

TENDER DOCUMENT

Issuing Date: _____

PHOTOCOPY/ STATIONERY/ BOOK SHOP

DHA SUFFA UNIVERSITY



A Project of DHA, Karachi

Address: Off Khayaban-e-Tufail, Phase-VII (Ext.), DHA, Karachi.

Tel No. 021-35244851-54 Web: www.dsu.edu.pk

PARTICULARS OF CONTRACTOR

1. Name of Contractor : _____
2. Address: _____

3. Tel No. _____ 4. Email: _____

Signature & Official Stamp of Contractor: _____

FINANCIAL BID
PHOTOCOPY/ STATIONERY/ BOOK SHOP
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Address: Off Khayaban-e-Tufail, Phase-VII (Ext.), DHA, Karachi.

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Rent offer for 2012-13

Rs. _____ per month.

PARTICULARS OF CONTRACTOR

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Signature & Official Stamp of Contractor: _____

TENDER DOCUMENTS

DHA SUFFA UNIVERSITY

PHOTOCOPY/STATIONERY BOOK SHOP

General Instructions

DHA Suffa University intends to setup an on-campus photocopy /stationery/ book shop for its students, staff and faculty.

1. Tender documents can be collected from undersigned office w.e.f. 6th August 2012.
2. Contractor should have at least 5 years similar experience of running an on-campus photocopy/stationery book shop or near any University/ College/ School.
3. The contractor will ensure high quality service of photocopy, stationery, book shop, printing, scanning, lamination and binding etc.
4. The contractor must submit a recommendation letter of good business ethics/practices from the Principal of the college/school for which he holds the experience of providing the required services.
5. Initially Contract will be for one year renewable on yearly basis.
6. Rent may be revised after every year.
7. Contractor will pay 3 months rent as Security Deposit (Refundable) and 3 months advance rent.
8. Contractor may install A/C in the shop on his own expenses.
9. Contractor has to furnish the photocopy shop on his own expenses.
10. Contractor will pay monthly electricity bills as per actual.
11. Contractor may charge as per prevailing market rate in adjoining area.
12. The staff employed by the successful bidder should not be drug addict, smoker or consumer of pan, gutka or niswar.
13. The Contractor must have NTN Number.
14. DSU reserves the right to accept/reject any or all bids.