



# DHA SUFFA UNIVERSITY

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

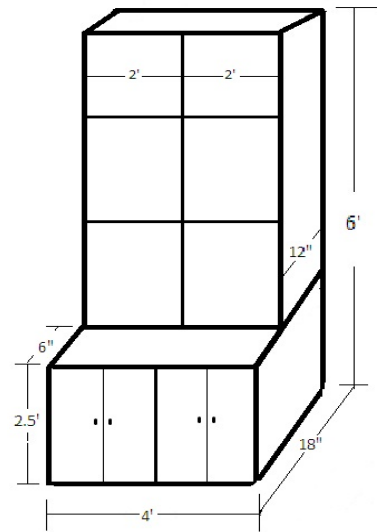
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In reply, please quote,  
DHA/DSU/48/RFQ/021/2012-13

## RFQ

Description : Supply of Office Furniture for Computer Lab  
 Date of Issue : February 20, 2013  
 Last Date for Submission of Quotation : February 27, 2013 by 03:00 pm  
 Time of Opening : February 27, 2013 at 03:15 pm  
 Contact Person & Telephone : Procurement Officer, DSU  
 021-35244872

| S. # | Description   | Qty.     |
|------|---|----------|
| 01   | <b>OFFICER TABLE TYPE (D)</b><br>Size: 2½' x 4' x 2½' to be made with teak veneer board , teak ply wood and all exposed edges to be covered with teak wood, with lacquer matt finish polish as per sample, 5mm top. Complete in all respect.  | 01 unit  |
| 02   | <b>SIDE RACK FOR TABLE TYPE(H)</b><br>Size: 2½' x 18" x 2½' 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 drawers, computer tray and CPU box. All draws and computer Tray to be fitted with fully extensible glides, SS handle/knob and lock finished with antic matt lacquer polish. Complete in all respect. | 01 unit  |
| 03   | <b>BOOK Rack(A)</b><br>Size 3' x 2½' x 16" to be made with FORMITE MDF lamination board and golden teak wood all exposed edges to be covered with profile edge wood beading. Complete in all respect according to the picture.  | 04 units |
| 04   | <b>BOOK SHELF(E)</b><br>size 6' x 3' x 16" to be made with FORMITE MDF lamination board and golden teak wood all exposed edges to be covered with profile edge wood beading. Complete in all respect.   | 01 unit  |
| 5    | <b>BOOK RACK(F)</b><br>size 6' x 4' x 18" to be made with FORMITE MDF lamination board and golden teak wood all exposed edges to be covered with profile edge wood beading. 4 lockable doors size according to the diagram. Complete in all respect   | 01 unit  |



**Important:**

- Furniture manufacturer / vendors / suppliers are strongly advised to visit DSU during office timing i.e., 09:00 am to 05:00 pm on weekdays to measure / and see the available **READY SAMPLE** of each item before quoting their bids.

- 2- It is mandatory that the **successful bidder** will provide a sample of each item for approval prior to the manufacturing of the ordered quantities of each item.
- 3- In case the sample does not meet the specifications given in the RFQ and does not conform to the quality of the **READY SAMPLE** seen at DSU before quoting the bid, the Work Order may be cancelled and the order will be given to the next lowest bidder.

**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**