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

Virtual University

VU/A&P/07/26/PO-5620
Dated: July 08, 2026

M/s. Atique Traders
30-GG, Badri Building, I.I Chandrigar, Road, Karachi.
Contact: Saad Shahid (0300-0222689)

Subject: **PURCHASE ORDER (TENDER NO. VU/25-26/02/884)**

This is with reference to your bid which was opened on 30-03-2026 regarding supply of Different Office Stationery & General items at VU Office Lahore & VU Head Office Islamabad, we are pleased to place the following Purchase Order.

S/#	Description	Qty	Unit	Unit Price (Rs.) Incl. Taxes	Total Amount Rs.
1	Drafting Pad A4 size (Ring Binding with fine quality Paper) Noble	400	Nos.	109.20	43,680
2	Highlighter (Green 20, Yellow 170, Pink 20, blue 20, Orange 20) Deer	250	Nos.	54.60	13,650
3	Permanent Marker (Long lasting color, Round Tip, Blue, Black, Red (Deer)	150	Nos.	48.10	7,215
4	Pin Remover (Tick)	50	Nos.	90.85	4,543
5	Scale (Ruler) Steel (Heavy Duty) China	200	Nos.	52.00	10,400
6	Eraser for Lead Pencil (Tick)	700	Nos.	10.14	7,098
7	Register Fixed Asset (Fine Paper Quality (500 pgs) (Kohenoor)	2	Nos.	390.00	780
8	Paper White A4 (Double A 80 gsm Ream 500 Sheets or equivalent) **Note:** 400 Reams will be delivered at VU Head Office Islamabad	1400	Nos.	1,370.00	1,918,000
9	Ball Point Blue (Click sky piano)	4200	Nos.	13.00	54,600
10	Ball Point Blue Gel Pen (Tick)	200	Nos.	53.30	10,660
11	Ball Point Red (Click sky piano)	200	Nos.	13.00	2,600
12	Pointer Black (Uni-Ball UB-177)	60	Nos.	195.00	11,700
13	Pointer Blue (Uni-Ball UB-177)	60	Nos.	195.00	11,700
14	Pointer Green (Uni-Ball UB-177)	24	Nos.	195.00	4,680
15	Punch Machine Regular (Opal)	50	Nos.	370.50	18,525
16	Stapler Pin 23/10 (Opal)	10	Nos.	162.50	1,625
17	Stapler Pin 24/6 (Tick)	250	Nos.	55.20	13,800
18	Stapler Pin 23/15 (Washin)	5	Nos.	175.50	878
19	Tissue Box (Rose Petal pop up)	600	Nos.	221.00	132,600
20	Dry Cell- AA 1.5 V (Energizer Max)	150	Nos.	162.50	24,375
21	Dry Cell- AAA 1.5 V (Energizer Max)	150	Nos.	162.50	24,375
22	Masking/ paper Tape 2" (Opal)	30	Nos.	143.00	4,290
23	Packing Tape 2" (Johnson 72 yards)	800	Nos.	123.50	98,800
24	Scotch Tape 1" (Johnson 72 yards)	350	Nos.	67.60	23,660
25	PVC Tape (Osaka)	50	Nos.	58.50	2,925
Total (Rupees: Two million four hundred forty seven thousand one hundred fifty eight only)					**2,447,158**

General Term

1- The ordered items, which will be supplied, should conform to the specifications as mentioned in the bid(s) / tender documents and free from all defects in all aspects.
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.

Delivery Period

The ordered items will be supplied by you within 30 days from the date of issuance of this Purchase Order.

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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. Admin dept,
- ii. Store,
- iii. Accounts Office,
- iv. Office Copy

Delivery Site Address: VU M.A Jinah Office
VU Main Store, M.A. Jinnah Office, Defence Road, Off Raiwind Road, Lahore. Phone: 042-111-880-880 Contact Person: i. Mr. Abdul Basit (Procurement):Cell# 0345-8356549 ii. Mr. Allah Dita (Store):Cell #0337-1428510
Delivery Site Address: VU Head Office (For Sr. No. 8)
Virtual University Head Office, SSMS 19 Ataturk Avenue, G-5/1, Islamabad.. Contact Person: i. Mr. Abdul Basit (Procurement): Cell # 0345-8356549 ii. Mr. Abdul Ghaffar (Store): Cell # 0321-7593910

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Virtual University

VU/A&P/07/26/PO-5621
Dated: July 08, 2026

M/s. Hurrf Traders
Shop#5-A, Plot #9-A, Pak Plaza, Fazal-e-Haq Road, Blue Area,
Islamabad. Contact: Ihtisham Aslam (0345-7700966)

Subject: **PURCHASE ORDER (TENDER NO. VU/25-26/02/884)**

This is with reference to your bid which was opened on 30-03-2026 regarding supply of Different Office Stationery & General items at VU M.A Jinnah Office Lahore, we are pleased to place the following Purchase Order.

S/#	Description	Qty	Unit	Unit Price (Rs.) Incl. Taxes	Total Amount Rs.
1	Drafting Pad Small (Ring Binding with fine quality Paper) Lucky	350	Nos.	113.28	39,648
2	Envelop Brown 18*23 " size (German Craft)	1000	Nos.	21.24	21,240
3	Envelop Brown A4 size	3000	Nos.	4.65	13,948
4	Box File (Shakir 703 or equivalent)	600	Nos.	310.34	186,204
5	Plastic File (D-ring A4 size Fine Quality hard card)	100	Nos.	264.32	26,432
6	Fluid (Correction) Pen (Dux 139 or equivalent)	70	Nos.	50.74	3,552
7	Gum Stick (Three Flower)	350	Nos.	234.82	82,187
8	Lead Pencil (Dux 888 or equivalent)	1000	Nos.	17.68	17,676
9	Sharpener (Dux Sharpener 503 or equivalent)	500	Nos.	18.64	9,322
10	Register Letter Dispatch (Fine Paper Quality (150Pgs) No.3	10	Nos.	258.42	2,584
11	Register Letter Received (Fine Paper Quality (150Pgs) No.3	10	Nos.	258.42	2,584
12	Register Rough (Fine Paper Quality (200pgs)	80	Nos.	584.10	46,728
13	Stock Register (Fine Paper Quality (500pgs) No. 8	15	Nos.	683.22	10,248
14	Packing Sheet (German Craft brown paper size: 18x23inches)	200	Nos.	19.47	3,894
15	Scissor (Heavy duty for paper cutting purpose) 8.5"	50	Nos.	364.62	18,231
16	Clip Binding Large (Size:51 mm (2") DGG	750	Nos.	27.44	20,576
17	Clip Binding Small (Size:19 mm (3/4") DGG	200	Nos.	5.66	1,133
18	Stapler Regular (Stapler 25 Sheets with Pin Remover) (Three Flower)	130	Nos.	516.84	67,189
19	Air Freshener (Ocean Shades (Fragrance Rose, Jasmin) or equivalent)	20	Nos.	231.28	4,626
20	Insect Killer/Pesticides (Max Tox 550 ml or equivalent)	15	Nos.	859.04	12,886
21	Tissue Roll (Rose petal Maxob or equivalent)	100	Nos.	105.02	10,502
22	Serial Numbering Machine(8 Digits) With Ink Red Colour (Deli E7508 Auto Numbering Machine 8 Digits) or equivalent)	2	Nos.	3,516.40	7,033
Total (Rupees: Six hundred eight thousand four hundred twenty three only)					**608,423**

General Term

1- The ordered items, which will be supplied, should conform to the specifications as mentioned in the bid(s) / tender documents and free from all defects in all aspects.
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.

Delivery Period
The ordered items will be supplied by you within 30 days from the date of issuance of this Purchase Order.

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
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Acceptance from Vendor

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Additional Director Finance
Virtual University of Pakistan

cc: i. Admin dept, ii. Store, iii. Accounts Office, iv. Office Copy

Delivery Site Address: VU M.A Jinah Office
VU Main Store, M.A. Jinnah Office, Defence Road, Off Raiwind Road, Lahore. Phone: 042-111-880-880 Contact Person: i. Mr. Abdul Basit (Procurement):Cell# 0345-8356549 ii. Mr. Allah Dita (Store):Cell #0337-1428510

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Virtual University

VU/A&P/07/26/PO-5622
Dated: July 08, 2026

M/s. Jamal & Brothers,
Plot No. 80, Karal Chowk, Behind Honda Avenue,
Islamabad Expressway. Islamabad. **Cell +923005551727**

Subject: **PURCHASE ORDER (TENDER NO. VU/25-26/02/884)**

This is with reference to your bid which was opened on 30-03-2026 regarding supply of Different Office Stationery & General items at VU Head Office Islamabad, we are pleased to place the following Purchase Order.

S/#	Description	Qty	Unit	Unit Price (Rs.) Incl. Taxes	Total Amount Rs.
1	Paper White Legal (Double A 80 gsm Ream 500 Sheets (Thailand)	10	Nos.	1,750.00	17,500
Total (Rupees: Seventeen thousand five hundred only)					**17,500**

General Term

1- The ordered items, which will be supplied, should conform to the specifications as mentioned in the bid(s) / tender documents and free from all defects in all aspects.
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