

VIRTUAL UNIVERSITY OF PAKISTAN

(A federally Chartered Public Sector University)

19-Ataturk Avenue, G-5/1, Islamabad

UAN: (051) 111-880-880 Fax (051) 9211510 NTN: 4388557-8



VU/A&P/07/26/PO-5619

Dated: July 08, 2026

M/s. Farhan International

2-B, Asif Plaza Block 1st Fazal-e- Haq Road Blue Area,

Islamabad. Contac: 0334-8557008

Subject: **PURCHASE ORDER (Tender No. VU/25-26/02/885)**

This is with reference to your bid which was opened on 30-03-2026 regarding supply of Degree Folders at **VU Head Office Islamabad**, we are pleased to place the following order.

S No.	Description	Qty	Unit	Price per Unit (Rs.) Incl. GST	Total Amount Rs.
1	VU Degree Folder Quantity: (Blue= 18000) 1- Size of the folder : 11.5" x 9" 2- Blue Colour (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. 3- Foam Sheet: (2mm thickness local) 4- Hard Board (inside) : (Imported Lasani Sheet 2mm thickness) 5- Silky Cloth (inside): (Imported Off White colour, 1mm thickness) 6- Folder Colour Ribbon (inside): (Local ribbon ½" size) 7- VU Logo 2.5" x 3.5" embossed (Golden Colour) on the front of the folder. As per approved / available VU sample	18000	Nos	321.55	5,787,900
Total (Rupees: Five million seven hundred eighty seven thousand nine hundred only)					5,787,900

General Term

- 1- The items, which will be supplied, should conform to the specifications as mentioned / quoted in the tender documents / bid and as per approved sample. If quality found sub-standard, an appropriate deduction from the payment can be made by the University.
- 2- Delivery to be made during office hours (9 AM to 5 PM) on working days (Mon to Fri).
- 3- Safe and sound packing is the responsibility of the vendor. If during inspection any item is found damaged, the vendor will provide immediate replacement.
- 4- The vendor shall have to be present during the inspection at the university premises as per VU inspection schedule.
- 5- All degree folders must be packed in good quality carton boxes of same size containing 60 folders in each box. Quantity of folders must be written on cartons for counting purposes.

Delivery Period

The ordered items will be supplied by you within 45 days from the date of issuance of this purchase order. Partial shipments are permitted.

Payment Term

Payment will be released after inspection of supplied items, upon submission of proper invoices (Commercial & sales tax). Payment will be made through crossed cheque/online bank transfer (Please provide NTN/CNIC, Title of Bank Account, Bank Name, and IBAN Number). Also share active email address.

Penalty

Penalty will be imposed as per Tender Terms & Conditions in case of late delivery.

Acceptance from Vendor

Please give your acceptance within five (05) working days after the receipt of this Purchase / Work Order, as per given terms and conditions mentioned above. If you have any query / reservations at the content(s) of this Purchase / Work Order then please reply to VU within given working days, otherwise it will be assumed that you have accepted the Purchase / Work Order issued by the University.

Additional Director Finance

Virtual University of Pakistan

CC: I. Exam Deptt., II. Accounts Office, III. Store Iv. Office Copy

Delivery Site Address: VU Head Office
Virtual University Head Office, SSMS 19 Ataturk Avenue, G-5/1, Islamabad, Contact Person: i. Mr. Abdul Gaffar (Store): Cell # 0321-7593910 ii. Mr. Abdul Basit (Procurement): Cell# 0345-8356549