



COMSATS University, Park Road, Tarlai Islamabad  
Procurement Office - Tel: 051-904955122

**MINUTES OF PRE-BID MEETING HELD ON November 11, 2024**

**Tender Project " Supply of Stationary and Printing Items**

A pre-bid meeting as subjected above was held in presence of interested/potential bidders. The meeting session was chaired In-charge Procurement and his team along with Mr. Muhammad Harris, CS Department.

**Commencement of meeting:**

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

- a) M/S Trusted Traders
- b) M/S New United Printers

**Proceeding:**

A brief on the tender project was delivered and all relevant samples were shown in the meeting to all participant bidders. Furthermore, one point may need to be noted that the selected bidder may delivered all items on 2 December 2024.

**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  
In-charge Procurement

**Distribution:**

1. Convener CPC
2. Head CS Department
3. Master File