VIRTUAL UNIVERSITY OF PAKISTAN
TENDER NOTICE

MANUFACTURING OF SHIELDS FOR CONVOCATION

Tender No. VU/14-15/03/152

Sealed offers are invited from Tax registered firms for the following items;

1. GLASS SHIELDS
   REQUIRED UNITS: 85 (Approx.)

Specifications:
- Size: 10” x 9” as per image given at Page 3
- Glass: 12mm Imported Glass
- Shield Base: Imported Beachwood ¾” thickness
- Engraving: Laser engraving with colours as per design given at Page 3
- Special Box and ribbon inclusive (Blue Colour as per sample available at VU Head Office)
- Fitting of glass with screws in base
- Edging of glass as per sample

Sample shall be called from shortlisted bidder.

Interested parties will send their quotes inclusive of all taxes and levies. Quoted rates will be firm.

The rates offered 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.

Terms and Conditions:
- Sample can be inspected at below mentioned address in any working days during office hours 10:00AM to 4:00PM before the date of opening of tender.
- Sample shall be provided to successful bidder if required. Successful bidder shall be bound to get approval of final developed sample from VU, which shall be delivered after issuance of Purchase Order.
- Complete design and data will be provided in soft form alongwith Purchase Order.
- Maximum time for delivery will be 15 days or as mentioned in purchase order, from the date of issuance of Purchase Order
- University has the right to increase or decrease the above mentioned quantity. University also reserves the right to place orders on partial shipment basis.
- Late proposals will not be entertained. No telegraphic or faxed bid will be accepted.
- Please attach copy of NTN Certificate and Sales Tax certificate (if applicable)
- Earnest money in the shape of CDR/DD/PO in favour of the Virtual University of Pakistan, equal to 5% of quoted bid (Refundable to unsuccessful bidders after finalization of tender within reasonable time) should be attached with the proposal, (Cheque will not be accepted). Earnest money of successful bidder will be retained till the expiry of tender validity / supply of ordered items which ever comes later.
• 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 and free from defects in all respects.
• Bidder will be bound to replace / re-do the work if found substandard, broken, unsatisfactory or defective without any claim to Virtual University of Pakistan. Payment of rejected items (if any) shall not be made by VU.
• The Payment will be made upon submission of proper invoice/bill within 10-15 working days after delivery, subject to the verification of delivered items by concerned office.

In case of non-compliance of above requirements / details, bid 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 March 24, 2015**. Bids will be opened at **12:00Noon** on the same date 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.

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PROCUREMENT DEPARTMENT
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