



COMSATS University, Park Road, Tarlai Islamabad

Procurement Office- Tel: 051-904955122

**MINUTES OF PRE-BID MEETING HELD ON 02<sup>nd</sup> October 2025**

**"Tender project "Supply of Stationery Item"**

A pre-bid meeting as subjected above was held in presence of interested/potential bidders. The meeting session was chaired/ convened by Wajid Kamran, In-charge Procurement along with Syed Ali Shah, SAA. Store Section.

**Commencement of meeting.**

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

- a) M/s Friends Traders
- b) M/s Hurf Traders
- c) M/s Haad dynamics
- d) M/s AZ & Printers Global
- e) M/s Sapliyo Chain
- f) M/s Melody Enterprises
- g) M/s Ajmal Kamal General Trading
- h) M/s Smart Geak
- i) Ms Iqbal Enterprises

**Proceeding:**

A brief on tender project was delivered to meeting participant bidders. The CUI relevant samples were presented to participants. The participants asked the following queries and were replied by Us.:

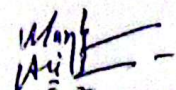
- The delivery will be partly or as whole one time. Ans: One time, whole.
- The earnest money was required separate for both the Category A& B. Ans: The earnest money is counted for the tender and not for Category.

**Meeting Closure:**

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

**Distribution:**

1. All members of CPC (via email)
2. Master File

  
**Mazhar Ali Khan**  
Incharge Procurement