VIRTUAL UNIVERSITY OF PAKISTAN
TENDER NOTICE
BLANK DVD (RECORDABLE)

Tender No. VU/14-15/02/150

Sealed offers are invited from Tax registered firms for preparation of Blank DVD (Recordable). The rates offered should be valid for a period of six (06) months from the date of opening of tender.

INITIAL REQUIREMENT: 13,000 UNITS APPROX.

SPECIFICATIONS OF EACH ITEM WILL BE AS UNDER

<table>
<thead>
<tr>
<th>S/#</th>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Blank DVD (Recordable) Sony/Maxell (OR) Equivalent</td>
<td>DVD+R 4.7 GB/120 min, 1-16x speed</td>
</tr>
</tbody>
</table>

Brand: ___________________
Country of Origin: ___________________

<table>
<thead>
<tr>
<th>Requirement of Packing</th>
<th>Rate per DVD (Rs.)</th>
<th>17% GST (if applicable)</th>
<th>Total Rate per DVD with Taxes (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spool Packing 50 DVDs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spool Packing 100 DVDs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Terms and Conditions:

- 10 Samples (non-returnable) of Blank DVD (Recordable) according to above mentioned specifications must be attached with the bid for evaluation purpose. (*)
- Company profile is also required on Company’s Letter Head. Status of the firm must be clearly mentioned in the profile. (*)
- University has the right to increase or decrease the above mentioned quantity.
- Items must be delivered to VU Head Office at the address mentioned below within specified time mentioned in the purchase order.
- Interested parties will send their quote inclusive of all taxes.
- Late proposals will not be entertained. No telegraphic or faxed bid will be accepted.
- VU takes no responsibility for delay, loss or non-receipt of bids sent by post/courier.
- The university will issue purchase orders from time to time, no variation in rates will be acceptable during the above mentioned period.
- The items, which will be supplied, should conform to the standard specifications/sample and free from defects in all respects. Bidder will be bound to replace the defective items Free of Cost (FOC)
- Please attach copies of NTN & GST Certificate (*)
- Earnest money in the shape of CDR / Pay Order / Bank Draft in favour of the Virtual University of Pakistan, equal to 5% of total bid (Refundable to the unsuccessful bidders
after finalization of tender) should be attached with the proposal, (Cheques will not be accepted). Earnest money of successful bidder will be retained till end of the contract/delivery of ordered material. (*)

- 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
- The Payment will be made in accordance with SRO 660(I) 2007 on submission of GST Invoice within 10-15 working days after delivery & verification of ordered goods.
- GST should be exclusively / separately indicated in the bill/invoice

In case of non-compliance of above requirements/details especially marked with (*), 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 11:30am on February 27, 2015. Late proposals will not be entertained. No telegraphic or faxed bid will be accepted. Bids will be opened at 12:00noon on the same date in the office of the Director Finance, Virtual University of Pakistan in the presence of bidders or their authorized representatives who may choose to attend.

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) and university’s website.

____________________________________
PROCUREMENT DEPARTMENT
DIRECTORATE OF FINANCE
VIRTUAL UNIVERSITY OF PAKISTAN
M.A JINNAH CAMPUS, DEFENCE ROAD
OFF RAIND ROAD LAHORE
Phone No. 042-111-880-880, Ext. 333
URL: www.vu.edu.pk

(Draft) Declaration by the Bidder

(To be submitted on Rs. 100/- stamp paper).

I, ______________________ being owner/proprietor/chief executive 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 the items 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: __________________