



Say No To Drugs

TENDER NOTICE

Through e Pak Acquisition and Disposal System (EPADS)

Sealed Tenders are invited through (EPADS) <https://eprocure.gov.pk> from the Firms who are registered with Tax Authorities on Active Taxpayers List (ATL) of FBR, for the following:

Sr. No.	Description	Tender Fee (Rs.)	Tender Opening Date	Tender Receiving/ Opening Time
1.	Tender No. VU/25-26/02/884 Different Office Stationery & General Items (GEN)	1,000/-	March 30, 2026	Receiving: 02:00pm Opening: 02:30pm
2.	Tender No. VU/25-26/02/885 Degree Folders (EXAM)	1,000/-	March 30, 2026	Receiving: 03:30pm Opening: 04:00pm

Tender documents of above-mentioned tenders are also available on VU website

<https://www.vu.edu.pk/Opportunities/Tenders> however submission only be accepted through EPADS.

The complete tendering process shall be carried out through EPADS.

Interested bidders are requested to register themselves on the EPADS <https://eprocure.gov.pk> and submit their tender documents on EPADS.

The Bid Security (if any) for the Bid which is mentioned in the bidding documents in the requisite form, drawn in favor of "Virtual University of Pakistan" scanned copy of which is required to be uploaded through EPADS and hard copy must be submitted physically along with hard-copy of sealed bidding document on the closing date of the tender to Virtual University of Pakistan at the address given below.

Tenders without bid security (if any) shall not be accepted. Tender receiving and opening timings shall be strictly observed.

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

Tender Notice is also available at PPRA Website (www.ppra.org.pk) and university's website.

PROCUREMENT DEPARTMENT

PID (I) No.7383/25



DIRECTORATE OF FINANCE, VIRTUAL UNIVERSITY OF PAKISTAN
SIR SYED MEMORIAL SOCIETY BUILDING 19-ATATURK AVENUE, G-5/1, ISLAMABAD

Phone No: 051-111-880-880 | Extensions: 1366 / 1323

Email: po@vu.edu.pk | Website: www.vu.edu.pk | VU NTN: 4388557-8



VIRTUAL UNIVERSITY OF PAKISTAN
Sir Syed Memorial Society Building, 19-Ataturk Avenue, G-5/1, Islamabad
<http://www.vu.edu.pk>

TENDER DOCUMENT

DIFFERENT OFFICE STATIONERY & GENERAL ITEMS (GEN)

Tender No. VU/25-26/02/884

This tender will be opened on **March 30, 2026, at 02:30 pm** in the Procurement Department, Virtual University of Pakistan, Sir Syed Memorial Society, 19-Ataturk Avenue, G-5/1, Islamabad.

Name of Firm/Company: _____

Office Address: _____

Contact Person: _____ Designation: _____

Phone No: _____ Fax No: _____ Cell No. _____

GST Reg. No: _____ N.Tax Number: _____

Active email address (in CAPITAL letters): _____

PROCUREMENT METHOD / PROCEDURE:
“SINGLE STAGE - ONE ENVELOP PROCEDURE”

TERMS AND CONDITIONS:

ITEMS MARKED WITH (*) MUST BE ATTACHED: OTHERWISE, YOUR BID WILL BE DECLARED AS NON-RESPONSIVE.

1. No bid shall be considered if:
 - i. The bid is not uploaded on EPADS.
 - ii. The bid is not submitted in hard copy as per the given schedule at the specified location.
 - iii. The uploaded bid and the hard copy are not in the same bidder's name.
 - iv. The bid is received without the Original Bid Security and Tender Fee, enclosed in a single envelope.
2. The notice published in the media shall be considered an integral part of this tender document.
3. The tender shall be opened on the specified date. In case the date falls on a public holiday, the tender shall be opened on the next working day.
4. To submit a tender with the Virtual University of Pakistan, bidders are required to deposit **Rs. 1,000/- online in any branch of Allied Bank Limited in Account No. PK58ABPA0010061279710055 (Virtual University of Pakistan). (*)**
5. The original deposit slip must be attached with the bid. This amount is a non-refundable tender fee and is mandatory. Cash, crossed/open cheques, Pay Orders, or Demand Drafts are not acceptable.
6. Bids submitted without the tender fee shall not be accepted. (*)
7. The tender should be addressed to the Director Finance, Virtual University of Pakistan.
8. The bidder should quote rates clearly in the tender document in both figures and words.
9. The duly completed bid document must reach the Procurement Department, Directorate of

Finance, Virtual University of Pakistan, **not later than 02:00 PM on March 30, 2026**. Late tenders shall not be entertained. Telegraphic or faxed bids shall not be accepted. **Bids will be opened at 02:30 PM on the same date** at the office of the Procurement Department, Directorate of Finance, Virtual University of Pakistan, Islamabad.

10. VU shall open all bids through EPADS as per the given schedule and at the place specified above, in the presence of bidders' representatives who choose to attend the meeting and sign the attendance sheet as evidence of their presence.
11. Please attach the Original Tender Document, along with item specifications, with the bid. (*)
12. VU shall not be responsible for any delay, loss, or non-receipt of bids sent by post or courier.
13. Original tender documents along with all specifications must be attached to the bid. (*)
14. **The bidder shall furnish, as part of its bid, a Bid Security (Earnest Money) amounting to Rs. 150,000/- in the form of Demand Draft (DD), Pay Order (PO), Call Deposit Receipt (CDR), or Bank Guarantee only. Cheques shall not be accepted. (*)**
15. Bids without bid security shall not be entertained, even if the bidder is technically qualified. (*)
16. A scanned copy of the bid security must be uploaded on EPADS, and the original hard copy must be submitted physically along with the bidding documents on the closing date. (*)
17. The deposit slip/proof of online transfer of the Tender Fee and Bid Security must be submitted in the required form, in a separate envelope placed inside the main envelope. (*)
18. The bid security shall be refundable to unsuccessful bidders after finalization of the tender. The earnest money of the successful bidder shall be retained until delivery of the ordered items. (*)
19. The bidder must provide the complete company profile, including the age of the company.
20. The bidder must submit a list of Directors/Partners/Owners along with the bid.
21. The bidder must be a registered taxpayer with FBR and appear on the Active Taxpayer List (ATL).
22. Copies of NTN and GST certificates must be attached.
23. If GST is exempted, relevant documentary evidence must be provided.
24. Income Tax and Sales Tax shall be deducted as per Government rules. (*)
25. Bidder(s) should quote their rates (including all applicable taxes and duties at prevailing rates) clearly on the Tender Document for each item, both in figures and words. Sales Tax and Income Tax shall be applicable at the prescribed rates.
26. Please attach a Financial Soundness Certificate/Account Maintenance Certificate issued by your bank, not older than three (03) months. (*)
27. The bidder must submit an Affidavit on Rs. 100/- stamp paper confirming that the Bidder/Firm/Company/Contractor is not blacklisted by the Public Procurement Regulatory Authority (PPRA). The prescribed draft is attached to this document. In case of any false or misleading statement, the bidder's offer shall be liable to rejection. (*)
28. The bid shall remain valid for a period of three (03) months from the date of bid opening. Bids with a shorter validity period shall be rejected as non-responsive. (*)
29. If two or more bidders quote the same price in the Financial Proposal, the order may be equally divided among such bidders, or awarded to the bidder with better technical specifications, or VU may request the bidders to submit revised Financial Proposals.
30. The supplied items/services must conform to the standard specifications and be free from defects in all respects.
31. Items must be delivered to the Virtual University of Pakistan, M.A. Jinnah Office, Defence Road, Off Raiwind Road, Lahore, or as instructed by the University, within thirty (30) days from receipt of the Purchase Order(s).

- a. No extensions shall be allowed unless granted by the Purchase Committee on justified grounds.
 - b. Delay in the provision of goods/items/services in accordance with the time schedule prescribed in the General Terms and Conditions (GTC) shall not be tolerated. In case of default, a penalty of 0.1% per day of the total contract/order amount or value of the delayed items/services shall be imposed, capped at a maximum of 10% of the total value of the Contract/Purchase Order/undelivered items/services.
 - c. Penalty on goods/items not delivered on time may lead to cancellation of the order without any liability to the University, and the bidder/supplier/firm/company may also be blacklisted.
 - d. Furthermore, VU may impose additional penalties in case of default and may initiate legal action. The University reserves the right to withhold pending payments or forfeit any guarantee/security submitted in this or any other contract.
32. Notwithstanding anything contrary in the General Terms and Conditions (GTC), the Bidder/Supplier shall not be liable for forfeiture of performance security, liquidated damages, late delivery charges, or termination for default if the delay or failure to perform obligations is due to a Force Majeure event.
- a. "Force Majeure" means an event beyond the control of the Bidder/Supplier, not involving fault or negligence, and not foreseeable, such as acts of God, floods, storms, earthquakes, fire, war (declared), terrorism, port closures, government restrictions, illegality arising from domestic or foreign laws, politically motivated nationwide strikes, or insurrection.
 - b. Changes in economic or market circumstances, including unexpected price increases affecting profitability, shall not constitute Force Majeure.
 - c. In case of a Force Majeure event, the Bidder/Supplier shall notify VU in writing within five (05) days, providing evidence and taking reasonable steps to mitigate the consequences. Failure to notify within the prescribed period shall result in waiver of the right to claim Force Majeure.
 - d. Unless otherwise directed in writing by VU, the Bidder/Supplier shall continue to perform its obligations as far as reasonably practicable and seek alternative means of performance.
33. Virtual University requires Contractors/Bidders to observe the highest standard of ethics during procurement and contract execution. The provisions of PPRA Rules/Act shall apply.
- a. VU may bar any firm/company/individual bidder/contractor/consultant in accordance with Blacklisting procedures under Public Procurement Rules 2004, if deemed necessary.
 - b. The Contractor/Bidder(s) shall comply with the provisions stated in the General Terms & Conditions of the Contract.
34. Virtual University may, under applicable laws, debar a bidder/contractor from participating in any public procurement process of VU for a specified period if the bidder or contractor has:
- a. Acted in a manner detrimental to public interest or good practices.
 - b. Consistently failed to perform contractual obligations.
 - c. Performed the contract unsatisfactorily.
 - d. Indulged in corrupt practices.
35. If VU debars a bidder/contractor, the procuring agency:
- a. May blacklist the bidder/firm/company for at least three (03) years.
 - b. May forward the decision to PPRA for publication on its website.
 - c. May request PPRA to debar the bidder or contractor from procurement of all procuring agencies.
36. Virtual University reserves the right to initiate legal action, in addition to blacklisting, if any bidder/supplier/firm/company is found involved in corrupt practices.
37. Virtual University of Pakistan (VU) reserves the right to increase or decrease the quantity of goods specified at the time of award in accordance with PPRA Rules. VU also reserves the right to place orders on a partial shipment basis.

38. The supplied items must be brand new, conform to standard specifications, and be free from defects in all respects.
39. Payment shall be released upon submission of the Commercial Invoice and Sales Tax Invoice, duly verified by the technical department, in accordance with SRO 660(I) 2007.
40. The University reserves the right to accept or reject any bid or annul the procurement process at any time as prescribed under PPRA Rules.
41. A bidder requiring clarification of the bidding document shall contact VU in writing within five (05) days. VU shall respond in writing, provided the request is received within the stipulated time. If clarification results in changes to essential elements of the bidding documents, VU may amend the documents prior to the submission deadline by issuing an addendum. Any addendum shall form part of the bidding document and shall be communicated in writing to all who obtained the document and published on the VU website.
42. To assist in examination, evaluation, comparison of bids, and qualification of bidders, VU may request written clarification. No change in price or substance of the bid shall be permitted except to correct arithmetic errors. Failure to provide clarification within the specified time may result in rejection of the bid.
43. Provided that the bid is substantially responsive, VU shall correct arithmetic errors as follows:
 - a. If there is a discrepancy between the unit price and the line-item total, the unit price shall prevail unless there is an obvious decimal misplacement.
 - b. If there is an error in a total resulting from addition or subtraction of subtotals, the subtotals shall prevail.
 - c. If there is a discrepancy between words and figures, the amount in words shall prevail unless related to an arithmetic error.
44. Bidders shall be requested to accept corrections of arithmetic errors. Failure to accept corrections shall result in rejection of the bid.
45. Amicable Settlement
 - a. VU and the Supplier shall make every effort to resolve amicably through informal negotiation any dispute arising under or in connection with this contract.
 - b. If not resolved within thirty (30) days, the dispute shall be referred to arbitration.
 - c. Each party shall nominate one arbitrator in writing. The two arbitrators shall conduct proceedings in Islamabad and may appoint a third arbitrator if necessary.
 - d. Arbitration shall be conducted in accordance with the Arbitration Act 1940 (as amended). The decision of the majority shall be final and binding. Each party shall bear the cost of its appointed arbitrator, and the cost of the third arbitrator shall be shared equally. In case of resignation or incapacity of an arbitrator, a replacement shall be appointed without restarting proceedings.
46. An abnormally Low Bid is one where the price appears unreasonably low, raising concerns regarding the bidder's capability to perform the contract. VU may seek written clarification and detailed price analysis. If the bidder fails to demonstrate capability, the bid shall be rejected.
47. The University reserves the right to accept or reject any bid or annul the procurement process at any time in accordance with PPRA Rules.
48. Payment shall be made as per actual verified quantity after submission of the Sales Tax Invoice, duly verified by the concerned department, in accordance with SRO 660(I) 2007.
49. Delivered items must conform to standard specifications and VU requirements

EVALUATION CRITERIA:

- i. Initial scrutiny of tender documents/bids
- ii. Technical Evaluation as per BOQ
- iii. Evaluation of sample Unit(s)
- iv. Selection of technically compliant bidder(s)
- v. Financial Evaluation of compliant bidders(s)
- vi. Award of tender to the Most advantageous bidder(s)

**Procurement Department
Directorate of Finance
Virtual University of Pakistan
Sir Syed Memorial Society Building,
19-Ataturk Avenue, G-5/1, Islamabad
UAN: 051-111-880-880 Ext 1323, 1354
VU NTN: 4388557-8
Email: po@vu.edu.pk**

Declaration by the Bidder

Should be on Rs.100/- stamp paper

I, being the owner/proprietor/director/authorized representative of the firm/company, hereby certify that I have read and understood all the terms and conditions of this office and accept the same without any reservation.

I further confirm that all items and/or services provided shall be of the best quality, strictly in accordance with the prescribed standards, specifications, and requirements. I undertake to replace or redo, at my own cost, any item or service found to be substandard, unsatisfactory, or defective, without any claim whatsoever against the Virtual University of Pakistan (VU).

In case of failure to comply with the above, I understand and agree that VU shall have the right to impose penalties, confiscate the earnest money and blacklist the firm/company in accordance with applicable rules.

I hereby also confirm to provide warranty including service & support with parts for complete unit(s) (where applicable) from the date of delivery.

I further declare that, as of the date of this undertaking, the firm/company is not blacklisted by the Public Procurement Regulatory Authority (PPRA) or any other government organization.

SIGNATURE & STAMP

Name: _____

Designation: _____

SPECIFICATIONS OF REQUIRED ITEMS

Sr.	Items as per specifications given above	Qty with units	Unit Price (Rs.)	GST If applicable	Unit Price with GST	Total Amount Rs.
1	Drafting Pad A4 size (Ring Binding with fine quality Paper)	400 Nos.				
2	Drafting Pad Small (Ring Binding with fine quality Paper)	350 Nos.				
3	Envelop Brown 18*23 " size (German Craft)	1000 Nos.				
4	Envelop Brown A4 size	3000 Nos.				
5	Box File (Shakir 703 or equivalent)	600 Nos.				
6	File Flapper	300 Nos.				
7	Plastic File (D-ring A4 size Fine Quality hard card)	100 Nos.				
8	Transparent File (A4 Size Fine quality)	50 Nos.				
9	Fluid (Correction) Pen (Dux 139 or equivalent)	70 Nos.				
10	Gum Stick (Dollar Glue Stick 35g or equivalent)	350 Nos.				
11	Highlighter (Dollar HL625 (Green 20, Yellow 170, Pink 20, blue 20, Orange 20) or equivalent)	250 Nos.				
12	Ink For Stamp Pad Black (Fine Quality)	5 Nos.				
13	Ink For Stamp Pad Blue (Fine Quality)	5 Nos.				
14	Lead Pencil (Dux 888 or equivalent)	1000 Nos.				
15	Paper Cutter (Heavy Duty plastic grip)	120 Nos.				
16	Paper Cutter Blade (Fine Quality)	50 Nos.				
17	Permanent Marker (Long lasting color, Round Tip, Blue, Black, Red (Dollar or equivalent)	150 Nos.				
18	Pin Remover (Kangaro SR-45T or equivalent)	50 Nos.				
19	Post It Pad	400 Nos.				
20	Post It Strip (Fine Quality with good adhesive)	150 Nos.				
21	Scale (Ruler) Steel (Heavy Duty)	200 Nos.				
22	Sharpener (Dux Sharpener 503 or equivalent)	500 Nos.				
23	Thumb Pin (Fine Quality)	10 Nos.				
24	Water Dumper (Fine Quality)	30 Nos.				

25	Eraser for Lead Pencil (Dux Eraser DX-60 or equivalent)	700 Nos.				
26	Peon Book	50 Nos.				
27	Register Fixed Asset (Fine Paper Quality (500 pgs) or equivalent)	2 Nos.				
28	Register Letter Dispatch (Fine Paper Quality (150Pgs)	10 Nos.				
29	Register Letter Received (Fine Paper Quality (150Pgs)	10 Nos.				
30	Register Rough (Fine Paper Quality (200pgs)	80 Nos.				
31	Stock Register (Fine Paper Quality (500pgs)	15 Nos.				
32	Packing Sheet (German Craft brown paper size: 18x23inches)	200 Nos.				
33	Label Sheet (Averi Laser Labels 100 A4 sheets per packet(Label Size 105 X 37 mm 16 label per sheet)	20 Nos.				
34	Plastic Sheet for Binding (A4 210 x 297 mm (100 sheets per packet)	30 Nos.				
35	Scissor (Heavy duty for paper cutting purpose)	50 Nos.				
36	Clip Binding Large (Diamond (Size:51 mm (2") or equivalent)	750 Nos.				
37	Clip Binding Small (Diamond (Size:19 mm (3/4") or equivalent)	200 Nos.				
38	Clip Binding Medium (Diamond (Size:32 mm (1 1/4") or equivalent)	200 Nos.				
39	Colored A4 (A4 210 x 297 mm (100 sheets per packet or equivalent)	20 Nos.				
40	Paper White A4 (Double A 80 gsm Ream 500 Sheets or equivalent) (400 Reams will be delivered at Islamabad)	1400 Nos.				
41	Paper White Legal (Double A 80 gsm Ream 500 Sheets or equivalent) (To be delivered at Islamabad)	10 Nos.				
42	Ball Point Black (Picasso Grip or equivalent)	400 Nos.				
43	Ball Point Blue (Picasso Grip or equivalent)	4200 Nos.				
44	Ball Point Blue (Piano gel Pen or equivalent)	200 Nos.				
45	Ball Point Red (Picasso Grip or equivalent)	200 Nos.				
46	Pointer Black (Uni-Ball UP-177 or equivalent)	60 Nos.				
47	Pointer Blue (Uni-Ball UP-177 or equivalent)	60 Nos.				
48	Pointer Green (Uni-Ball UP-177 or equivalent)	24 Nos.				
49	White Board Marker (Dollar (Red, Green, Blue, Black) or equivalent)	50 Nos.				
50	Punch Machine Regular (Three flower Punch TF0137 or equivalent)	50 Nos.				

51	Stapler Pin 23/10 (Dollar or equivalent)	10 Nos.				
52	Stapler Pin 24/6 (Dollar or equivalent)	250 Nos.				
53	Stapler Regular (Deli - Deli Stapler Machine 25 Sheets with Pin Remover E0326 or equivalent)	130 Nos.				
54	Stapler Regular (Deli E0346 Plier Stapler or equivalent)	20 Nos.				
55	Stapler Pin 23/15 (Dollar or equivalent)	5 Nos.				
56	Air Freshener (Ocean Shades (Fragrance Rose, Jasmin) or equivalent)	20 Nos.				
57	Insect Killer/Pesticides (Max Tox 550 ml or equivalent)	15 Nos.				
58	Tissue Box (Rose petal Ultra soft or equivalent)	600 Nos.				
59	Tissue Roll (Rose petal Maxob or equivalent)	100 Nos.				
60	Dry Cell- AA 1.5 V (Energizer Max or equivalent)	150 Nos.				
61	Dry Cell- AAA 1.5 V (Energizer Max or equivalent)	150 Nos.				
62	Serial Numbering Machine(8 Digits) With Ink Red Colour (Deli E7508 Auto Numbering Machine 8 Digits) or equivalent)	2 Nos.				
63	Double Sided Tape (Foam) (Good Quality)	10 Nos.				
64	Masking/ paper Tape 1" (Johnson or equivalent)	30 Nos.				
65	Masking/ paper Tape 2" (Johnson or equivalent)	30 Nos.				
66	Packing Tape 2" (Johnson or Sensa 72 yards or equivalent)	800 Nos.				
67	Scotch Tape 1" (Johnson or Sensa 72 yards or equivalent)	350 Nos.				
68	Scotch Tape 2" (Johnson or Sensa 72 yards or equivalent)	800 Nos.				
69	PVC Tape (Osaka or Nitto or equivalent)	50 Nos.				
Grand Total Rs.						

Grand Total Amount in words (PKR): _____

Rate(s) of GST applied: _____ %

SAMPLES REQUIREMENT:

Samples are not required if the quoted product is of the same brand and model as specified above. However, for equivalent products, samples must be provided for all quoted items, as and when required by VU.