



**Bahria University**  
Discovering Knowledge  
**BUHO**

**INVITATION TO BIDS/ PROPOSALS**

BU-HO/Admin/2023/475/

Dated: 08 May 2024

**PROCUREMENT OF STATIONERY/ PAPERS/ TONERS/ CLEANING MATERIAL FOR BAHRIA UNIVERSITY HEAD OFFICE, ISLAMABAD (BUHO) FOR THE FY 2024-25 THROUGH FIXED PRICE FRAMEWORK AGREEMENT(S)/RRC(S)**

1. Bahria University Head Office, Islamabad invites sealed bids from the original manufacture/ their authorized distributors / general suppliers in Pakistan having own stationery/ cleaning material store/ shop in Islamabad/Rawalpindi, registered with Income Tax and Sales Tax Departments, for the supply/provision of following goods and related services by signing the RRC(s)/ Framework Agreement(s) with the selected bidder(s):

<b>S No</b>	<b>Description</b>
a.	Stationery Items
b.	Papers (Each category)
c.	Cleaning Material/ Misc. Items
d.	New Toners
e.	Refilling of Toners/ Cartridges (Each printer)

2. Bidding document, containing the detailed terms & conditions and scope of work etc, may be purchased after **14 May 2024** by the interested bidders from Office of Deputy Director Procurement, Room No. 15, Basement, Quaid Block, Bahria University Islamabad, on payment of **Rs.2,000/- (Rupees Two 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 will be available till **10 June 2024**.

3. The bids prepared in accordance with instructions given in the bidding documents along with bid security of **Rs.100,000/-** (Rupees One Hundred Thousand Only), 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 **11 June 2024** by 1100 hrs. Bids will be opened at the office of Dir (P & D), 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 and bid submitted late will be considered as **non-responsive**. Bid Security will be refunded to the unsuccessful/ non-qualified 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 technical query/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**

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