



DHA SUFFA UNIVERSITY

DG -78, Off Khayaban-e-Tufail, Phase –VII (Extension), DHA, Karachi – 75500

Ph: 021-35244872
021-35244866
Fax: 021-35244872

In reply, please quote,
DHA/DSU/48/RFQ/045/2012-13

RFQ

Description : Designing, Composing and Conceptual Photography
Date of Issue : April 30, 2013
Last Date for Submission of Quotation : May 06, 2013 by 03:00 pm
Time of Opening : May 06, 2013 at 03:15 pm
Contact Person & Telephone : Procurement Officer, DSU
021-35244872

S. #	Description	Remarks
01	Designing and Composing of DSU Prospectus 2013 Cover Page Concept and Cover design and composing.	
02	Designing and Composing of DSU Prospectus 2013 Inner Pages Inner Pages Layouts including Preliminary Layouts, Formatting, Dummy making, Preparing / suggesting printing material, Schematic design to suitable scale with any/all other relevant details.	Rates per page
02	Conceptual Photography of DSU High resolution photographs of DSU and as required in finish form	Rates per Photograph

Mandatory:

- 1- All finished material in line of the above mentioned works shall be **Copyright & Property** of DSU.
- 2- Successful bidder will be responsible to provide all finished material in **Editable Format** to DSU including photographs etc.
- 3- All rights shall be reserved with the DSU. No part of any article can be published, printed, copied or transferred to other formats without written permission of DSU's competent authority.
- 4- Successful bidder may be required to provide a dedicated designer at DSU during the project.
- 5- Please attached complete company profile along with details of professionals, software etc.

Terms & Conditions:

- 1- DSU reserves the right to award Purchase / Work Order to either on Itemized lowest or Overall lowest basis.
- 2- Duly signed and stamped Quotations in sealed envelopes should be submitted at the Office of the Procurement Officer, DSU between 9:00 am to 5:00 pm on working days.
- 3- Quotations will be opened on date & time mentioned above in the presence of representatives who may care to attend. In case of holiday, quotations shall be opened on next working day at the same place and time.
- 4- DSU reserves the right to cancel any or all Purchase / Work Order(s) if material is not in accordance with our specifications or if the delivery is delayed.
- 5- Payment will be made through crossed cheque after delivery of the above items and receipt of the bill.
- 6- Penalty at the rate of 2% per month on actual will be imposed on delayed delivery.
- 7- The rate / price quoted for each item shall be final and no change will be allowed.
- 8- Invoice / Bill & Delivery Challan should be submitted to the Procurement Officer, DSU.
- 9- No subletting in any case / item / form will be allowed.
- 10- Quotations must be on the company / vendor / supplier's Original Letter Head, indicating land line telephone numbers, registered postal address & National Tax Number.
- 11- Quotations which are incomplete or do not conform to the Specifications, Terms & Conditions stated above shall be rejected.
- 12- In case of any dispute, the decision of Competent Authority i.e., Vice Chancellor, DHA Suffa University shall be final and binding.
- 13- In case of any complaints, please contact Admin Officer, DSU on Ph no. 021-35244860.

-Sd-
Procurement Officer