



COMSATS University, Park Road, Tarlai Islamabad Procurement Office  
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**MINUTES OF PRE-BID MEETING HELD ON September 18, 2024**

**Tender project "Tender # 543 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. Mohsin Mirza, APO Store section 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 J & S Enterprises
- b) M/s Seventeen Traders
- c) M/s JAK 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:

- Work order will be issued on Category wise lowest bidder on the basis of must advantageous of bids.
- Marker Tip round

**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