



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/018/2012-13

RFQ

Description : Supply of Office Furniture
Date of Issue : February 08, 2013
Last Date for Submission of Quotation : February 18, 2013 by 11:00 am
Time of Opening : February 18-, 2013 at 11:15 am
Time of Delivery : within 10 working days after confirmation of Work Order
Contact Person & Telephone : Procurement Officer, DSU
021-35244872

S. #	Description	Qty
01	<u>Executive Office Table:</u> Supply of executive table as per approved design size 3' x 4' ½ x 2' ½ to be made with teak veneer board, teak ply wood and all exposed edges to be covered with teak wood, finish with natural lacquer matt finish polish maroon color. 5mm Glass. Complete in all respect. (polish and furniture design available at DSU)	10 units
02	<u>Computer Table /File Rack:</u> Supply of rack as per approved design, Size 2' ½ x 18" x 2' ½ to be made with teak veneer board and teak ply wood and golden teak wood all exposed edges to be covered with profile edge wood beading with fixed three draws, computer tray and CPU box all draws to be finish with inside Formica pressing finish & fitted with fully extensible glides, SS handle/knob and lock finished with antic matt lacquer polish, with natural lacquer matt finish polish maroon color. Complete in all respect (Polish and furniture design available at DSU)	10 units
03	<u>Wall Hanging Cabinet:</u> Making and fixing of wooden cabinet as per approved design, size 5' ½ x 18" x 13" to be made with Sony teak veneer board, with 04 lockable doors with SS handles. inside finish Formite formica pressing finish and golden teak wood all exposed edges to be covered with profile edge wood beading and outside full finish with natural lacquer matt finish polish maroon color. Complete in all respect. (Design available at DSU)	10 units

Important:

- 1- Furniture manufacturer / vendors are strongly advised to visit DSU during office timing i.e., 09:00 am to 05:00 pm to measure / peruse the ready samples before quoting their bids.
- 2- It is mandatory that the **successful bidder** will provide a sample for approval prior to the final delivery.

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.

-Sd-
Procurement Officer