



GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY

REQUEST FOR QUOTATION (GIKI/PD/RFQ-160/2025-2026)

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 Allocation	Detail attached at Annexure- A

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 **31 March 2026, Tuesday at 12:00 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.**
- **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	<p>RICOH Document Scanner (Model: Fi-8250)</p> <p><i>Detailed Technical Specification of Quoted Ricoh Model: Fi-8250</i></p> <table border="0"> <tr> <td>Scanner Type</td> <td></td> <td>ADF (Automatic Document Feeder) /Manual Feed / Flatbed, Duplex</td> </tr> <tr> <td>Scanning Speed (A4 Portrait) (Color/ Grayscale/Monochrome)</td> <td>ADF</td> <td>Simplex: 50 ppm (200/300 dpi) Duplex: 100 ipm (200/300 dpi)</td> </tr> <tr> <td>Image Sensor Type</td> <td>Flatbed</td> <td>1.7 seconds (200/300 dpi)</td> </tr> <tr> <td>Light Source</td> <td></td> <td>ADF: CIS x 2 (front x 1, back x 1) Flatbed: Color CCD X 1</td> </tr> <tr> <td>Optical Resolution</td> <td></td> <td>ADF: RGB LED x 2 (front x 1, back x 1) Flatbed: White LED</td> </tr> <tr> <td>Output Resolution (Color / Grayscale / Monochrome)</td> <td></td> <td>600 dpi</td> </tr> <tr> <td>Output Format</td> <td></td> <td>50 to 600 dpi (adjustable by 1 dpi increments), 1, 200 dpi (driver)</td> </tr> <tr> <td>Background Colors</td> <td></td> <td>Color: 24-bit, Grayscale: 8-bit, Monochrome: 1-bit</td> </tr> <tr> <td>Document Size (ADF)</td> <td>Maximum</td> <td>215.9 x 355.6 mm (8.5 x 14 in.)</td> </tr> <tr> <td></td> <td>Minimum</td> <td>48 x 50 mm (1.9 x 2 in.)</td> </tr> <tr> <td></td> <td>Long Page Scanning</td> <td>6,096 mm (240 in.)</td> </tr> <tr> <td>Document Size (Flatbed)</td> <td>Maximum</td> <td>215.9 x 297 mm (8.5 x 11.7 in.)</td> </tr> <tr> <td>Paper Weight (Thickness)</td> <td>Paper</td> <td>20 to 465 g/m² (5.3 to 124 lb)</td> </tr> <tr> <td></td> <td>Booklet</td> <td>Less than 7 mm (0.276 in.)</td> </tr> <tr> <td></td> <td>Plastic Card</td> <td>1.4 mm (0.055 in.) or less</td> </tr> <tr> <td>ADF Capacity</td> <td></td> <td>100 sheets (A4 80 g/m² or Letter 20 lb)</td> </tr> <tr> <td>Expected Daily Volume</td> <td></td> <td>8,000 sheets</td> </tr> <tr> <td>Multi-feed Detection</td> <td></td> <td>Overlap detection (Ultrasonic sensor), Length detection</td> </tr> <tr> <td>Paper Protection</td> <td></td> <td>Image monitoring</td> </tr> <tr> <td>Interface</td> <td>USB</td> <td>USB 3.2 Gen1x1 / USB 2.0 / USB 1.1</td> </tr> <tr> <td></td> <td>Ethernet</td> <td>10BASE-T, 100BASE-TX, 1000BASE-T</td> </tr> <tr> <td>Supported Operating System</td> <td></td> <td>Windows 11, 10, Windows Server 2025, 2022, 2019, 2016, Linux (Ubuntu)</td> </tr> <tr> <td>Software / Drivers</td> <td></td> <td>PaperStream IP Driver (TWAIN/TWAIN x64/ISIS™), WIA Driver, Image Scanner Driver for Linux (SANE), PaperStream Capture, PaperStream ClickScan, PaperStream NX Manager</td> </tr> </table> 	Scanner Type		ADF (Automatic Document Feeder) /Manual Feed / Flatbed, Duplex	Scanning Speed (A4 Portrait) (Color/ Grayscale/Monochrome)	ADF	Simplex: 50 ppm (200/300 dpi) Duplex: 100 ipm (200/300 dpi)	Image Sensor Type	Flatbed	1.7 seconds (200/300 dpi)	Light Source		ADF: CIS x 2 (front x 1, back x 1) Flatbed: Color CCD X 1	Optical Resolution		ADF: RGB LED x 2 (front x 1, back x 1) Flatbed: White LED	Output Resolution (Color / Grayscale / Monochrome)		600 dpi	Output Format		50 to 600 dpi (adjustable by 1 dpi increments), 1, 200 dpi (driver)	Background Colors		Color: 24-bit, Grayscale: 8-bit, Monochrome: 1-bit	Document Size (ADF)	Maximum	215.9 x 355.6 mm (8.5 x 14 in.)		Minimum	48 x 50 mm (1.9 x 2 in.)		Long Page Scanning	6,096 mm (240 in.)	Document Size (Flatbed)	Maximum	215.9 x 297 mm (8.5 x 11.7 in.)	Paper Weight (Thickness)	Paper	20 to 465 g/m ² (5.3 to 124 lb)		Booklet	Less than 7 mm (0.276 in.)		Plastic Card	1.4 mm (0.055 in.) or less	ADF Capacity		100 sheets (A4 80 g/m ² or Letter 20 lb)	Expected Daily Volume		8,000 sheets	Multi-feed Detection		Overlap detection (Ultrasonic sensor), Length detection	Paper Protection		Image monitoring	Interface	USB	USB 3.2 Gen1x1 / USB 2.0 / USB 1.1		Ethernet	10BASE-T, 100BASE-TX, 1000BASE-T	Supported Operating System		Windows 11, 10, Windows Server 2025, 2022, 2019, 2016, Linux (Ubuntu)	Software / Drivers		PaperStream IP Driver (TWAIN/TWAIN x64/ISIS™), WIA Driver, Image Scanner Driver for Linux (SANE), PaperStream Capture, PaperStream ClickScan, PaperStream NX Manager	Nos.	01
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