



GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY

REQUEST FOR QUOTATION (GIKI/PD/RFQ-122/2025-2026)

Sealed quotations, in Pak rupees on D.D.P basis, are invited from registered suppliers/authorized dealers/distributors and manufacturers for supply of the following items:

S#	Item Description	Annexures
1.	Printing, Stationery and Office Supplies	Detail attached at Annexure- A
2.	Plant, Sapling and Fertilizers	Detail attached at Annexure- B

Interested parties are requested to keep following points into consideration before submitting their quotations.

- Your quotations must be delivered to the office of the undersigned on or before **21 October Tuesday 2025, at 3:00 PM**. Any quotation received later than the scheduled date and time will be rejected and returned unopened.
- All quotations must be valid for a period of Thirty (30) days from the closing date of the Request for Quotation.
- The quotation shall be completed and signed by an authorized representative of the supplier.
- The quoted price should include all applicable Govt taxes.
- Delivery will be made to GIK Institute, Topi, Swabi. **The delivery Timeline must be clearly indicated in the Quotation.**
- Payment will be made within 2-3 weeks after acceptance of the items subject to deduction of taxes as per law.
- In the case of any arithmetical discrepancy between the unit rate and the total amount quoted, then the unit rate shall prevail both for the evaluation of quotations and for the subsequent purchase order.
- **Mention Account details in Quotation.**
- **Mention RFQ number & Opening date on the envelope.**
- **The supplier must mention their NTN number on the quotation.**

Assistant Director, Procurement Department, GIK Institute, Topi, Swabi (KP)

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ANNEXURE-A

S#	Item Description	A/C Unit	Qty
1	Printer cartridge 76-A for 404 LaserJet Printer (China)	Nos.	08
2	Printer cartridge 26A for 402 DN LaserJet Printer (China)	Nos.	08
3	Printer Cartridge 32A for HP LaserJet Pro MFP MM227 SDN Printer (China)	Nos.	08
4	Printer Cartridges 30A for HP LaserJet Pro MFP MM227 SDN Printer (China)	Nos.	08

ANNEXURE-B

S. #	Item Description	Qty	A/C Unit
1	Fine Dhaka Grass	2500 Sqft	Sqft.