



DHA SUFFA UNIVERSITY

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

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In reply, please quote,
DHA/DSU/48/RFQ/039/2012-13

RFQ

Description : Office Supplies
Date of Issue : March 27, 2013
Last Date for Submission of Quotation : April 03, 2013 by 03:00 pm
Time of Opening : April 03, 2013 at 03:15 pm
Contact Person & Telephone : Procurement Officer, DSU
021-35244872

S. #	Items/Description	Brand	Unit	Qty Required
1	Air Freshener (Refill)	Air Wicker/Eqv	units	06
2	Air Freshener Azura	Perfect/Eqv	units	30
3	Basket Paper Waste Plastic Medium Size	Best Quality	units	24
4	Bell (Wireless)	Best Quality	units	12
5	Cell A-23 (for bell)	Toshiba/Eqv	units	24
6	Cell AA Toshiba	Toshiba/Eqv	units	48
7	Cell AAA Toshiba	Toshiba/Eqv	units	24
8	Cementex Solution		Qtr. Tin	03
9	Extension Board 5 Gang	Schnieder	units	24
10	Extension Board Hero Robust		units	24
11	Fiber Glass Dustbins Large Maroon	Fiber Tech or Eqv.	units	05
12	Nylon Dori Roll		units	06
13	Water Tumblers	Toyo Nasic / Eqv.	units	24

Important: Vendors / suppliers are strongly advised to visit DSU for available samples before submitting their quotations.

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- Competent Authority reserves the right to change / alter / remove any item or article or reduce / increase quantity upto 15% without assigning any reason.
- 9- Invoice / Bill & Delivery Challan should be submitted to the Procurement Officer, DSU.
- 10- No subletting in any case / item / form will be allowed.
- 11- Sample(s) / image(s) are available in the Procurement Office, DSU and can be seen during office hours for ready reference.
- 12- Quotations must be on the company / vendor / supplier's Original Letter Head, indicating land line telephone numbers, registered postal address & National Tax Number.
- 13- Quotations which are incomplete or do not conform to the Specifications, Terms & Conditions stated above shall be rejected.
- 14- In case of any dispute, the decision of Competent Authority i.e., Vice Chancellor, DHA Suffa University shall be final and binding.
- 15- In case of any complaints, please contact Admin Officer, DSU on Ph no. 021-35244860.

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Procurement Officer