



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/025/2012-13

RFQ

Description : Repair / Maintenance Work
Date of Issue : March 09, 2013 2013
Last Date for Submission of Quotation : March 15, 2013 by 03:00 pm
Time of Opening : March 15, 2013 at 03:15 pm
Contact Person & Telephone : Procurement Officer, DSU
021-35244872

S.#	Detail of Work Required	Room No	Total Rooms	Brand / Remarks
01	Installation of exhaust fan in wash room	<ul style="list-style-type: none"> • FF-123 • FF-124 • FF-125 • FF-126 • FF-127 • FF-128 • FF-129 • FF-130 • FF-131 • FF-132 • FF-133 • FF-134 • FF-135 • FF-136 	14	Millat / Pak Fan / Royal Fan
02	Leakage of WC Tank	<ul style="list-style-type: none"> • FF-123 • FF-124 	02	
03	Adjustment of Window Panels + lock	<ul style="list-style-type: none"> • FF-123 • FF-124 • FF-125 • FF-126 • FF-127 • FF-128 • FF-129 • FF-130 • FF-131 • FF-132 • FF-133 • FF-134 • FF-135 • FF-136 	14	Best Quality
04	Bath room tiles require replacement/refitting	<ul style="list-style-type: none"> • FF-124 • FF-126 	02	Best Quality (subject to prior approval)
05	Fitting of Light covers	<ul style="list-style-type: none"> • FF-127 	01	Best Quality
06	ON/OFF button faulty of ceiling fan	<ul style="list-style-type: none"> • FF-127 	01	Clipsal or equivalent
07	Installation of New Shower	<ul style="list-style-type: none"> • FF-131 	01	Master or equivalent
08.	Tiles of wash room need replacement/refitting	<ul style="list-style-type: none"> • FF-132 • FF-134 	02	Best Quality (subject to prior approval)
09	Refitting of wash basin	<ul style="list-style-type: none"> • FF-136 	01	
10	WC tank faulty and requires service	<ul style="list-style-type: none"> • FF-136 	01	

Terms & Conditions:

- 1- The Contract shall be awarded to the overall lowest bidder.
- 2- The Contractors must visit DHA Suffa University for physical inspection of the affected places requiring repair / maintenance work, before submitting their quotations or undertake the work.

- 3- 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.**
- 4- Ninety percent payment of the work done will be paid to the Contractor after completion of the work. Ten percent will be retained as Retention Money. Amount of Retention Money will be released after **6 Months** from the date of completion of work subject to satisfactory removal of all complaint related to the work done in **6 Months** and nothing remains outstanding against the contractor.
- 5- The contractor shall be responsible to complete the work as per agreed time schedule i.e., 10 days after the issue of Work Order. In case the contractor fails to complete the work in 10 days, the contract may be cancelled and the remaining work will be got completed through other source at contractor?
- 6- 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.
- 7- 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.
- 8- 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.
- 9- Payment will be made through crossed cheque after delivery of the above items and receipt of the bill.
- 10- Penalty at the rate of 2% per month on actual will be imposed on delayed delivery.
- 11- The rate / price quoted for each item shall be final and no change will be allowed.
- 12- Competent Authority reserves the right to change / alter / remove any item or article or reduce / increase quantity upto 15% without assigning any reason.
- 13- Invoice / Bill & Delivery Challan should be submitted to the Procurement Officer, DSU.
- 14- No subletting in any case / item / form will be allowed.
- 15- Sample(s) and image(s) are available in the Procurement Office, DSU and can be seen during office hours for ready reference.
- 16- Quotations must be on the company / vendor / supplier's Original Letter Head, indicating land line telephone numbers, registered postal address & National Tax Number.
- 17- Quotations which are incomplete or do not conform to the Specifications, Terms & Conditions stated above shall be rejected.
- 18- In case of any dispute, the decision of Competent Authority i.e., Vice Chancellor, DHA Suffa University shall be final and binding.
- 19- In case of any complaints, please contact Admin Officer, DSU on Ph no. 021-35244860.
- 20- 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