



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/035/2012-13

RFQ

Description : Stationery 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	Brand	Qty.
1	Album File A-4 (40 Pockets)	-	12 units
2	Album File F/s (40 Pockets)	-	06 units
3	Art Card A4 Size (for book binding)	-	100 units
4	Ball Pen Blue 0.8mm	Piano/Eqv	500 units
5	Ball Pen Black 0.8mm	Piano/Eqv	200 units
6	Ball Pen Red 0.8mm	Piano/Eqv	100 units
7	Box File with Clip F/S	Korona/ Eqv	500 units
8	Binder clip ½”	-	25 Packets
9	Binder clip 1”	-	30 Packets
10	File In / Out Tray	Best Quality	04 units
11	Correction Pen	KITA/ Eqv	24 units
12	Duster for White Boards (as per sample)		50 units
13	Dispenser for Scotch Tape(small)	National/ Eqv	12 units
14	Dispenser for Scotch Tape(large)	National/ Eqv	12 units
15	Engagement Diary – 2013	as per sample	24 units
16	File Cover Plastic A-4 (Clip)	as per sample	250 units
17	File Cover Plastic F/s (Clip)	as per sample	150 units
18	File Cover Fiber A-4 (D-Clip)	Comet/Eqv	50 units
19	File Cover Fiber F/s (D-Clip)	Comet/Eqv	50 units
20	Full Scape Ring Plastic File White Color (CO-F25SP) (as per sample)	Comet SM Series	200 units
21	A4 Ring Plastic File White Color (CO-F25SP) or equivalent (as per sample)	Comet SM Series	100 units
22	Fax Roll (Model # KX-FP302)	Panasonic	06 units
23	Fax Roll (Model # KX-FT983)	Panasonic	12 units
24	File Cover Transparent A-4 (clip)		48 units
25	File Cover Transparent F/s (clip)		60 units
26	File Separator Colored (set of 10)	Best Quality	96 sets
27	Gem Clip 36mm	Power/ Eqv	50 packets

28	Gem Clip 50mm	Power/ Eqv	30 packets
29	Gum Bottle Large	Dollar/ Eqv	12 bottles
30	Gum Bottle Small	Dollar/ Eqv	12 bottles
31	Gum Stick 40gram	UHU/ Eqv	48 units
32	Highlighter Yellow	Dollar/ Eqv	48 units
33	Ink for Stamp Pad Blue	Dollar/ Eqv	12 bottles
34	Ink for Stamp Pad Red	Dollar/ Eqv	06 bottles
35	Marker 70 Blue (Permanent)	Dollar/ Eqv	02 packets
36	Marker 70 Black (Permanent)	Dollar/ Eqv	02 packets
37	Marker White Board Blue 2mm	Dollar/ Eqv	60 packets
38	Marker White Board Black 2mm	Dollar/ Eqv	60 packets
39	Marker White Board Red 2mm	Dollar/ Eqv	20 packets
40	Marker White Board Green 2mm	Dollar/ Eqv	20 packets
41	Peon Book 200 Pages	Best Quality	10 units
42	Pad Ruled Small 80 Offset Paper Sheets	Best Quality	120 pads
43	Pad Ruled Large 80 Offset Paper Sheets	Best Quality	60 pads
44	Post It Pad 3"x5"	Pronoti / Eqv	20 packets
45	Post It Pad 2"x3"	Pronoti / Eqv	30 packets
46	Punch Machine Double Hole Medium	Opal/ Eqv	12 units
47	Punch Machine Double Hole Large (Heavy Duty)	Opal/ Eqv	06 units
48	Paper Cutter		18 units
49	Paper Cutter (Knife)	Best Quality	units
50	Planner Yearly - 2013	Best Quality	24 units
51	Pen / Pencil Tray Plastic Black or Maroon Color	Best Quality	10 units
52	Pointer 0.3 Blue	Dollar/ Eqv	12 packets
53	Pointer 0.3 Black	Dollar/ Eqv	03 packets
54	Pointer 0.3 Red	Dollar/ Eqv	03 packets
55	Pointer 0.3 Green	Dollar/ Eqv	02 packets
56	Paper Ruled Full Scape 68gsm imported Hi-finish		15,000 Sheets
57	Register 200 Pages F/s	H.B./ Eqv	12 units
58	Register 400 Pages F/s	H.B./ Eqv	12 units
59	Register 600 Pages F/s	H.B./ Eqv	06 units
60	Rubber Band	Best Quality	12 packets
61	Stock Register 300Page	H.B./ Eqv	06 units
62	Staple Pin Remover	Opal/ Eqv	24 units
63	Staple Machine Standy 45	Opal/ Eqv	48 units
64	Staple Machine Large Heavy Duty	-	06 units
65	Sharpener Machine Large	Dux / Eqv.	06 units
66	Staple Pin No 23/17	Dollar/ Eqv	06 packets
67	Staple Pin No 24/6	Dollar/ Eqv	100 packets
68	Scale Steel 12"	Sword Fish / Eqv.	24 units
69	Stamp Pad Blue	Dollar/ Eqv	06 pads

70	Stamp Pad Black	Dollar/ Eqv	06 pads
71	Stamp Pad Red	Dollar/ Eqv	02 pads
72	Scotch Tape 2" 72 yrd	Deer/Eqv	24 rolls
73	Scotch Tape 1" 72 yrd	Deer/Eqv	24 rolls
74	Scissor Steel 6" 72 yrd	Comet/Eqv	12 units
75	GEL Pen Pilot 1.0 Green	Pilot/Eqv	01 packet
76	Sticker Sheet A-4 (without label)	Every / Eqv	03 packets
77	Thumb Pin Colored	Best Quality	24 packets
78	Table Set Wooden (set of 6 pc.)	As per sample	06 Sets
79	Masking Tape 1" 72 yards	Deer/Eqv	06 rolls
80	Masking Tape 2" 72 yards	Deer/Eqv	12 rolls
81	Tape for Paper Binding	as per sample	12 rolls
82	Tape for Packing (Brown)	Deer/Eqv	12 rolls
83	Visiting Card Album(1000 cards)	Best Quality	06 units
84	Water Bank (Sponge Cup)	Best Quality	04 units

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