



# DHA SUFFA UNIVERSITY

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

Ph: 021-35244872  
021-35244866  
Fax: 021-35244856

In reply, please quote,  
DHA/DSU/48/RFQ/030/2012-13

## RFQ

Description : Procurement of Laser Jet Printers and Toners  
Date of Issue : February 28, 2013  
Last Date for Submission of Quotation : March 08, 2013 by 11:00 am  
Time of Opening : March 08, 2013 at 11:15 am  
Contact Person & Telephone : Procurement Officer, DSU  
021-35244872

S. #	Description	Qty.
01	Laser Jet Printer P1102 or equal	35 units
02	HP-85A Black Laser Jet Toner Cartridge (CE285A)	10 units

**Warranty:** Comprehensive 01 year OEM onsite warranty

**Important:** Successful vendor / supplier shall be responsible to provide proof of genuine product supplied to DSU.

### 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) and 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**