

VIRTUAL UNIVERSITY OF PAKISTAN

TENDER NOTICE

Through e_Pak Acquisition and Disposal System (EPADS) v2.0

Sealed Tenders are invited through (EPADS v2.0) <https://epads.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.	<u>Tender No. VU/26-27/08/894</u> HIRING OF SERVICES FOR UMRAH PACKAGE (ADM)	1,000/-	September 24, 2026	Receiving: 02:00pm Opening: 02:30pm

Tender documents for the above-mentioned tender(s) are also available on the Virtual University of Pakistan website (<https://www.vu.edu.pk/Opportunities/Tenders>). However, bids shall be submitted **only through EPADS v2.0**. Any bid submitted through any other mode shall not be considered.

The complete tendering process shall be carried out through EPADS v2.0.

Interested bidders are required to register themselves on EPADS v2.0 (<https://epads.gov.pk>) and submit their bids electronically through the EPADS v2.0 portal.

The Bid Security (if applicable), in the amount and form specified in the bidding documents and drawn in favor of the Virtual University of Pakistan, shall be uploaded as a scanned copy on EPADS v2.0. The original Bid Security, along with one hard copy of the sealed bid, must also be submitted physically to the Virtual University of Pakistan at the address provided below on or before the bid closing date and time.

Bids requiring Bid Security that are submitted without the prescribed Bid Security shall be rejected. The bid submission and opening schedule shall be strictly observed.

The University reserves the right to accept or reject any bid, or to annul the procurement process at any stage, in accordance with the provisions of the Public Procurement Rules, 2004.

This Tender Notice is also available on the PPRA website (www.ppra.gov.pk) and the Virtual University of Pakistan website.

**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: 1354 / 1323 / 1251
Email: po@vu.edu.pk
Website: www.vu.edu.pk
VU NTN: 4388557-8**

TENDER DOCUMENT

HIRING OF SERVICES FOR UMRAH PACKAGE (ADM)
(3RD UMRAH)

Tender No. VU/26-27/08/894

This tender will be opened on **September 24, 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): _____

IATA Certificate No. _____

Status of Firm/Company (Pls. tick appropriate box)

Authorized Umrah Tour Operator ☐

Travel Agency ☐

PROCUREMENT METHOD / PROCEDURE:
"SINGLE STAGE - ONE ENVELOPE 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 V2.0.
 - 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 Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents carefully. Failure to furnish the required information may result in the rejection of the Bid.
4. 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.

5. 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).** (*)
6. 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.
7. Bids submitted without the tender fee shall not be accepted. (*)
8. The tender should be addressed to the Director Finance, Virtual University of Pakistan.
9. The bidder should quote rates clearly in the tender document in both figures and words.
10. The duly completed bid document must reach the Procurement Department, Directorate of Finance, Virtual University of Pakistan, **not later than 02:00 PM on September 24, 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.
11. VU shall open all bids through EPADS V2.0 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.
12. Please attach the Original Tender Document, along with scope of services, with the bid. (*)
13. VU shall not be responsible for any delay, loss, or non-receipt of bids sent by post or courier.
14. Original tender documents along with all specifications must be attached to the bid. (*)
15. **The bidder shall furnish, as part of its bid, a Bid Security (Earnest Money) amounting to Rs. 75,000/- in the form of Demand Draft (DD), Pay Order (PO), Call Deposit Receipt (CDR), or Bank Guarantee only. Cheques shall not be accepted.** (*)
16. Bids without bid security shall not be entertained, even if the bidder is technically qualified. (*)
17. A scanned copy of the bid security must be uploaded on EPADS V2.0, and the original hard copy must be submitted physically along with the bidding documents on the closing date. (*)
18. 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. (*)
19. 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 completion of the services. (*)
20. The bidder must provide the complete company profile, including the age of the company.
21. The bidder must submit a list of Directors/Partners/Owners along with the bid.
22. The bidder must be a registered taxpayer with FBR and appear on the Active Taxpayer List (ATL).
23. Copies of NTN and GST certificates must be attached.
24. If GST is exempted, relevant documentary evidence must be provided.
25. Income Tax and Sales Tax shall be deducted as per Government rules. (*)
26. 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.
27. Please attach a Financial Soundness Certificate/Account Maintenance Certificate issued by your bank, not older than three (03) months. (*)
28. 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. (*)

29. 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. (*)
30. 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.
31. The supplied services must conform to the standard specifications and be free from defects in all respects.
32. Services will be provided at Virtual University of Pakistan's Head Office at the address mentioned below or as instructed by the university, within **Fifteen (15) days** from receipt of the Work Order.
- a. No extensions shall be allowed unless granted by the Purchase Committee on justified grounds.
 - b. Delay in the provision of 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 services shall be imposed, capped at a maximum of 10% of the total value of the Contract/Purchase Order/undelivered services.
 - c. Penalty on services not provided 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.
33. 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.
34. 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.
35. 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.

36. 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.
37. 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.
38. 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.
39. The services must conform to the standard specifications, and be free from defects in all respects.
40. 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.
41. The University reserves the right to accept or reject any bid or annul the procurement process at any time as prescribed under PPRA Rules.
42. A bidder requiring clarification of the bidding document shall contact VU in writing within five (05) days **through EPADS v2.0 or through given email**. 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 and EPADS v2.0
43. 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.
44. Provided that the bid is substantially responsive, VU shall correct arithmetic errors as follows:
- 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.
 - If there is an error in a total resulting from addition or subtraction of subtotals, the subtotals shall prevail.
 - If there is a discrepancy between words and figures, the amount in words shall prevail unless related to an arithmetic error.
45. Bidders shall be requested to accept corrections of arithmetic errors. Failure to accept corrections shall result in rejection of the bid.
46. Amicable Settlement
- VU and the Supplier shall make every effort to resolve amicably through informal negotiation any dispute arising under or in connection with this contract.
 - If not resolved within thirty (30) days, the dispute shall be referred to arbitration.
 - Each party shall nominate one arbitrator in writing. The two arbitrators shall conduct proceedings in Islamabad and may appoint a third arbitrator if necessary.
 - 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.
47. 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.

48. The University reserves the right to accept or reject any bid or annul the procurement process at any time in accordance with PPRA Rules.
49. 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.
50. Provided services must conform to standard specifications and VU requirements.

EVALUATION CRITERIA:

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

**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
Extensions: 1354, 1323, 1251
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 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 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: _____

TECHNICAL PORTION

All Documentary Information Must be Attached with the Proposal.

SCOPE OF WORK /REQUIREMENTS

Hiring of Services for Umrah Package (3rd Umrah Draw)

Virtual University of Pakistan invites bids from licensed and registered Umrah service providers for the provision of Umrah services for the successful employees of the 3rd Umrah Draw. Interested bidders are required to submit their quotations in accordance with the following requirements.

1. Package Requirements

Description	Requirement
Number of Pilgrims	08 Persons (06 male and 02 females)
Package Duration	15 Days
Proposed Departure Date	Within 30 days from the award of contract / tender
Departure Cities with number of persons	Islamabad (03) / Lahore (04) / Karachi (01)
Airline	No preference (quote the most economical available option)
Accommodation	Three (03) rooms comprising two (02) Triple Sharing Rooms (3+3 persons) and one (01) Double Sharing Room (2 persons)
Makkah Hotel	Minimum 4-Star hotel, located within 350 meters walking distance of Masjid al-Haram. VOCO Makkah or equivalent hotel of similar category, standard and facilities. should be VOCO Makkah or equivalent hotel of similar category and standard
Madinah Hotel	Minimum 4-Star hotel, located within 250 meters walking distance of Masjid an-Nabawi. Saja Al Madinah Hotel or an equivalent hotel of similar category and standard
Transportation	Private transportation throughout the journey. Private, air-conditioned transportation throughout the package, including airport transfers, Makkah–Madinah transfer, local transportation and transportation for Ziarat.
Ziarat	Included in both Makkah and Madinah
Meals	Not Required, any inclusion FoC will be appreciated

2. Scope of Services

The quoted package shall, at a minimum, include the following:

- Return air tickets.
- Umrah visa processing.
- Medical/health insurance as required by the Kingdom of Saudi Arabia.
- Hotel accommodation as specified above.
- Private transportation throughout the journey, including airport transfers.
- Ziarat arrangements in Makkah and Madinah.

3. Information to be Provided with the bid

The bidder shall clearly provide the following information:

1. Complete travel itinerary with inclusions and exclusions
2. Name, category and complete address of the proposed hotels in Makkah and Madinah, along with the approximate walking distance from Masjid Al-Haram and Al-Masjid an-Nabawi.
3. Details of the proposed room allocation.
4. Airline name, flight schedule (where available), baggage allowance and transit details, if any.
5. Details of Umrah visa processing and medical/health insurance with travel insurance.
6. Details of private transportation to be provided throughout the journey.
7. Complete Ziarat programme in Makkah and Madinah.
8. Total package cost **per person** in **Pakistani Rupees (PKR)**, inclusive of service charges.
9. Details of any group discounts, promotional offers, complimentary services or value-added benefits.
10. Name, designation and contact details of the bidder's focal person in Pakistan and Makkah & Madina (during the Umrah period)

4. Eligibility Criteria

The bidder shall:

- Be a duly licensed and registered Umrah service provider with minimum 5 years of experience in providing the Umrah services.
- Possess valid registration with the relevant regulatory authorities.
- Possess a valid National Tax Number (NTN) and Sales Tax Registration (where applicable).
- Provide evidence of having successfully arranged **Umrah travel packages for institutional, corporate, government or other organizational clients**, preferably during the last three (03) years."

5. Evaluation Criteria

The procurement shall be made from the **Most advantageous bidder** meeting the technical specifications and other requirements mentioned above, in accordance with the applicable Public Procurement Rules and EPADS procedures.

6. General Conditions

- The quoted rates shall be inclusive of all applicable taxes, duties and other charges.

- The bidder shall clearly mention any exclusions, if applicable.
- The University reserves the right to increase or decrease the number of pilgrims before award of the contract, subject to the quoted per-person rates.
- The University reserves the right to accept or reject any or all quotations, wholly or partially, in accordance with the applicable procurement rules.

PRICE TABLE (Financial Proposal)

Sr. No	Required services	Count	Rate per Person (Rs.)	Taxes (if applicable)	Rate per person with Taxes (Rs.)	Total Amount Rs.
01	Umrah Package (as per details given above)	08 Persons (Adult)				

Grand Total Amount in words (PKR): _____

Rate of Taxes applied:

i. _____ % Tax detail: _____

ii. _____ % Tax detail: _____

iii. _____ % Tax detail: _____

MANDATORY DOCUMENTS REQUIRED

(MUST BE ATTACHED WITH THE PROPOSAL ON TOP OF ALL DOCUMENTS AND TO BE SUBMITTED AT THE TIME OF OPENING OF BID(S))

Sr. No	Description	Attached (Yes / No)
	General	
1	Bid Security in the shape of DD/PO/CDR or a Bank Guarantee amounting to Rs. 75,000/-	
2	Tender document duly filled, signed & stamped by the bidder	
3	Tender Fee Rs. 1,000/- in shape of paid Bank Deposit Slip	
4	Financial soundness certificate / Account Maintenance Certificate issued by Bidder's bank	
5	Affidavit on Rs.100 stamp paper that the bidder/firm/company is not Blacklisted from PPRA	
6	Copy of NTN & GST certificate	
7	Copies of Last Three Tax Return of both Income Tax and Sales Tax	
8	Validity of the bid for a period of three (3) months (Confirmation required)	
9	Copy of Certificate of IATA	
10	Copy of License of Umrah Tour Operator	

NOTE:

- Your bid will be rejected if any of the above documents are not attached with the bid.

Bidder's Name: _____

Sign & Stamp of Bidder: _____