VIRTUAL UNIVERSITY OF PAKISTAN
TENDER NOTICE
VU DEGREE FOLDERS

Tender No. VU/14-15/01/146

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 date of opening of tender.

INITIAL REQUIREMENT: 6,500 UNITS APPROX.

Specifications:

- Size of the folder: 11.6" x 9"
- Blue/Green/Burgundy Colour: (Hard Rexene with Jarsi 1mm thickness)
- Foam Sheet: (2mm thickness local)
- Hard Board (inside): (Imported Lasani Sheet 2mm thickness)
- Silky Cloth (inside): (Imported Off White colour, 1mm thickness)
- Blue/Green Colour Ribbon (inside): (Local ribbon ½" size)
- 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 04:00pm in working days.
- Bidder must submit a (non-returnable) sample of folder comprises of above specifications, alongwith the bid, without charging any sample development cost. (*)
- 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 during the validity period.
- Maximum time for delivery will be 25 days or as mentioned in purchase order, 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.
- VU takes no responsibility for delay, loss or non-receipt of bids sent by post/courier.
- Please attach copies of NTN & GST Certificates (*)
- 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) should be attached with the proposal, (Cheques will not be accepted). Earnest money of successful bidder will be retained till validity of the tender. (*)
- 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. 2). (*)
- 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. Bidder will be bound to redo / replace the defective,
substandard or unsatisfactory items. (if any). Payment of defective / rejected items shall not be made.

- 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 from the concerned department.
- 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 January 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.

**(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: __________________

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PROCUREMENT DEPARTMENT
DIRECTORATE OF FINANCE
VIRTUAL UNIVERSITY OF PAKISTAN
M.A JINNAH CAMPUS, DEFENCE ROAD
OFF RAIWIND ROAD LAHORE
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