VIRTUAL UNIVERSITY OF PAKISTAN
TENDER NOTICE

PURCHASE OF WOVEN AND LEATHER PRODUCTS

Tender No. VU/15-16/02/194

This tender will be opened on **February 16, 2016 at 03:00pm** in the office of Director Finance VU, M.A Jinnah Campus, Defence Road, off Raiwind Road, Lahore.

Name of Firm / Company: __________________________________________________________

Address: __________________________________________________________________________

Contact Person: ____________________________ Designation: __________________________

Phone No: __________________ Fax No: _______________ Cell No: __________________________

GST Reg. No: ____________________________ N. Tax Number: __________________________

Active email address (in capital letters): _____________________________________________

**Status of Firm/Company** (Pls. tick appropriate box)

Manufacturer [ ]  Reseller [ ]  Trader [ ]

Specifications for required Items;

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Initial Qty</th>
<th>Rate per Unit</th>
<th>5% GST (if applicable)</th>
<th>Rate per Unit with GST</th>
<th>Total Amount with GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>LEATHER ITEMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td>Leatherette Container with VU embossed Logo as per sample</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>Wallet for Male with VU printed Packing Original Leather with VU embossed Logo as per sample</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii.</td>
<td>Clutch for Female with VU printed Packing Original Leather with VU embossed Logo as per sample</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>Sub Total A</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>WOVEN ITEMS</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>i.</td>
<td>T-Shirt (Assorted) (Small, Medium, Large) Comb Yarn Organic Basic Polo T-Shirt</td>
<td>200</td>
<td></td>
<td></td>
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</tbody>
</table>
Samples of above items can be inspected at below mentioned address in any working day during office hours 10:00AM to 4:00PM before the date of opening of tender.

Interested parties can participate in one or both categories (A or/ & B) according to their nature of business.

**TERMS AND CONDITIONS:**

In case of non-compliance with the below requirements / details, bid will not be considered for further evaluation.

1. Tender must accompanied with a **Pay Order / Demand Draft amounting to Rs. 500/- (non-refundable)** as tender fee favouring Virtual University of Pakistan. Tender without tender fee shall not be accepted.

2. Interested bidders will send their quote inclusive of all taxes & levies.

3. Samples shall be provided to successful bidders (if required). Successful bidder(s) shall be bound to get approval of final samples from VU which shall be delivered after issuance of Purchase Order(s).

4. Quoted rates will be firm. The offered rates should be valid for a period of three (03) months from the date of opening of tender. Bid with shorter validity period shall not be entertained.

5. Tender should be addressed to the Director Finance, Virtual University of Pakistan Lahore.

6. VU takes no responsibility for delay, loss or non-receipt of bids sent by post/courier

7. Late tenders will not be entertained. No telegraphic or faxed bid will be accepted.

8. The bidder should quote rates clearly on the bid for each item in figures and words.

9. The Bidder will furnish, as part of its bid, a bid security (earnest money), **equal to 5% of maximum bid price or option with maximum price inclusive of all taxes** in shape of DD/PO/CDR only (Cheques shall not be accepted). The bid security is refundable to the unsuccessful bidders after finalization of the tender. Bid security of successful bidder will be retained till delivery of supplied items.

10. The bidder must be a registered tax payer with FBR on Active Tax Payer List (ATL) and certificate must be attached for NTN and GST. (If GST is exempted, please provide necessary evidence).

11. Copies of last tax returns of Income Tax and GST must be attached with the bid.

12. The bidder must submit an affidavit on Rs. 100 stamp paper that the firm/company is not blacklisted from any Government / Semi-Government / Non-Government Organization (as per draft given at Page No. 3).(*)

13. The items, which will be supplied, should conform to the standard specifications and free from defects in all respects.

14. Items must be delivered within stipulated time, in case of non-compliance; penalty will be imposed as per Government rules which may lead to the cancellation of order without any liability to VU. No extensions will be allowed without prior intimation. The said company may also be blacklisted for a period of atleast two years.
15. University has the right to increase or decrease the above mentioned quantity according to the requirement.

16. Income tax & Sales tax will be withheld as per Government rules.

17. Payment will be released after submission of Sales Tax Invoice in accordance with SRO 660(I) 2007, duly verified by the technical department.

18. The quotes along with above documents / information should reach the Procurement Department, Directorate of Finance, Virtual University of Pakistan, Lahore not later than 02:30pm on February 16, 2016. Bids will be opened at 03:00pm on the same date in the presence of bidders or their authorized representatives who may choose to attend.

19. The University reserves the right to accept or reject the bids or annul the procurement process at any time as prescribed under PPRA Rules.

**EVALUATION CRITERIA:**

i. Initial scrutiny of tender documents / bids
ii. Preparation of Financial Comparative Statement
iii. Checking of Samples
iv. Selection of compliant bidder(s)
v. Award of tender to lowest compliant evaluated bidder(s)

**Procurement Department**
**Directorate of Finance**
Virtual University of Pakistan
M.A. Jinnah Campus,
Defence Road, off Raiwind Road,
Lahore UAN: 042-111-880-880 Ext: 333

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(Draft) Declaration by the Bidder
(To be submitted on Rs. 100/- stamp paper).

I, ________________________ being owner / proprietor / chief executive / representative of this firm / company hereby certify that I have read all the terms & conditions of this tender and are acceptable to me. All items will be of the best quality according to the standard specification. I will be bound to replace / re-do the work if found substandard, unsatisfactory or defective without any claim to Virtual University of Pakistan. If I fail to do so, I understand that VU has the right to confiscate the earnest money, can impose an appropriate fine and black list our firm/company. It is further confirmed that the firm / company is not black listed by any of the Government / Semi-Government / Non-Government Organization.

It is further stated that as of today, our firm / company is not black listed by any Government / Semi-Government / Non-Government Organization.

**SIGNATURE & STAMP**

Name: ________________________
Designation: ___________________