



# GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY

## REQUEST FOR QUOTATION (RFQ)

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

S#	Item Descriptions
1	Office Tools & Supplies (Detail attached at Annexure-A, B, C, D & E)
2	R & M work (Detail attached at Annexure- F & G)
3	Carpentry Stores (Detail attached at Annexure- H)
4	Consumable items (Detail attached at Annexure- I & J)
5	Printing & Stationery items (Detail attached at Annexure- K, & M)
6	Lab supplies (Detail attached at Annexure- L)
7	Repair Items (Detail attached at Annexure- N & O)

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

- Your sealed quotations must be delivered to the office of the undersigned on or before **Monday, September 05, 2022, at 11:00 AM**. 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 submitted **Annexure-wise. (Separate quotation for each mentioned Annexure)**.
- The quotation shall be completed and signed by an authorized representative of the supplier.
- Quoted price should include sales tax or any other taxes as per Govt. Rules (if applicable).
- The Vendor must be registered with GST otherwise his quotation will not be acceptable.
- Delivery will be made to GIK Institute, Topi, Swabi.
- 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.

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

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**Annexure-A**

<b>S. #.</b>	<b>Office Tools</b>	<b>Quantity</b>	<b>A/C Unit</b>
1	Warning Light Bar with Siren & Speaker for Double Door (Pickup)	01	Nos
2	Red police Motorcycle Rear Warning Light	02	Nos

**Annexure-B**

<b>S #</b>	<b>Office Supplies</b>	<b>Qty</b>	<b>A/c Unit</b>
1	PVC White Card for GIK Employee / Students	1000	Nos

**Annexure-C**

<b>S #</b>	<b>Office Tools &amp; Supplies</b>	<b>Qty</b>	<b>Unit</b>
1	First Aid Box with Materials	02	Nos
2	Wall Clock	05	Nos
3	Deep Heat Spray	04	Bottle

**Annexure-D**

<b>S #</b>	<b>Office Supplies</b>	<b>Qty</b>	<b>A/c Unit</b>
1	Plastic File Folder	800	Nos

**Annexure-E**

<b>S #</b>	<b>Office Supplies</b>	<b>Qty</b>	<b>A/c Unit</b>
1	Toner Photocopier Machine (Toshiba 6508) (Original)	08	Nos

**Annexure-F**

<b>S No.</b>	<b>R &amp; M work</b>	<b>Qty</b>	<b>Unit</b>
1	Commode Seat Cover White (Small Forte)	30	Nos.

**Annexure- G**

<b>S #</b>	<b>R &amp; M work</b>	<b>Qty</b>	<b>Nos</b>
1	Gas Meter (Approved by SNGPL)	05	Nos
2	Gas Regulator $\frac{3}{4}$ (Approved by SNGPL)	10	Nos

**Annexure-H**

<b>S No.</b>	<b>Carpentry stores</b>	<b>Qty</b>	<b>Unit</b>
1	Wooden Beading Patti 3" x 8'	60	Nos.
2	Lamination Sheet, 8'x4'x3/4"	06	Nos.
3	Lasani Press 8' x 4' x 1/4"	04	Nos.
4	Drawer Channel 12"	25	Set
5	Drawer Channel 16"	06	Set
6	Curtain Rod 1" x 16'	20	Nos.
7	Curtain Bracket	60	Nos.

**Annexure-I**

<b>S No.</b>	<b>Consumable Item</b>	<b>Qty</b>	<b>Unit</b>
1	Chlorine for Swimming Pool	50	Kg

**Annexure-J**

<b>S #</b>	<b>Consumable Items</b>	<b>Qty</b>	<b>Unit</b>
1	Ink for Risograph Machine (SF-5130)	10	Nos
2	Master Roll for Risograph ( SF-5130)	03	Nos

**Annexure-K**

<b>S #</b>	<b>Printing &amp; Stationery</b>	<b>Qty</b>	<b>Unit</b>
1	Envelops WHITE 9x4" Printed Mono (80 Gm)	10000	Nos
2	File Cover Clip Type WHITE Printed Mono (Art Card 300 Gm)	3000	Nos
3	File Cover Tag Type WHITE Printed Mono (Art Card 300 GM)	1500	Nos

**Annexure-L**

<b>S #</b>	<b>Lab Supplies</b>	<b>Qty</b>	<b>Unit</b>
1	Refilling of Oxygen Gas	03	Nos
2	Refilling of Acetylene Gas	02	Nos
3	Refilling of Organ Gas	02	Nos

**Annexure-M**

<b>S#</b>	<b>Printing &amp; Stationery Items</b>	<b>Qty / Unit</b>
1	Cell Battery AA Size Power Plus/ 3 Circle	500 Nos
2	Cell Battery AAA Size Power Plus/ 3 Circle	200 Nos
3	Cell C Size (Medium) Power Plus/ 3 Circle	72 Nos
4	Cell Battery D Size (L) Power Plus/ 3 Circle	24 Nos
5	Cell Battery PP3-09V Power Plus/ 3 Circle	120 Nos
6	Envelops - Cloths A3	200 Nos
7	File Separator Set Fine Quality	500 Nos
8	Pencil+ Rubber HB (Dollar / Goldfish)	750 Nos
9	Clutch Pencil DELI or M&G + Extra Refills	12 Nos
10	Marker Permanent BK 84+R12+B24	120 Nos
11	Register Attendance	50 Nos
12	Tape Scotch - 1" (Big Roll)	200 Nos
13	Tape Insulation / Nitto/ OSAKA Dif Color	50 Nos
14	Ball Pen - Uniball	60 Nos
15	Tape Binding 2" Big Roll	20 Nos
16	Stapler Medium Effortless Kangro LE35	36 Nos
17	Toner 05 A Printer 2055 (China)	1 Nos
18	Toner 26 A HP-402 (China)	2 Nos
19	Toner 80 A Printer-401 (China)	1 Nos
20	Samad Bond Tube	12 Nos
21	Plastic Dori for Packing	20 Nos
22	Transparency Sheets Pkts	4 Pkt
23	Register Petty Cash	12 Nos

**Annexure-N (Repair Items)**

<b>S No</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>
1	Repair of Toshiba Photo Copier Machine Model-e-Studio-6508A required parts are the following:	01	Nos.
i.	Drum OD FC-556	01	Nos.
ii.	Cleaning Blade BL FC-556	01	Nos.
iii.	Fuser Belt	01	Nos.
iv.	Blade TBU	01	Nos.
v.	Grid Charger	01	Nos.
vi.	AYS-Rol-Feed-W	04	Pcs
vii.	AYS-Rol-SPT	01	Pcs
viii.	AYS-Rol-Feed	01	Nos.
ix.	AYS-Rol-Pick	01	Nos.
x.	AYS-Rol-RETARD	01	Nos.
xi.	DV Tank Gear	01	Set
xii.	Bearing	01	Set

**Annexure-O (Repair Items)**

1	Repair of Gym Machines (Machines & their details are following)		
2	<b>Elliptical Cycle (repair parts are following)</b>	02	Nos
I.	Side Covers	02	Nos
II.	Pair paddle replace	02	Nos
III.	Excel Bush Exchange	01	Nos
IV.	Barring Exchange	01	Nos
V.	Full service of cycle	02	Nos
3	<b>Black Static Bike ( repair parts are following)</b>	01	Nos
I.	Seat full repair	01	Nos
II.	Cycle Bush Exchange	01	Nos
III.	Barring Exchange	01	Nos
IV.	Meter repair	01	Nos
V.	Full Service of Machine	01	Nos
4	<b>White Static bikes (Repair parts are following)</b>	02	Nos
i.	Foching Sheet for Handles	02	Nos
ii.	Sayer for Resistance	02	Nos
iii.	Belt for Adjustment	02	Nos
iv.	Full Service of cycles	02	Nos
5	<b>Treadmills (repair parts are following)</b>	02	Nos
I.	Card repair + wire	02	Nos
II.	Motor repair	02	Nos
III.	Magnetic charge	02	Nos
IV.	Safety key	02	Nos
V.	Full-service of treadmill	02	Nos