



# 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/0--/2012-13

## RFQ

Description : Designing, Printing and Supply of Misc. Items  
Date of Issue : January 22, 2013  
Last Date for Submission of Quotation : January 24, 201 by 10:00 am  
Time of Opening : January 24, 2013 at 10:15 am  
Time of Delivery : 07 working days after final proof read and approval  
Contact Person & Telephone : Procurement Officer, DSU  
021-35244872

S. #	Description	Qty.
01	<p><b><u>Designing and Printing of Program Brochures:</u></b></p> <ul style="list-style-type: none"> <li>• Specification : 11.5" x 8.5" (Closed Size) 11.5" x 17" (Open Size)</li> <li>• Material : 128gsm Matt Finish paper</li> <li>• Printing : 4 x 4 color</li> <li>• Folding Type : Center Fold Brochure</li> <li>• Packing : 100 folded brochures per packet</li> </ul> <p><b><u>Details of Brochures:</u></b></p> <ol style="list-style-type: none"> <li>1. Program Brochures for BE-EE</li> <li>2. Program Brochures for BE-ME</li> <li>3. Program Brochures for BSCS</li> <li>4. Program Brochures for BBA</li> <li>5. Program Brochures for MBA</li> </ol>	2000 brochures for each Program
02	<p><b><u>DSU Panaflex for Standees</u></b> Size: 5' x 2' 04 color printing and 04 eyelets</p>	10 units
03	<p><b><u>BE-EE Panaflex for Standees</u></b> Size: 5' x 2' 04 color printing and 04 eyelets</p>	05 units
04	<p><b><u>BE-ME Panaflex for Standees</u></b> Size: 5' x 2' 04 color printing and 04 eyelets</p>	05 units
05	<p><b><u>BSCS Panaflex for Standees</u></b> Size: 5' x 2' 04 color printing and 04 eyelets</p>	05 units
06	<p><b><u>BBA Panaflex for Standees</u></b> Size: 5' x 2' 04 color printing and 04 eyelets</p>	05 units
07	<p><b><u>MBA Panaflex for Standees</u></b> Size: 5' x 2' 04 color printing and 04 eyelets</p>	05 units
08	<p><b><u>DSU Panaflex Banners</u></b> Size: 4' x 3' 04 color printing and 04 eyelets</p>	10 units
09	<p><b><u>BE-EE Panaflex Banners</u></b> Size: 4' x 3' 04 color printing and 04 eyelets</p>	05 units
10	<p><b><u>BE-ME Panaflex Banners</u></b> Size: 4' x 3' 04 color printing and 04 eyelets</p>	05 units
11	<p><b><u>BSCS Panaflex Banners</u></b> Size: 4' x 3' 04 color printing and 04 eyelets</p>	05 units

12	<b><u>BBA Panaflex Banners</u></b> Size: 4' x 3' 04 color printing and 04 eyelets	05 units
13	<b><u>MBA Panaflex Banners</u></b> Size: 4' x 3' 04 color printing and 04 eyelets	05 units
14	<b><u>Adhesive Car Stickers:</u></b> <ul style="list-style-type: none"> <li>• Size : 14.5" x 4.75"</li> <li>• Printing : 05 color printing with white ground</li> <li>• Sample : Sample should be provided to Procurement Officer for final approval</li> <li>• Adhesive : Gum adhesive on print top</li> <li>• Grammage : as per sample</li> </ul>	2000 units

**Important:** Art Work / Design / Text will be given to the successful bidder along with the Work Order.

**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) and 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.

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**Procurement Officer**