



DHA SUFFA UNIVERSITY

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

Ph: 021-35244872
Fax: 021-35244872

In reply, please quote,
DHA/DSU/48/RFQ/023/2013-14

RFQ

Description : Repair & Maintenance of ACs
Date of Issue : August 30, 2013
Last Date for Submission of Quotation : September 05, 2013 by 03:00 pm
Time of Opening : September 05, 2013 at 03:15 pm
Contact Person & Telephone : Admin Officer, DSU
021-35244860

S.#	Work Description	Qty
01	Repair and Maintenance of AC's installed in DSU. Works included as follows: <ul style="list-style-type: none">• Gas Charging• Circuit Repairing• Power Plug Replacement• Compressor Repairing / Replacement• Drain Pipe Repairing / Replacement And other allied works as per requirement. List of ACs and their locations as attached	As per list attached

Terms & Conditions:

- 1- Contractor must arrange all the allied tools and related accessories etc. required to complete the work at their own. DSU will be responsible to provide any tool or related accessories at any time.
- 2- 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.
- 3- Transportation / cartage shall be the responsibility of the bidder.
- 4- The Contract shall be awarded to the overall lowest bidder.
- 5- The Contractors must visit DHA Suffa University for physical inspection of the affected ACs / locations requiring repair / maintenance work, before submitting their quotations or undertake the work.
- 6- The Contractor shall provide a Performance Guarantee on their original Letter Head that during maintenance period i.e., 6 Months from the completion of the repair and maintenance work, contractor will be responsible to rectify all defects at **Free of Cost**.
- 7- The contractor shall be responsible to complete the work as per agreed time schedule i.e., 3 days after the issue of Work Order. In case the contractor fails to complete the work in 3 days.
- 8- 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.
- 9- 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.
- 10- 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.
- 11- Payment will be made through crossed cheque after delivery of the above items and receipt of the bill.
- 12- Penalty at the rate of 2% per month on actual will be imposed on delayed delivery.
- 13- The rate / price quoted for each item shall be final and no change will be allowed.
- 14- Competent Authority reserves the right to change / alter / remove any item or article or reduce / increase quantity upto 15% without assigning any reason.
- 15- Invoice / Bill & Delivery Challan should be submitted to the Procurement Officer, DSU.
- 16- No subletting in any case / item / form will be allowed.

- 17- Sample(s) and image(s) are available in the Procurement Office, DSU and can be seen during office hours for ready reference.
- 18- Quotations must be on the company / vendor / supplier's Original Letter Head, indicating land line telephone numbers, registered postal address & National Tax Number.
- 19- Quotations which are incomplete or do not conform to the Specifications, Terms & Conditions stated above shall be rejected.
- 20- In case of any dispute, the decision of Competent Authority i.e., Vice Chancellor, DHA Suffa University shall be final and binding.
- 21- In case of any complaints, please contact Admin Officer, DSU on Ph no. 021-35244860.
- 22- Contractor shall not engage any person who takes GUTKA, NASWAR, or PAAN to work at DSU Campus. In case of non-compliance, a fine / penalty of Rs.1,000/- shall be imposed and deducted from the payment and the subject individual shall be removed from the Work / DSU premises.

Procurement Officer