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213	HP Color Laser Jet toner 182 MFP China made 1st copy	Set	
214	HP Color Laser Jet toner 182/A (216/A)China made 1st copy	No	
215	HP Laser Jet Pro MFP M127FN (Toner 83/A) (China 1st copy)	No	
216	HP Laser Jet P80-M12a (Toner 80/A) China made 1st copy	No	
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218	HP Laser Jet Pro M402dn (Toner 26A) China made 1st copy	No	
219	HP Laser Jet Pro 400 (Toner 80A) China made 1st copy	No	
220	HP Laser Jet P 1102 (Toner 85A) (China 1st copy)	No	
221	HP Laser Jet P 2035 (Toner 05A) China made 1st copy	No	
222	HP Laser Jet Pro MFP M125a (Toner 83A) (China 1st copy)	No	
223	HP Laser Jet Pro MFP M26a/ 28a (Toner 48/A) China made 1st copy	No	
224	HP laser Jet 1020 (Toner 12A) (China 1st copy)	No	
225	HP Laser Jet 1320 (Toner 49/A) China made 1st copy	No	
226	HP Laser Jet MFP 137 fnw (Toner 107/A) China made 1st copy	Set	
227	HP color Laser Jet Toner 305/A (Yellow/ magenta/ cyan/ black) Made in China	No	
228	HP Laser Jet 78/A (China 1st copy)	No	
229	HP Color Laser Jet Pro M254nw (Toner 203/A) Made China	No	
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255	HP Laser Jet MFP 137 fnw (Toner 107/A)	No	
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257	HP Laser Jet Pro MFPM428 FDW (Toner 59/A)	No	
258	LaserJet Pro MFP M-15 A (Toner 48A)	No	
259	HP Laser Jet Pro MFP M26a/ 28a (Toner 48/A)	No	
260	HP laser Jet 1020 (Toner 12A)	No	
261	HP Laser Jet 1320 (Toner 49/A)	No	

* The bidder who will guarantee the refilling of the supplied toner/cartridges will only be considered for competitive bidding for New Toners.

H. DELIVERY TIME OR COMPLETION SCHEDULE

Successful bidders/supplier/contractor will be required to supply/provide the items/services within 3 x days of the placement of purchase/work order.

I. BID EVALUATION CRITERIA

The bids/ proposals shall be evaluated by the evaluation committee in the light of terms and conditions given in this Bidding Document.

J. FORMAT OF BID SECURITY REQUIRED

1. **Rs.100,000/- Bid Security (Re-fundable)** in the form of Pay Order/ Demand Draft in favor of Bahria University Islamabad is required.
2. The Bid Security shall be in Pak. Rupees and shall be in one of the following forms:
 - (a) Irrevocable/ en-cashable call-deposit/ bank draft/ pay order in name of Bahria University Islamabad.
 - (b) Pay Order/ Demand Draft in favor of Bahria University Islamabad.
3. Unsuccessful bidders' bid security will be returned as promptly as possible.
4. The successful Bidder's bid security will be kept for whole FY.
5. The bid security may be forfeited:
 - (a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form.
 - (b) If the Bidder fails:

- (i) To sign the Contract/Agreement.
- (ii) Fails to deliver the Goods within stipulated time as per Schedule of Requirements.

K. **DETAILS OF STANDARDS (IF ANY) THAT ARE TO BE USED IN ASSESSING THE QUALITY OF ITEMS SPECIFIED (PREPARED BY USER DEPARTMENT)**

Nil

L. **ANY OTHER DETAILS NOT INCONSISTENT WITH THESE RULES THAT THE PROCURING AGENCY MAY DEEM NECESSARY**

NIL

RECEIPT

**FRAMEWORK AGREEMENT FOR STATIONERY, PAPERS, CLEANING MATERIAL &
TONERS, BAHRIA UNIVERSITY HEAD OFFICE
FY-2026-27**

Received of **Rs.5,000/- (Rupees Two Thousand Only)** (non-refundable) payment from Mr _____, Mobile No. _____ on account of Tender Documents Supplied to M/s _____, Address _____ in response to Bahria University Tender Notice.

Signed: _____
For President Purchase Committee
Bahria University Head Office
Shangrila Road, Islamabad
Tele No.051-9264072

Dated: _____ 2026

ISSUE NOTE

**FRAMEWORK AGREEMENT FOR STATIONERY, PAPERS, CLEANING MATERIAL,
GENERAL ITEMS USE & TONERS, BAHRIA UNIVERSITY HEAD OFFICE
FY-2026-27**

Tender Document No. _____ dated _____ 2026, issued to M/s _____ Address _____ received of **Rs 5,000/- (Rupees Two Thousand Only)** as non-refundable payment from Mr. _____, Mobile No. _____
E-mail Address _____

Signed: _____
For President Purchase Committee
Bahria University Head Office
Shangrila Road, Islamabad
Tele No.051-9264072

Dated: _____ 2026