



Virtual University of Pakistan



TENDER NOTICE

NOTICE FOR PREQUALIFICATION
(Under Framework Agreement as per PPRA Rules)

Virtual University of Pakistan (VU) invites sealed applications for the Prequalification of reputable suppliers with sound financial standing & proven experience, to supply different office furniture items under PPRA Rules clause 16A (Framework Agreement).
 Registration with Tax Authorities on Active Taxpayers List (ATL) of FBR is also mandatory.
 Details are;

Sr. No.	Description	Tender Fee (Rs.)	Tender Opening Date	Tender Receiving / Opening Time
1.	Tender No. VU/26-27/07/892 Prequalification of Furniture Suppliers (ADM)	1,000/-	August 28, 2026	Receiving: 03:00pm Opening: 03:30pm

Prequalification documents for the above-mentioned tender(s) are available on the Virtual University of Pakistan website
 (<https://www.vu.edu.pk/Opportunities/Tenders>).
 The University reserves the right to accept or reject any proposal, or to annul the process at any stage, in accordance with the provisions of the Public Procurement Rules, 2004.
 This Notice is also available on the PPRA website (www.ppra.gov.pk) and the Virtual University of Pakistan website.

PID(I)1358/26

PROCUREMENT DEPARTMENT
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 / 1261
 Email: po@vu.edu.pk Website: www.vu.edu.pk
 VU NTN: 4388557-8




Procurement Department
Directorate of Finance
Virtual University of Pakistan
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VIRTUAL UNIVERSITY OF PAKISTAN

Sir Syed Memorial Society Building, 19-Ataturk Avenue, G-5/1, Islamabad

PREQUALIFICATION DOCUMENT

PREQUALIFICATION OF OFFICE FURNITURE SUPPLIERS (ADM) (MANUFACTURERS / IMPORTERS / WHOLESALERS)

(Under PPRA Rules 16A Open Framework Agreement) | VU NTN: 4388557-8

Tender No: VU/26-27/07/892

1. OBJECTIVE & OVERVIEW

Virtual University of Pakistan intends to prequalify reputed Furniture Manufacturers, Importers, and Wholesalers registered with FBR on the Active Taxpayer List (ATL) under PPRA Rule 16A (Procurement through Open Framework Agreement). The prequalification will remain valid for a period of maximum three (03) years.

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) _____

Selected Category: The bidder may select category accordingly **1.** Furniture Manufacturer **2.** Importer(s) **3.** Wholesaler **4.** Supplier

Target Location for Setup: Lahore & Islamabad offices are mandatory. Required items/services shall be purchased/hired primarily in Lahore/Islamabad and/or can be required anywhere in the country.

2. SCOPE AND CATEGORIES OF OFFICE FURNITURE

Prequalified vendors under this category will be eligible to quote for and supply a comprehensive range of office furniture items categorized as follows:

Sub-Category Code	Office Furniture Classification	Description / Typical Items Included
OF-01	Seating Arrangements	Executive Tables, Office Tables, Student Tables, Executive Chairs, Staff/Computer Chairs (mid-back/low-back), visitor chairs, conference room chairs, cafeteria/dining seating/chairs, public waiting area benches/chairs, Sofa Sets (1,2,3 seats) and ergonomic mesh chairs.
OF-02	Desking & Workstations	Executive wooden/steel desks, modular cluster workstations (1-seater, 2-seater, 4-seater, 6-seater configurations), computer tables and reception desks.
OF-03	Storage & Filing Solutions	Steel/wooden vertical and lateral filing cabinets, mobile pedestals, low/high storage credenzas, book shelves, lockers, side racks and store room racks.
OF-04	Conference & Meeting Room Furniture	Large conference/boardroom tables, media presentation tables and podiums/lecterns.
OF-05	Auditorium & Studio Furniture	Fixed auditorium seating, specialized studio/control room consoles and collaborative breakout furniture.

3. GENERAL TERMS AND CONDITIONS

Note: In case any of the following items/information is not provided, the proposal shall not be considered for evaluation:

1. Tender Fee: To submit a tender with the Virtual University of Pakistan, bidders are required to deposit **Rs. 2,000/- online in any branch of Allied Bank Limited in Account No. PK58ABPA0010061279710055 (Virtual University of Pakistan).** (*)

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.

Bids submitted without the tender fee shall not be accepted. (*)

2. Submission Method: Sealed proposals must be submitted on the official letterhead of the firm/company with office seal and authorized signature.

3. Opening of Proposals: The proposals along with required documents / information should reach the Procurement Department, Virtual University of Pakistan, not later than **03:00 pm on August 28, 2026**. Proposals shall be opened on the same date at 03:30 pm, evaluation report(s) will be shared with concerned bidders within reasonable time.

4. Validity of Prequalification: The prequalification period is for maximum **three (03) years**. However, the University reserves the right to call open tenders for any pre-qualified category as deemed appropriate.

5. Company Profile: Complete company profile with physical addresses of Office(s), workshop/factory, contact details, and proof of firm status (Proprietorship, Partnership, Ltd. Co., etc.) must be attached.

6. Right to Visit: The University reserves the right to visit offices, workshops, and setups of firms during and after the evaluation process.

7. Tax & Legal Compliance: Active Taxpayer List (ATL) status with FBR, along with copies of NTN and GST certificates; copies of annual income tax returns for the last three years; provincial sales tax registration (where applicable).

8. Financial Soundness: Financial Soundness Certificate / Account Maintenance Certificate issued by a scheduled bank (not older than 03 months).

9. Client History: A list of active clients along with contact details and copies of major purchase orders or volume of business over the last three years.

10. Blacklisting Affidavit: An affidavit on a Rs. 100/- stamp paper stating that the firm has never been blacklisted by any Government, Semi-Government, or Autonomous body.

11. Quotation Calls: Sealed financial quotations will subsequently be called from all qualified vendors from time to time as per actual institutional demand during the contract period.

4. EVALUATION CRITERIA FOR CATEGORY: OFFICE FURNITURE

Firms will be evaluated based on the parameters outlined below. Documentary evidence must be attached for every claim to secure marks.

1. Evaluation Criteria for Furniture Manufacturer

Sr. No.	Evaluation Criteria	Description / Benchmark	Max Marks	Required Documentary Evidence
1	Length of Experience of the Firm	Minimum 5 years mandatory (05 marks for base period + 1 mark for each subsequent year)	10	Registration Certificate / Incorporation Documents / Proof of establishment
2	Completed Projects	Similar nature projects with Universities, Corporate, or Multi-Nationals within the last 3 years (05 marks per project)	30	Satisfactory Completion Certificates, POs, or Invoices with contact details
3	Detail of Offices & Workshop	Countrywide network (Lahore & Islamabad offices are mandatory). 1 mark per office (Max across major cities).	5	Office & workshop address list with telephone numbers on company letterhead (signed & stamped)
4	Workshop / Manufacturing Unit	Operational manufacturing setup: Owned setup = 10 Marks, Rented setup = 05 Marks	10	Ownership documents or valid lease agreement
5	Machinery & Equipment	Availability of tools and machinery for furniture manufacturing (Manual tools = 05 Marks, Electric/Power tools = 10 Marks)	15	Detailed inventory list of machinery and tools
6	Professional / Skilled Staff	Permanent / Temporary / Daily wagers (Carpenters, Designers, Polishers, CNC Operators, etc.). 1 mark per worker (Max 5 per category)	20	Staff payroll/deployment list or organizational charts
Total			90	

2. Evaluation Criteria for Furniture Importer

Sr. No.	Evaluation Criteria	Description / Benchmark	Max Marks	Required Documentary Evidence
1	Length of Experience of the Firm	Minimum 5 years mandatory (05 marks for base period + 1 mark for each subsequent year)	10	Registration Certificate / Incorporation Documents / Proof of establishment
2	Completed Projects	Similar nature projects with Universities, Corporate, or Multi-Nationals within the last 3 years (05 marks per project)	30	Satisfactory Completion Certificates, POs, or Invoices
3	Detail of Offices & Display Centers	Countrywide network (Lahore & Islamabad offices are mandatory). 1 mark per office/display center (Max across major cities).	5	Office/Display center address list with telephone numbers on company letterhead (signed & stamped)
4	Import Infrastructure & Warehousing	Storage capacity and warehousing setup: Owned warehouse = 10 Marks, Rented warehouse = 05 Marks	10	Warehouse ownership documents or valid lease agreement
5	Principal / Brand Authorization	Direct authorized import credentials, international supplier agreements, or Bill of Lading records for imported furniture lines	15	Valid Principal/Manufacturer authorization letters or import bills of lading (last 3 years)
6	Technical & Support Staff	Installation, assembly, and maintenance personnel (Technicians, Assembly Supervisors, Quality Checkers). 1 mark per worker (Max 5 per category)	20	Staff deployment list or organizational chart
Total			90	

3. Evaluation Criteria for Furniture Wholesaler / Supplier

Sr. No.	Evaluation Criteria	Description / Benchmark	Max Marks	Required Documentary Evidence
1	Length of Experience of the Firm	Minimum 5 years mandatory (05 marks for base period + 1 mark for each subsequent year)	10	Registration Certificate / Incorporation Documents / Proof of establishment
2	Completed Projects	Similar nature supply contracts with Universities, Corporate, or Multi-Nationals within the last 3 years (05 marks per project)	30	Satisfactory Completion Certificates, POs, or Invoices
3	Detail of Offices & Godowns	Countrywide network (Lahore & Islamabad offices are mandatory). 1 mark per office/godown (Max across major cities).	5	Office/Godown address list with telephone numbers on company letterhead (signed & stamped)
4	Supply Chain & Storage Capacity	Inventory holding and distribution network setup: Owned godown/setup = 10 Marks, Rented setup = 05 Marks	10	Storage ownership documents or valid lease agreement
5	Inventory & Sourcing Network	Diversity and stock capacity of readily available wholesale furniture items, hardware, or allied components	15	Catalogues, stock inventory lists, and Tier-1 manufacturer dealership certificates
6	Delivery & Logistics Team	Dedicated delivery, loading, and on-site installation workforce (Drivers, Loaders, Assembly Technicians). 1 mark per worker (Max 5 per category)	20	Staff deployment list or labor strength records
Total			90	

5. MANDATORY CHECKLIST FOR SUBMISSION

Please ensure the following documents are enclosed in your prequalification proposal in exact order:

- [1]** Company Profile (including structure and history)
- [2]** Copy of NTN Certificate & Active Taxpayer Status (FBR ATL proof)
- [3]** Copy of GST Certificate
- [4]** Financial Soundness / Bank Account Maintenance Certificate (Not older than 3 months)
- [5] Last 03** Income Tax and Sales Tax Returns
- [6]** List of Active Clients, Project Details, and Satisfactory Performance Certificates
- [7]** Original Affidavit on Rs. 100/- Stamp Paper (Non-blacklisting declaration)
- [8] Proof of online payment of tender fee** of Rs. 1,000/-
- [9]** Proof of Workshop Setup, Machinery List, and Technical Staff Details (Specific to Furniture Category)

6. DECLARATION BY THE BIDDER

(To be submitted on a Rs. 100/- Stamp Paper)

I/We, the undersigned, being the owner / proprietor / director / authorized representative of this firm/company, hereby certify that I/we have read and understood all the terms and conditions of this prequalification document and agree to abide by them unconditionally.

- All office furniture sub-categories supplied will be of the best quality matching standard specifications. Any sub-standard or defective items supplied will be replaced immediately without any financial claim to the Virtual University of Pakistan.
- 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.

Authorized Signature & Stamp: _____

Name: _____

Designation: _____

Company Name: _____

Business Address: _____