



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/004/2013-14

RFQ

Description : Procurement of Stationery and Office Supplies Items
Date of Issue : July 17, 2013
Last Date for Submission of Quotation : July 22, 2013 till 11:00 am
Time of Opening : July 22, 2013 at 11:15 am
Contact Person & Telephone : Procurement Officer, DSU
021-35244872

S. #	Description	Qty.
1	Energy Saver 11w Phillips	12 Units
2	Air Freshener (Auzura)	12 Units
3	Cell AA 1.5v (Energizer)	24 Units
4	Towel (White - Medium)	12 Units
5	Tissue Paper Box (Perfumed) (Rose Petal)	12 Units
6	Tissue Paper Box (Supreme) (Rose Petal)	30 Units
7	Bell Wire Less (Aqua)	03 Units
8	Scissor Steel 6" (Comet or equivalent)	06 Units
9	Thumb Pin Color (colored and best quality)	06 Units
10	Off Set Paper A-4 (Double A)	50 Units
11	Calculator (Casio MJ-120D)	03 Units
12	Punch Machine Medium D/Hole (Opal)	06 Units
13	Marker Tempo (Blue, Back) (Dollar)	02 Units

14	Off Set Paper A-3 (Double-A)	05 Units
15	Scale Steel 12" (Swordfish)	06 Units
16	Ball Pen Piano 0.8mm Blue	60 Units
18	Gel Pen 0.7 (Dollar Gel-1 Ultra Ink)	01 packets
19	Phenyl Finis large bottles (Original)	30 bottles
20	Letter Envelopes (white color) as per sample	1000 units

Important: Vendors / suppliers are **strongly** advised to visit DSU for available / ready samples before submitting their quotations.

Terms & Conditions:

1. Companies/Firm/Vendors/Suppliers registered with Sales Tax and Income Tax ordinance Act invited to submit their quotation.
2. All applicable taxes will be deducted as per SRO/rules at the time of payment.
3. Transport and Cartage will be the responsibility of the vendor/supplier/contractor, DSU must not be charged for the same at any stage.
4. DSU reserves the right to award Purchase / Work Order to either on Itemized lowest or Overall lowest basis.
5. 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.
6. 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.
7. 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.
8. Payment will be made through crossed cheque after delivery of the above items and receipt of the bill.
9. Penalty at the rate of 2% per month on actual will be imposed on delayed delivery.
10. The rate / price quoted for each item shall be final and no change will be allowed.
11. Competent Authority reserves the right to change / alter / remove any item or article or reduce / increase quantity upto 15% without assigning any reason.
12. Invoice / Bill & Delivery Challan should be submitted to the Procurement Officer, DSU.
13. No subletting in any case / item / form will be allowed.
14. Sample(s) / image(s) are available in the Procurement Office, DSU and can be seen during office hours for ready reference.
15. Quotations must be on the company / vendor / supplier's Original Letter Head, indicating land line telephone numbers, registered postal address & National Tax Number.
16. Quotations which are incomplete or do not conform to the Specifications, Terms & Conditions stated above shall be rejected.
17. In case of any dispute, the decision of Competent Authority i.e., Vice Chancellor, DHA Suffa University shall be final and binding.
18. In case of any complaints, please contact Admin Officer, DSU on Ph no. 021-35244860.

Procurement Officer