



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 <b>Different Office Stationery &amp; General Items (GEN)</b>	1,000/-	March 30, 2026	Receiving: 02:00pm Opening: 02:30pm
2.	Tender No. VU/25-26/02/885 <b>Degree Folders (EXAM)</b>	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](http://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](mailto:po@vu.edu.pk) | Website: [www.vu.edu.pk](http://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**

**DEGREE FOLDERS (EXAM)**

**Tender No. VU/25-26/02/885**

This tender will be opened on **March 30, 2026, at 04:00 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 03:30 PM on March 30, 2026**. Late tenders shall not be entertained. Faxed bids shall not be accepted. **Bids will be opened at 04:00 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 sample may be inspected at Virtual University of Pakistan, Head Office, Sir Syed Memorial Society Building, 19-Ataturk Avenue, G-5/1, Islamabad, on any working day between 10:00 AM and 4:00 PM prior to the tender opening date.
20. The sample shall be provided to the successful bidder, if required, upon submission of a written request.
21. The bidder must provide the complete company profile, including the age of the company.
22. The bidder must submit a list of Directors/Partners/Owners along with the bid.
23. The bidder must be a registered taxpayer with FBR and appear on the Active Taxpayer List (ATL).
24. Copies of NTN and GST certificates must be attached.
25. If GST is exempted, relevant documentary evidence must be provided.
26. Income Tax and Sales Tax shall be deducted as per Government rules. (\*)
27. 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.
28. Please attach a Financial Soundness Certificate/Account Maintenance Certificate issued by your bank, not older than three (03) months. (\*)
29. 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. (\*)
30. 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. (\*)
31. 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.

32. The supplied items/services must conform to the standard specifications and be free from defects in all respects.
33. Items must be delivered to the Virtual University of Pakistan, 19-Ataturk Avenue, G-5/1, Islamabad or as instructed by the University, within **Sixty (60) days** from receipt of the Purchase Order(s).
- No extensions shall be allowed unless granted by the Purchase Committee on justified grounds.
  - 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.
  - 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.
  - 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.
34. 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.
- “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.
  - Changes in economic or market circumstances, including unexpected price increases affecting profitability, shall not constitute Force Majeure.
  - 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.
  - 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.
35. 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.
- VU may bar any firm/company/individual bidder/contractor/consultant in accordance with Blacklisting procedures under Public Procurement Rules 2004, if deemed necessary.
  - The Contractor/Bidder(s) shall comply with the provisions stated in the General Terms & Conditions of the Contract.
36. 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:
- Acted in a manner detrimental to public interest or good practices.
  - Consistently failed to perform contractual obligations.
  - Performed the contract unsatisfactorily.
  - Indulged in corrupt practices.
37. If VU debars a bidder/contractor, the procuring agency:
- May blacklist the bidder/firm/company for at least three (03) years.
  - May forward the decision to PPRA for publication on its website.
  - May request PPRA to debar the bidder or contractor from procurement of all procuring agencies.

38. 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.
39. 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.
40. The supplied items must be brand new, conform to standard specifications, and be free from defects in all respects.
41. 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.
42. The University reserves the right to accept or reject any bid or annul the procurement process at any time as prescribed under PPRA Rules.
43. 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.
44. 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.
45. 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.
46. Bidders shall be requested to accept corrections of arithmetic errors. Failure to accept corrections shall result in rejection of the bid.
47. 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.
48. 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.
49. The University reserves the right to accept or reject any bid or annul the procurement process at any time in accordance with PPRA Rules.
50. 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.
51. 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](mailto:po@vu.edu.pk)**

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**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 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 FOR REQUIRED ITEMS

### VU DEGREE FOLDERS

- Size of the folder : 11.5" x 9"
  - Color: Blue or any other color (Hard Rexene with Jarsi 1mm thickness), both color samples i.e., Sample blue & VU logo color shall be shared by the bidder
  - Foam Sheet: (2mm thickness local)
  - Hard Board (inside): (Imported Lasani Sheet 2mm thickness)
  - Silky Cloth (inside): (Imported Off White color, 1mm thickness)
  - Folder Color Ribbon (inside): (Local ribbon ½" size)
  - VU Logo 2.5" x 3.5" embossed (Golden Color) on the front of the folder.  
(As per Sample available at VU Head Office, Islamabad)
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- Folder sample can be inspected at given 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, along with the bid, without charging any sample development cost. (\*)
  - **Packing of Degree folders: All degree folders must be packed in good quality carton boxes containing 60 folders in each box. Quantity of folders must be written on cartons for counting purposes.**

#### FINANCIAL OFFER:

As per specifications given above.

Item Description	Est. Qty	Unit Price (Rs.)	GST (if applicable)	Total Price per Unit (Rs.)	Total Amount (Rs.) *
VU Degree Folders	18,000				

Total Amount in words (PKR): \_\_\_\_\_

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Rate of GST applied: \_\_\_\_\_ %