

Federal Urdu University of Arts, Sciences & Technology  
Islamabad

F.NO.002-F/2025

INVITATION TO BID

(Single Stage Single Envelope Procedure)

(For Printing of Answer Sheets A & B)

Federal Urdu University of Arts, Sciences & Technology Islamabad invites sealed bids through E-Pads from the printing firms/Supplier/Contractors etc. registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of Federal Board of Revenue for Print/supply of 100000 Answer Sheets (A 16 Pages) and 200000 Answer Sheet (B 04 Pages).

2. The Bids prepared in accordance with the instructions in the bidding document must be submitted through E-Pads on or before 18/09/2025 at 10:30 am. The Bids will be opened on the same day i.e 18/09/2025 at 11:00 am.
3. All the firm registered with E-Pads submit their bids online through E-Pads as well as original bids must be submitted in hard form to the University on or before closing of bids. Complete bidding documents containing detailed terms and conditions can be obtained from Purchase & Store Section and are available (free of cost) at PPRA website ([www.ppra.org.pk](http://www.ppra.org.pk)) and FUUAST website ([www.fuuastisb.edu.pk](http://www.fuuastisb.edu.pk)).
4. The bid must accompany with bid security deposit amounting to Rs.250,000/- (fix amount) in favor of "FUUAST, Islamabad "in shape of CDR, Pay Order, and Demand Draft.
5. Bids without signed and stamped bidding documents shall not be entertained.
6. Late bids shall not be entertained.

ADDITIONAL REGISTRAR

Federal Urdu University of Arts, Sciences & Technology  
Islamabad

Tel: 051-9252864- (Ext 122)

*[Handwritten signature]*

MUHAMMAD ALEEM RAZA  
Additional Registrar  
Federal Urdu University  
Islamabad

*[Handwritten note]*  
14.09.2025  
4:20 PM



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*[Handwritten initials]*

SINGLE STAGE SINGLE ENVELOPES

FEDERAL URDU UNIVERSITY OF ARTS, SCIENCES & TECHNOLOGY, OLD KURI  
ROAD, MOZA MOHRIAN,  
ISLAMABAD

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No. \_\_\_\_\_

Date: \_\_\_\_\_

M/s \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Subject: Tender Documents For Printing of Answer Sheets (A & B) For Examination  
Department

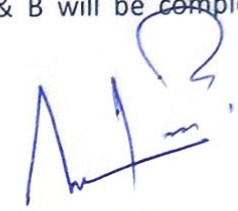
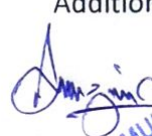
You are invited to submit a sealed bid, valid for the period of 60 days, for printing of Answer Sheets (A 16 Pages) (B 04 pages) for examination department as per following terms and conditions mentioned specification:-

1. Bid must be submitted to the University through E-PADS along with bid security amounting to Rs. 250,000/- (fix amount) which will be refunded after award of tender to the most advantageous bidder. Tender will be award on whole lot basis.
2. Tender document shall be received on or before 18/09/2025 till 10.30 am and will be opened on same day i.e 18/09/2025 at 11:00 am in conference room, at 2nd floor of Admin Block of the University.
3. Tender received after due date and time will not be entertained.
4. Authorized signatory should sign all the pages of the tender document. Bids without signatures will be rejected. Amendment/alternation/ cutting etc, in the tender, if any, must be signed in full by the person who has signed the tender, change or revisions in rate etc, after opening of tender will not be allowed.
5. Tender must be in sealed envelopes, it must be written on the envelop in bold letter. "Tender for the printing of Answer Sheets". Single stage single envelop tender process.
6. National Tax Number (NTN), GST number and active tax payer certificate issued by FBR must be mentioned in the bid otherwise Tender Documents will not be considered.

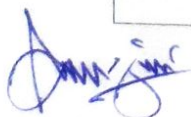




7. Quoted price must be inclusive of all taxes where applicable. Taxes will be deducted from the bill as per government rules. The University may reject the bids or proposal at any time prior to the acceptance of bid or proposal.
8. Quality of items as per specification mentioned in the tender document is the criteria of the tender.
9. The bidder must provide the sample of Answer Sheet (A 16 Pages) and (B 04 Pages) as per specification and also paper sample must be attached at the time of submission of bid.
10. University reserves the right to change any condition of tender before opening of the bids. Performance guaranty of Rs. 250,000/- (fix amount) of successful bidder will be deposited in University accounts till the completion of Job/tender. After the completion of period of Job/printing of Answer Sheets 100000 Answer Sheet (A 16 Pages) and 200000 Answer Sheet (B 04 Pages) the Performance guaranty of Rs.250,000/- will be released .If the bidder failed to print/supply of answer sheets the performance guaranty will be forfeited.
11. The Supply Order/Job for printing of Answer Sheet A & B will be completed within 12 weeks.

  
Additional Registrar  
  
MUHAMMAD ALEEM RAZA  
Additional Registrar  
Federal Urdu University  
Islamabad

S. No	Specification	Qty	Rate with GST	Total Amount
01	<p>Printing of Answer Sheet "A" with serial number on each page.</p> <ol style="list-style-type: none"> <li>Number of pages 16, green printing with language printing on the title. On all other pages, numbering shall be printed as per sample.</li> <li>Paper to be used printing paper fine quality 70 grm white offset local high finish.</li> <li>Size of Publication 8".75 x 11".</li> <li>Process of Printing Offset.</li> <li>Style of Binding:- Answer Sheet shall be prepared with two needle five thread swing machine safety stitching instead of Gum.</li> <li>Printing of serial number:- Serial numbers shall be printed on all odd-numbered pages, and page numbers shall be printed on all pages at the prescribed places, as per the sample.</li> <li>Style of packing:- Preparation of bundles 250 (Two Hundred Fifty Copies) in each packet and packing thereof covering from all the six sides with cora latha.</li> <li>Delivery of the ordered material shall be made at the FUUAST Isb Premises.</li> </ol>	100000		



	i. The serial No. of "A" Sheet will begin from 13,00,001 to 14,00,000,)			
02	<p>Printing of Answer Sheet "B" with serial number on each page.</p> <p>a. Number of pages 04, with one fold green printing with language printing on the title. On all other pages, numbering shall be printed as per sample.</p> <p>b. Paper to be used printing paper fine quality 70 grm white offset local high finish.</p> <p>c. Size of Answer Sheet 8".75 x 11".</p> <p>d. Process of Printing Offset.</p> <p>e. Printing of serial number:- Serial numbers shall be printed on all odd-numbered pages, and page numbers shall be printed on all pages at the prescribed places, as per the sample.</p> <p>f. Style of packing:- Preparation of bundles 1000 (One Thousand Copies) in each packet and packing thereof covering from all the six sides with cora latha.</p> <p>g. Delivery of the ordered material shall be made at the FUUAST Isb Premises.</p> <p>h. The serial No. of "B" Sheet will begin from 13,50,001 to 15,50,000,)</p>	200000		

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