



COMSATS University, Park Road, Tarlai Islamabad  
Procurement Office - Tel: 051-90495122,051-90495242

**MINUTES OF PRE-BID MEETING HELD ON May 23, 2024**

**Tender project "Tender # 496 Supply of Stationery Items"**

A pre-bid meeting as subjected above was held in presence of interested/potential bidders. The meeting session was chaired/ convened by Mr. Said Ali Shah Senior Assistant along with Habib Ullah APO, Procurement.

**Commencement of meeting:**

The subject meeting was commenced by marking attendance of the representatives of interested firms/bidders as detailed below.

- a) M/s Prime Star
- b) M/s Zigma Enterprises
- c) M/s Reliable Traders
- d) M/s Ruby Enterprises
- e) M/s Ever Green
- f) M/s UH Enterprises

**Proceeding:**

A brief on the tender project was delivered in the meeting to all participant bidders wherein following points were discussed and required 100% compliance:

- Duster Cloth size: 20 x 30
- Duster white board (Double side)
- Normal register (Sample required)
- Rubber (Dux)
- Sharpener (silver)
- Stamp Pad size: 6 x 9
- Steel Scale (1 FT length and .9mm thickness)
- White Board Marker (Black)

**Meeting Closure:**

The meeting ended with a vote of thanks Minutes of the pre-bid meeting is hereby uploaded to CUI website as per tender.

Wajid Kamran  
DR Procurement

**Distribution:**

1. Convener CPC
2. All members of CPC
3. In-charge Store
4. Master File