



VIRTUAL UNIVERSITY OF PAKISTAN
TENDER NOTICE
VU DEGREE FOLDERS

Tender No. VU/11-12/12/054

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

INITIAL REQUIREMENT: 10,000 UNITS

Specifications:

- Blue/Green Colour Rexene
- Hard Board (inside)
- Silky Cloth (inside)
- Blue/Green Colour Ribbon (inside),
- VU Logo embossed (Golden Colour) on the front of the folder.
(As per Sample available at head office)

Terms and Conditions:

- Folder sample can be inspected at below mentioned address during office hours 10:00am to 4:00pm (Excluding Saturday & Sunday)
- Bidder must submit a sample of folder comprises of above specifications, alongwith the bid. (*)
- Company profile is also required on Company's Letter Head. (*)
- University has the right to increase or decrease the above mentioned quantity
- Purchase Orders will be placed according to the demands from time to time.
- Maximum time for delivery will be 15 days from the date of issuance of 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.
- 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.25,000/- (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 end of the contract. (*)
- 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 items, which will be supplied, should conform to the standard specifications/sample and free from defects in all respects.
- The Payment will be made in accordance with SRO 660(I) 2007 on submission of GST Invoice within 10 working days after delivery 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 office of the Director Finance, Virtual University of Pakistan, not later than **11:00am on January 13, 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) 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.

SIGNATURE & STAMP

Name: _____

Designation: _____

**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, 435
URL: www.vu.edu.pk**