



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/034/2012-13

RFQ

Description : Printing and Supply of Misc. Items
Date of Issue : March 27, 2013
Last Date for Submission of Quotation : April 04, 2013 by 03:00 pm
Time of Opening : April 04, 2013 at 03:15 pm
Contact Person & Telephone : Procurement Officer, DSU
021-35244872

S. #	Items/Description	Qty.
1	Letter Envelopes White Size: 9.75" x 4.25", Single Color Printing, 80gsm Offset Paper, as per sample	2,000 Units
2	A4 Envelopes White Single Color Printing, 80gsm Offset Paper, as per sample	2,000 Units
3	Envelopes White F/S Single Color Printing, 80gsm Offset Paper, as per sample	500 Units
4	File Cover White Legal Size with Clips 310gsm Art Card, Single Color Printing. 02 Clips with Die Cut pasted pockets, as per sample	500 units
5	File Cover White A4 Size with Clips 310gsm Art Card, with Single Color Printing. 02 Clips with Die Cut pasted pockets, as per sample	1500 units
6	File Cover White A4 Size without Clips 310gsm Art Card, with Single Color Printing, as per sample	1500 units
7	File Cover White (Students) 350gsm Art Card, 3+1 Color Printing. Size: 13" x 11" (closed size) Single Clip, as per sample	500 Units
8	File Flags Letters: A, B, C, D, E, F, G, H, J, K, Size: 1" x 3" (as per sample)	10,000 Units (1,000 each)
9	File Flags: SIG , Size: 1" x 3" (as per sample)	500 Units
10	File Flags: IMMEDIATE , Size: 2.5" x 3.5" (as per sample)	500 Units

Important: Vendors / suppliers are strongly advised to visit DSU for ready 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.

Procurement Officer