



# DHA SUFFA UNIVERSITY

DG -78, Off Khayaban-e-Tufail, Phase –VII (Extension), DHA, Karachi – 75500

Ph: 021-35244872

021-35244866

Fax: 021-35244872

In reply, please quote,  
DHA/DSU/48/RFQ/006/2012-13

## RFQ

Description : Office Supplies / Furniture  
Date of Issue : December 18, 2012  
Last Date for Submission of Quotation : December 28, 2012 by 03:00 pm  
Time of Opening : December 28, 2012 at 03:15 pm  
Time of Delivery : 05 working days after receipt of Purchase Order  
Contact Person & Telephone : Procurement Officer  
021-35244872

S. #	Description	Qty.
01	Portable White Board with Mobile Stand Size: 6' x 4'	01 unit
02	Notice Board with lockable 8mm Glass Doors made with Partial wood with laquer polish, Original Blazer Cloth Size: 6' x 4' x 4.5"	01 unit
03	Soft Board with blazer Cloth Size: 3' x 2'	01 units
04	White Board (Wall Mounted/Fixed) Size: 3' x 2'	01 units
05	Office Desk Accessories Complete Set as per sample	02 units
06	Mail Folder As per sample	02 units

### 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.

-Sd-

Procurement Officer