



A SUFFA UNIVERSITY

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

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In reply, please quote
DHA/DSU/RFQ/FGS

Project Director Office DSU **RFQ**

Description : Fabrication and Installation of Fiber Glass Shades
Date of Issue : August 26, 2013
Last Date for Submission of Quotation : September 2, 2013 by 3:00 pm
Time of Opening : September 2, 2013 at 3:15 pm
Delivery / Completion : Fabrication and installation within 14 working days after confirmation of Work Order
Contact Person & Telephone : Project Director, DSU

S. #	Description / Specifications	Qty.
01	<u>Fabrication and Installation of Fiber Glass Shades:</u> <ul style="list-style-type: none">• Made with approx 3mm fiber glass sheet as per sample.• Size: 7' (L) x 24.5" (H) x 22" (D)• Height inclusive of 2.5" border at the bottom• All measurements, design and color are according to the sample already installed in DSU.• Shades must be fixed on designated locations identical to the sample already installed.	59 units

Bid Security: A bid security, in shape of a Pay Order / Bank Draft in the name of "DHA Suffa University" equivalent to 2% of the total cost of bid, should be submitted along with the quotation by the bidders. Bid Security will be confiscated if the supplier could not supply / install all or any of the above items on stipulated time.

Mandatory: Supplier, who will be awarded the Work Order for the above mentioned work shall be responsible to provide a complete sample with fitting for approval before manufacturing the item in bulk.

Important:

1. All bidders must ensure the conformance / compliance of above requirements and quote exactly according to the ready sample already installed in DSU.
2. Bidders are **strongly** advised to visit the site for measurement & relevant information before quoting their bids.
3. Purchase / Work Order will only be given to the bidder who will quote lowest bid complying to the description / specification and terms and conditions given below.
4. Installation shall be the responsibility of the bidder on site and according to the requirement of DSU, complete in all respects.
5. All items must be according to the sample available in DHA Suffa University.

Terms & Conditions:

1. Companies/Firm/Vendors/Suppliers registered with Sales Tax and Income Tax ordinance / act are invited to submit their quotations. All applicable taxes will be deducted as per SROs.
2. Transportation / cartage shall be the responsibility of the bidder.
4. Duly signed and stamped Quotations in sealed envelopes should be submitted at the Office of the Project Director, DSU between 9:00 am to 5:00 pm on working days.
5. 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.

6. 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.
7. Payment will be made through crossed cheque after delivery and successful installation of all fiber glass shades and receipt of the bill / delivery challan.
8. Penalty at the rate of 2% per month on actual will be imposed on delayed delivery.
9. The rate / price quoted for each item shall be final and no change will be allowed.
10. Competent Authority reserves the right to change / alter / remove any item or article or reduce / increase quantity upto 15% without assigning any reason.
11. Invoice / Bill & Delivery Challan should be submitted to the office of the Project Director, DSU.
12. No subletting in any case / item / form will be allowed.
13. Sample / image is available in the office of the Project Director, DSU and can be seen during office hours for ready reference.
14. Quotations must be on the company / vendor / supplier's Original Letter Head, indicating land line telephone numbers, registered postal address & National Tax Number and STRN number.
15. Quotations which are incomplete or do not conform to the Specifications and Terms & Conditions stated above shall be rejected.
16. In case of any dispute, the decision of Competent Authority i.e., Vice Chancellor, DHA Suffa University shall be final and binding.
17. In case of any complaints, please contact Admin Officer, DSU on Ph No. 021-35244860.

Air Cdre (R) Gulzar Ahmed Janjua, SBT
Project Director, DHA Suffa University