



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/012/2013-14

RFQ

Description : Manufacturing of e-Rostrum
Date of Issue : August 16, 2013
Last Date for Submission of Quotation : August 26, 2013 by 3:00 pm
Time of Opening : August 26, 2013 at 3:15 pm
Contact Person & Telephone : Procurement Officer, DSU
021-35244872

S. #	Description / Specifications	Qty.
01	<p>Structure made of high quality Cedar (Diyar / Deodar) wood Material: Combination of Metal and Wood, Glass 12mm Size: 48” (H) x 24” (W) x 20” (D) Stainless steel hinges Fixed iron base, installable on floor The rostrums top surface to provide for space for placing 19” LED/LCD 12mm glass cover / protector for LCD/LED User Friendly with all sound and operating control performed with the top unit External Speakers output connector DSU logo on front of e-Rostrum Global Power Sockets – Clipsal LAN & Voice outlets – Clipsal Connectivity to PA System VGA, S-Video, AV IN/OUT port 4 USB Ports Audio Ports for laptop & multimedia VGA port for laptop 1x lockable sliding tray for keyboard & mouse 1x lockable drawer for accessories Open space for books, files etc 1x Equipment chamber (lockable) 1x exhaust fan on both sides of the Equipment Chamber. Iron structure inside the Equipment Chamber 2x fixed metallic trays in the Equipment Chamber 8 way Multi socket power strip (Clipsal) inside the Equipment Chamber Foldable trays on both sides of the rostrum. A Multiport organizer (MO) (Clipsal) on top of the rostrum. Accessories: a. Two port Audio Splitter b. Two port VGA Splitter c. USB hub with power adapter</p>	26 Units

Bid Security:

A bid security, in shape of a Pay Order / Bank Draft in the name of “DHA Suffa University” equivalent to 2.5% of the total cost of bid, should be submitted along with the quotation by the bidders. Bid Security will be confiscated if the supplier could not supply / install all or any of the above items on stipulated time.

Mandatory:

Lowest bidder shall prepare a prototype / sample for approval before start manufacturing bulk production.

- Important:**
1. All bidders must ensure the conformance / compliance of above requirements and quote for all the above items.
 2. Purchase / Work Order will only be given to the bidder who will quote lowest bid complying to the description / specification and terms and conditions given below.
 3. Bidders are **strongly** advised to visit the site for measurement & relevant information before quoting their bids according to the available e-Rostrum Prototype.
 4. Installation and integration of e-Rostrum with the required equipment such as Thinclients, LED, PA Systems etc shall be the responsibility of the bidder on site and according to the requirement of DSU, complete in all respects. Equipment is already available in DSU.
 5. All items must be according to the sample available in DHA Suffa University.
 6. Wiring and Cabling of all types required for installation and integration with DSU e-Rostrum to be provided by the supplier
 7. Bidders may quote product(s) with higher specifications/configurations; however, the decision of the competent authority shall be Final and binding in this regard.
 8. Incomplete bids will be rejected.

Terms & Conditions:

1. 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.
2. Transportation / cartage shall be the responsibility of the bidder.
4. 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.
5. 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.
6. 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.
7. Payment will be made through crossed cheque after delivery and successful installation / commissioning of all systems listed above and receipt of the bill / delivery challan.
8. Penalty at the rate of 2% per month on actual will be imposed on delayed delivery.
9. The rate / price quoted for each item shall be final and no change will be allowed.
10. Competent Authority reserves the right to change / alter / remove any item or article or reduce / increase quantity upto 15% without assigning any reason.
11. Invoice / Bill & Delivery Challan should be submitted to the Procurement Officer, DSU.
12. No subletting in any case / item / form will be allowed.
13. Sample(s) / image(s) are available in the Procurement Office, DSU and can be seen during office hours for ready reference.
14. Quotations must be on the company / vendor / supplier's Original Letter Head, indicating land line telephone numbers, registered postal address & National Tax Number.
15. Quotations which are incomplete or do not conform to the Specifications and Terms & Conditions stated above shall be rejected.
16. In case of any dispute, the decision of Competent Authority i.e., Vice Chancellor, DHA Suffa University shall be final and binding.
17. In case of any complaints, please contact Admin Officer, DSU on Ph No. 021-35244860.

-Sd-
Procurement Officer