



**VIRTUAL UNIVERSITY OF PAKISTAN**  
**TENDER NOTICE**  
**PRINTING OF CONVOCATION BOOKLETS**

**Tender No. VU/11-12/12/053**

Sealed offers are invited from Tax registered firms for printing of Convocation Booklets. The rates offered should be valid for a period of One (01) month from the opening of tender.

**REQUIRED UNITS: 8000 (Approx.)**

**Specifications:**

- Size 8" x 8.5"
- No. of Pages excluding separators (Variation of 10% ± can occur in No. of pages)
  - Upto 150 Pages
  - 151 to 200 Pages
  - 201 to 250 Pages
  - 251 to 300 Pages(Please quote separate rates after considering above page ranges)
- Inner Paper 115gsm Mat Paper (4-color printing on both sides of paper)
- Separator on butter paper 115gsm (1-color printing) (Maximum 10 separators)
- Title Card 310gsm Art Card (4-color printing with Mat Lamination)
- Soft Back Gum Binding

**Terms and Conditions:**

- Sample can be inspected at below mentioned address during office hours 10:00am to 4:00pm (Excluding Saturday & Sunday)
- Complete design and data will be provided in soft form alongwith Purchase Order.
- Maximum time for delivery will be 25 days from the date of issuance of Purchase Order
- Samples of Papers and Card must be attached with bid (\*)
- Company profile is also required on Company's Letter Head (\*)
- University has the right to increase or decrease the above mentioned quantity.
- Interested parties will send their quote inclusive of all taxes
- Late proposals will not be entertained. No telegraphic or faxed bid will be accepted.
- Please attach copies of NTN & GST Certificates (\*)
- Earnest money in the shape of pay order / Bank draft in favour of the Virtual University of Pakistan, equal to Rs.50,000/- (Refundable to the unsuccessful bidders) should be attached with the proposal, (Cheques will not be accepted). Earnest money of successful bidder will be retained till the expiry of tender validity. (\*)
- 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. (\*)
- Bidder will be bound to provide the ordered items within given time, in case of late delivery, penalty will be imposed as per Govt. Rules
- Bidder must have its own press/printing setup. Please mention address of printing site along with complete list of printing and binding machines which are in working condition. (\*)
- The items, which will be supplied, should conform to the standard specifications and free from defects in all respects.

- Bidder will be bound to replace / re-do the work if found substandard, unsatisfactory or defective without any claim to Virtual University of Pakistan
- The Payment will be made in accordance with SRO 660(I) 2007 on submission of GST Invoice within 10-15 working days after delivery and verification of ordered booklets.
- GST should be exclusively / separately indicated in the bill/invoice

Please attach all relevant documents (**marked with \***), in case of non-compliance of above requirements/details, proposal will not be considered for further evaluation.

The quotes alongwith above documents / information should reach the Procurement Department, Directorate of Finance, Virtual University of Pakistan, not later than **11:00am on January 17, 2012**. Late proposals will not be entertained. No telegraphic or faxed bid will be accepted. Bids will be opened at **11:30am** on the same date in the office of the Director Finance, Virtual University of Pakistan in the presence of bidders or their authorized representatives.

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

Tender Notice is available at PPRA Website ([www.ppra.org.pk](http://www.ppra.org.pk)) and university's website.

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

I, \_\_\_\_\_ being owner/proprietor/chief executive of this firm 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 departments.

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

I also confirm that the firm / company have its own printing setup.

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SIGNATURE & STAMP**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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**PROCUREMENT DEPARTMENT  
 DIRECTORATE OF FINANCE  
 VIRTUAL UNIVERSITY OF PAKISTAN  
 M.A JINNAH CAMPUS, DEFENCE ROAD  
 OFF. RAIWIND ROAD, LAHORE  
 Phone No. 042-111-880-880, Ext. 333  
 URL: [www.vu.edu.pk](http://www.vu.edu.pk)**