GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY

REQUEST FOR QUOTATION (GIKI/PD/RFQ-144/2025-2026)

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.	IT Item	Detail attached at Annexure- A
2.	Furniture & Fixture	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 **30 December, 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.
- Separate quotations must be prepared for each annexure. If multiple annexures or items are quoted on a single page, such a quotation shall be **cancelled**.
- The vendor is strictly prohibited from changing the BOQ. Any substitution, if unavoidable due to non-availability, shall be limited to an equivalent item fully compliant with the demanded specifications and shall require prior written approval of the Procuring Agency. No deviation shall be accepted without such approval.
- Copy-paste of the Procuring Agency's specifications in the vendor's quotation is strictly not allowed. The vendor must clearly mention the brand and model being offered. Quotations containing copy-pasted specifications without clear identification of the brand/model offered may lead to disqualification
- **Mention Account details in Quotation.**
- **NTN number should be mentioned on the 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	**WD 4TB SATA Hard Drive, 3.5”** - WD Blue or Seagate barracuda - 4TB SATA, 3.5-inch Hard Drive, - 5400 RPM, - 64MB Cache - Standard warranty	Nos.	01

ANNEXURE-B

S#	Item Description	A/C Unit	Qty
1	**Office Revolving Chair:** Boss-543 Aqua Mesh High Back Revolving Chair	Nos.	01