



GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY

REQUEST FOR QUOTATION (GIKI/PD/RFQ-198/2026-2027)

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

S#	Item Description	Annexures
1.	Printing, Stationery & Office Supplies	Detail attached at Annexure- A & 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 **10 August 2026, Monday 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.**
- **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)

Ph: 0938-281026 Ext. 2444, Email: Osama.zahid@giki.edu.pk



ANNEXURE-A

S #.	Name of Item	Qty. Req.	Unit
1	Air Freshener 300ml Al-Arabia (OUD/ ASEEL/ Alfaris/Sultanate/ Subbaya)	36	Bottle
2	Battery Cell AA Power Plus/ Toshiba	80	Nos.
3	Battery Cell AAA Power Plus/ Toshiba	40	Nos.
4	Brooms Stick A Grade Long (In 500gm Binding)	50	Kgs.
5	Brush Cleaning 12" with Long Handle	3	Nos.
6	Brush Commode Pure Plastic Fine Quality	3	Nos.
7	Dustbin Small A Grade Plastic	4	Nos.
8	Duster Cloth Yellow Soft 2x2 feet	140	Nos.
9	Excel Washing Powder 500g	48	Pack
10	Excel/ Brite Sachet Washing Powder 40g/50g	36	sachets
11	Finnis Phenyl 3L CANE	30	Nos.
12	Glint Glass 500ml Cleaner Original	24	Nos.
13	Gloves Surgical (100P) Pack	0	Packets
14	Lux Soap 50gm Pack Velvet Glow Mini Bar	36	Nos.
15	Lux Soap Single Pack Velvet Glow 130gm	36	Nos.
16	Max Powder Detergent 790gm Pack	72	Packets
17	METRO PRO. HAND WASH LUXURY 5L	10	Gallon
18	Mop Cleaner Cotton 18 Inch with Handle	6	Nos.
19	Morten Crawling Insect Spray 375ml	6	Nos.
20	Morten Insect Killer Spray 375ml	36	Nos.
21	Packing Plastic Strip/ Dory (A-Grade Quality)	1	Kgs.
22	Palmolive Liquid Handwash 450ml Pump Bottle	18	Bottle
23	Scrub Pad Sponge Branded MAX	12	Nos.
24	Steel Wool dishwashing Branded MAX	12	Nos.
25	Bags Plastic for Dustbin Size: 48x24 Inch Yellow/ Blue	4	Kgs.
26	Lifebuoy Soap 125g - 130g)	12	Nos.
27	Dustbin 75-Litre with Lid Pure Plastic	4	Nos.
28	Roomy Bath Room Freshener Tablets Pack	6	Packets
29	Bonus Active Washing Powder 500g	75	Pack
30	Rose Petal Tulip White Toilet Roll Single Pack	72	Rolls
31	Sweep 1-L Rose Enterprises	12	Bottle
32	Tissue Rose petal Multicolor 150x2P	72	Boxes
33	Tissue Rose petal POPUP 150x2P	72	Boxes
34	Toilet Roll Maxxob Single Pack Roll	100	Rolls
35	Uniball EYE UB-157 (Original) BLUE	12	Nos.
36	Water Glass DELI- Y5075 & Y5076 Pack of 6 Each	2	Packs
37	Wiper 22 Inch Full Strong Steel Base with Handle	5	Nos.

ANNEXURE-B

S #.	Name of Item	Qty	Unit
1	File Covers Tags/ Pocket Type White A4 Standard Size with GIK logo printed	2000	Nos.
2	Paper Ream A4 70g (SPECTRA -IT-100 or 110 Off white) (500 Sheet)	3	Ream
3	Paper Ream A4 70g (SPECTRA -IT-140 Rose Pink) (500 Sheet)	3	Ream
4	Paper Ream A4 80g Imported Double AA	20	Ream
5	Paper Ream F4/ Legal 70g	15	Ream
6	Paper Ream F4/ Legal 80g Imported Double AA	10	Ream