



# 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 Supplies (Detail attached at Annexure-A, B & C)
2	Office Tools & Equipment (Detail attached at Annexure- D)
3	Consumable Items (Detail attached at Annexure- E & F)
4	Furniture & Fixture (Detail attached at Annexure- G)
5	R & M Work (Detail attached at Annexure- H, I, & J)
6	Lab supplies (Detail attached at Annexure- K & L)
7	Carpentry Stores (Detail attached at Annexure- M)
8	IT Equipment (Detail attached at Annexure-N)

Interested parties are requested to consider the following points before submitting their quotations.

- Your sealed quotations must be delivered to the office of the undersigned on or before **Friday, September 16, 2022, 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 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 Supplies</b>	<b>Quantity</b>	<b>A/C Unit</b>
1	File Hanger	10	Nos
2	Key Rings	100	Nos
3	Stapler (Heavy duty black color)	01	Nos
4	Punch Machine Double Hole (Heavy duty, black color)	01	Nos
5	Paper Ream A4	40	Packet
6	Wall Bracket Fan (GFC Fan, WB-131, 24", black colored)	01	Nos
7	Towel (Large, Small) White, Blue	02	Nos
8	Steel Almira-Silver Colour (4x6) foot	02	Nos
9	Box File	100	Nos
10	Double Hole File Cover with tag ( A4, White Color with GIKI Monogram)	1000	Nos
11	Single Hole File Cover with tag (A4, White Color with GIKI Monogram)	500	Nos
12	Wall Clock	12	Nos
13	Sliding Glass Notice Board, Frame material (Wooden) Board Size (Length 6 Feet and width 4 Feet) Background Color (Blue or Green)	01	Nos

### **Annexure-B**

<b>S #</b>	<b>Office Supplies</b>	<b>Qty</b>	<b>Unit</b>
1	Medium Dustbins with pedal lid	20	Nos
2	Small Dustbins with Pedal lid	10	Nos

### **Annexure-C**

<b>S #</b>	<b>Office Supplies</b>	<b>Qty</b>	<b>Unit</b>
1	Paper Ream 68 gram 27 x 12	08	Ream

### **Annexure-D**

<b>S #</b>	<b>Office Tools &amp; Equipment</b>	<b>Qty</b>	<b>A/c Unit</b>
1	Vacuum Cleaner ( Hitachi 2000w 18 Ltr CV 950y )	01	Nos
2	Floor Cleaning Machine Brush Nylon Type	01	Nos

### **Annexure-E**

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

### **Annexure-F**

<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-G**

<b>S #</b>	<b>Furniture &amp; Fixture</b>	<b>Qty</b>	<b>A/c Unit</b>
1	Green Boards ( 4x 6 )	07	Nos
2	White Board ( 4 x 6 )	04	Nos

### **Annexure-H**

<b>S No.</b>	<b>R &amp; M work</b>	<b>Qty</b>	<b>Unit</b>
1	Main Door Lock-W-Lock Taiwan/Japan	07	Nos
2	Main Door Lock Handle Lock KGI	13	Nos
3	Door Lock Cylinder large brass KGI	15	Nos

### **Annexure-I**

<b>S No.</b>	<b>R &amp; M work</b>	<b>Qty</b>	<b>Unit</b>
1	Drawer Lock Classic 1-1/2" HMC	550	Nos
2	Drawer Lock Classic ¾" HMC	182	Nos

### **Annexure- J**

<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 ¾ (Approved by SNGPL)	10	Nos

### **Annexure-K**

<b>S #</b>	<b>Lab Supplies</b>	<b>Qty</b>	<b>Nos</b>
1	Argon Gas Pure (99.999) Cylinder Refilling <b>Certified from BOC</b> <b>A Purity Certificate of the refilling company shall be provided,</b> <b>a supplier Certificate not be acceptable</b>	02	Nos

## **Annexure-L**

<b>S No.</b>	<b>Lab Supplies</b>	<b>Qty</b>	<b>Unit</b>
1	Screw 2"	12	Pkt
2	Screw ½"	15	Pkt
3	Steel Saddle ¾"	04	Pkt
4	Wire 3/29 1.5mm Black & Red (Pak Cable )	06 (Each)	Roll
5	Small Size Unbreakable Holder ring type	12	Dozen
6	Small Size Unbreakable Holder-Pin type	12	Dozen
7	Plastic Pipe for conduit wiring round shape ¾"	04	Dozen
8	PVC Box 3" x 3" with three Socket hole	12	Dozen
9	PVC Box Open Round ( for Bulb)	12	Dozen
10	Single Pol Single Through (By Decent)	08	Dozen
11	Single Pol Double Through (By Decent)	08	Dozen
12	Electric Tester	02	Dozen
13	Components Box 25 Pieces	12	Nos
14	Insulation Tape	02	Dozen
15	LED bulb 18 watts & 7 watts (Paramount)	05 (Each)	Dozen
16	Drill Bit Steel 4mm, 6mm & 8mm	12 (Each)	Nos
17	National Iron Card Less	04	Nos
18	Single Layer PCB Sheet 1' x 1'	24	Nos
19	Plastic Medical Examination Gloves Medium	10	Box
20	Ferric Chloride ( Fecl3 Compound)	03	Kg
21	Plastic Tub	06	Nos
22	Plastic Balti	06	Nos
23	Glossy Paper 90 grams A4 size	02	Ream

**Annexure-M**

<b>S No.</b>	<b>Carpentry stores</b>	<b>Qty</b>	<b>Unit</b>
1	Drawer Channel 18"	15	Nos.
2	Drawer Channel 12"	24	Nos.
3	Lasani Press 8' x 4' x 1/4"	12	Nos.
4	Screw 1" x 6 No.	05	Pkts
5	Screw 1-1/2" x 6 No.	05	Pkts
6	Screw 2" x 6 No.	05	Pkts
7	Wooden Nail 2" x 15 No. T	05	Kg
8	Wooden Nail 1" x 17 No. H	05	Kg
9	Drawer Handle	60	Nos
10	Aluminum latch	72	Nos
11	Aluminum Tower Bolt 4"	48	Nos
12	Aluminum Lock Cylinder	120	Nos

**Annexure-N**

<b>S #</b>	<b>IT EQUIPMENT</b>	<b>Qty</b>	<b>Nos</b>
1	HP ELITEDESK 800 G5 Core i9 9 <sup>th</sup> Generation Intel Q370 8GB RAM 1TB HDD DVD	02	Nos