



INVITATION TO BIDS/ PROPOSAL

BU-HO/Admin/2026/475

Dated: 02 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 02 July 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.

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