



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/048/2012-13

RFQ

Description : Printing & Supply of Clear Plastic Pouch and Stationery
Date of Issue : May 15 2013
Last Date for Submission of Quotation : May 20, 2013 by 03:00 pm
Time of Opening : May 20, 2013 at 03:15 pm
Contact Person & Telephone : Procurement Officer, DSU
021-35244872

S. #	Description		Qty.
01	Option 1	Option 2	2000 units
	Clear Plastic Pouch Material: High quality thick clear plastic sheet Size: 9" x 4.75" Printing: 1+1 color printing All other details are as per specimen	Clear Plastic Pouch Material: High quality thick clear plastic sheet Size: 9" x 4.75" Printing: 3+3 color printing All other details are as per specimen	
02	Pencils HB 7000 Gold Fish brand With single color printing	Pencils HB 7000 Gold Fish brand With 3 color printing	2000 units
03	Sharpener Dux brand or equivalent with single color printing	Sharpener Dux brand or equivalent with 3 color printing	2000 units
04	Scale / Ruler Dux brand or equivalent with single color printing	Scale / Ruler Dux brand or equivalent with 3 color printing	2000 units
05	Ball Point Pen With single color printing Option - 1 (Please provide sample)	Ball Point Pen With 3 color printing Option - 1 (Please provide sample)	2000 units
06	Ball Point Pen With single color printing Option - 2 (Please provide sample)	Ball Point Pen With 3 color printing Option - 2 (Please provide sample)	
07	Ball Point Pen With single color printing Option - 3 (Please provide sample)	Ball Point Pen With 3 color printing Option - 3 (Please provide sample)	

Important:

- 1- Bidders must quote for both **Option - 1** and **Option – 2**. Quotations submitted by bidders not complying to the instructions may get rejected.
- 2- Bidders are strongly advised to visit Procurement Office, DSU and peruse the available specimen of the above items.
- 3- All bidders are strongly requested to provide samples along with their quotations.
- 4- All provided samples are required to be properly tagged with company / vendor / supplier name and option numbers.
- 5- Purchase Order will be awarded only after approval of samples.
- 6- Quotations submitted without samples may get rejected.

Terms & Conditions:

- 1- Companies / Firms / Vendors and Suppliers, registered with Sales Tax and Income Tax Ordinance / Act invited to submit their quotations.
- 2- DSU reserves the right to award Purchase / Work Order to either on Itemized lowest or Overall lowest basis.

- 3- 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.
- 4- 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.
- 5- 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.
- 6- Payment will be made through crossed cheque after delivery of the above items and receipt of the bill.
- 7- Penalty at the rate of 2% per month on actual will be imposed on delayed delivery.
- 8- The rate / price quoted for each item shall be final and no change will be allowed.
- 9- Competent Authority reserves the right to change / alter / remove any item or article or reduce / increase quantity upto 15% without assigning any reason.
- 10- Invoice / Bill & Delivery Challan should be submitted to the Procurement Officer, DSU.
- 11- No subletting in any case / item / form will be allowed.
- 12- Sample(s) / specimen(s) are available in the Procurement Office, DSU and can be seen during office hours for ready reference.
- 13- Quotations must be on the company / vendor / supplier's Original Letter Head, indicating land line telephone numbers, registered postal address, National Tax Number & General Sales Tax Number.
- 14- Quotations which are incomplete or do not conform to the Specifications, Terms & Conditions stated above shall be rejected.
- 15- In case of any dispute, the decision of Competent Authority i.e., Vice Chancellor, DHA Suffa University shall be final and binding.
- 16- In case of any complaints, please contact Admin Officer, DSU on Ph no. 021-35244860.

Procurement Officer