VIRTUAL UNIVERSITY OF PAKISTAN  
TENDER NOTICE / DOCUMENT  
PROVIDING AND FIXING OF WINDOW BLINDS  
AND  
BRANDING OF VU ISLAMABAD CAMPUS  

Tender No. VU/15-16/03/205  

This tender will be opened on **April 15, 2016 at 11:30AM** in the office of Director Finance VU, M.A Jinnah Campus, Defence Road, off Raiwind Road, Lahore.

Name of Firm / Company:  

Address:  

Contact Person:  

Designation:  

Phone No:  

Fax No:  

Cell No.  

GST Reg. No:  

N.Tax Number:  

Active email address (in CAPITAL letters):  

Status of Firm/Company  

(Pls. tick appropriate box)  

General Order Supplier  

Service Provider  

Specifications for required Items;  

1(a). **ROLLER BLINDS**

**SPECIFICATIONS / TERMS AND CONDITIONS;**

i. The Blind system consist of a coated aluminum tube of standard diameter with provision of fabric clamping.  

ii. The Fabric is rolled up and down through a chain drive system with built in drive gear and an over run brake system.  

iii. The side brackets are universal type suitable both for wall and ceiling mounting.  

iv. The bottom end of the fabric is rolled over an oval shape aluminum tube with provision to lock the fabric.  

v. Warranty shall be required for complete material and workmanship for atleast 01 year from the date of installation.  

vi. Please quote rate per Sqft inclusive of all applicable taxes, labour, transportation etc. VU shall not pay any additional cost from the quoted rates.  

vii. Colour of Blinds shall be mentioned in work order.  

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Total Area as measured by Bidder (in Sqft)</th>
<th>Rate per Sqft (Rs.)</th>
<th>17% GST (if applicable)</th>
<th>Total Rate with Taxes per Sqft (Rs.)</th>
<th>Total Amount (Rs.)</th>
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<tr>
<td>Roller Blinds</td>
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Page 1 of 4
1(b). **WINDOW BLINDS**

**SPECIFICATIONS / TERMS AND CONDITIONS:**

i. Vertical Blinds made of fabrics in width 5”. Minimum overlapping of \( \frac{3}{4} \)” in fabric. Top aluminum anodized rail of 1.4 mm thickness. 2” wide channel.

ii. Runners having stainless steel hooks with built-in shock spring and self aligning slip clutch.

iii. End control box composed of double gear system. Stainless steel spacers.

iv. Bottom weight fully plastic covered linked with plastic bead chain.

v. Warranty shall be required for complete material and workmanship for atleast 01 year from the date of installation.

vi. Please quote rate per Sqft inclusive of all applicable taxes, labour, transportation etc. VU shall not pay any additional cost from the quoted rates.

vii. Colour of Blinds shall be mentioned in work order.

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<tr>
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**VU HAS THE RIGHT TO OPT ONE OPTION I.E. VERTICAL BLINDS AND/OR ROLLER BLINDS ACCORDING TO NEED OF THE SITE.**

2. **BRANDING ON GLASS FIXED AT BUILDING**

**SPECIFICATIONS / TERMS AND CONDITIONS:**

i. One Way Vision (O W V) with Pasting at Glass

ii. Digital printing as per design given in soft form

iii. One year Colour Fading Warranty

iv. One year (O W V) adhesive warranty

v. Bidder shall be responsible to replace the work free of cost during the warranty period

vi. Please quote rate per Sqft inclusive of all applicable taxes, labour, transportation, crane charges (if required) etc. VU shall not pay any additional cost from the quoted rates.

vii. Address of the site is, VU Islamabad Campus, Plot No.26-B, Ali Arcade Near Babri Mosque & Bank Al-falah Ltd, G-10 Markaz, Islamabad. Ph. 051-9231042, 051-9230487

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**GENERAL TERMS AND CONDITIONS:**

In case of non-compliance with the below requirements / details, bid will not be considered for further evaluation.

1. Site can be visited to measure the work area as given above during office hours (10:00am to 04:00pm) Monday to Friday (after contacting at given telephone numbers)

2. Bidder has the right to apply for single or all works according to his eligibility.
3. Tender must accompanied with a **Pay Order / Demand Draft amounting to Rs. 500/- (non-refundable)** as tender fee favouring Virtual University of Pakistan. Tender without tender fee shall not be accepted.

4. Interested bidders will send their quote inclusive of all taxes & levies and all other related expenses. VU shall not pay any additional amount from the quoted rates.

5. Quoted rates will be firm. The offered rates 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.

6. Tender should be addressed to the Director Finance, Virtual University of Pakistan Lahore.

7. VU takes no responsibility for delay, loss or non-receipt of bids sent by post/courier

8. Late tenders will not be entertained. No telegraphic or faxed bid will be accepted.

9. The bidder should quote rates clearly on the bid for each item in figures and words.

10. The Bidder will furnish, as part of its bid, a bid security (earnest money), **equal to 5% of maximum bid price or option with maximum price inclusive of all taxes** in shape of DD/PO/CDR only (Cheques shall not be accepted). The bid security is refundable to the unsuccessful bidders after finalization of the tender. Bid security of successful bidder will be retained till delivery / completion of ordered work.

11. The bidder must be a registered tax payer with FBR on Active Tax Payer List (ATL) and certificate must be attached for NTN and GST. (If GST is exempted, please provide necessary evidence).

12. Copies of last tax returns of Income Tax and GST must be attached with the bid.

13. 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. 4).(*)

14. The items, which will be supplied, should conform to the standard specifications and free from defects in all respects including workmanship.

15. Order shall be issued according to the estimated area of the work. Payment shall be released according to actual measurement subject to the verification by the campus incharge.

16. Items must be delivered and installed within stipulated time, in case of non-compliance; penalty will be imposed as per Government rules which may lead to the cancellation of order without any liability to VU. No extensions will be allowed without prior intimation. The said company may also be blacklisted for a period of atleast two years.

17. Income tax & Sales tax will be withheld as per Government rules.

18. Payment will be released after submission of Sales Tax Invoice in accordance with SRO 660(I) 2007, duly verified by the campus incharge.

19. The quotes alongwith above documents / information should reach the Procurement Department, Directorate of Finance, Virtual University of Pakistan, Lahore not later than **11:00AM on April 15, 2016**. Bids will be opened at **11:30AM** on the same date in the presence of bidders or their authorized representatives who may choose to attend.

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

**EVALUATION CRITERIA:**

i. Initial scrutiny of tender documents / bids  
ii. Preparation of Financial Comparative Statement  
iii. Selection of compliant bidder(s)  
iv. Award of tender to lowest compliant evaluated bidder(s)
(Draft) Declaration by the Bidder
(To be submitted on Rs. 100/- stamp paper).

I, ________________________ being owner / proprietor / 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 I shall provide One Year Warranty for Colour Fading and (O W V) Adhesive regarding the Branding at Glass of the building. Any replacement / repairing work of material and workmanship shall be carried out by me without any cost to VU during the warranty period.

SIGNATURE & STAMP

Name: ________________________
Designation: ___________________