



GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY

REQUEST FOR QUOTATIONS

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.	Office Supplies	Details attached at Annexure- A & B
2.	Printing & Stationery	Details attached at Annexure- C
3.	R & M Assets	Details attached at Annexure- D
4.	IT Equipment	Details attached at Annexure- E

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 **Thursday November 02, 2023, at 02:30 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 with separate envelope, otherwise quotation will be rejected)**.
- The quotation shall be completed and signed by an authorized representative of the supplier.
- The quoted price should include sales tax or any other taxes as per Govt. Rules (if applicable).
- 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

S#	Office Supplies	Qty	Unit
1	SK Hynix 8GB DDR4 3200MHz PC4-3200AA (1Rx16) for Laptop	02	Nos
2	Toner for HP-LaserJet 404n 76-A (China)	03	Nos
3	Toner for HP-LaserJet 4015n 64-A (China)	01	Nos
4	Toner for HP-LaserJet 600, 90-A (China)	02	Nos
5	Seagate 1TB SATA 3.5-inch Desktop Barracuda Hard Disk	05	Nos
6	Seagate 2TB SATA 3.5-inch Desktop Barracuda 7200RPM Hard Disk	05	Nos

ANNEXURE-B

S#	Office Supplies	Qty	Unit
1	Toner HP LaserJet M611 (Original)	03	Nos

ANNEXURE-C

S#	Printing & Stationery	Qty	Unit
1	Carbonless Paper 17 x 24 Green Star Quality White Ream (03) Yellow Ream (03)	06	Ream

ANNEXURE-D

S#	R & M Assets	Qty	Unit
	PARTS FOR CULTUS CAR MODEL 2017		
1	Front Desk Pad (Genuine)	01	Set
2	Rear Brake Shoe (Genuine)	01	Set
3	Front Shock absorber (Genuine)	01	Set
4	Battery AGS 65 Amp	01	Nos

ANNEXURE-E

S#	IT Equipment	Qty	Unit
01	Dell or HP Laptop Processor Core i5 11 or 12 Generation 8GB RAM DDR4 500 GB HDD SATA Wi-Fi/BT 100/1000 Mbps LAN Port RJ-45 Integrated Webcam 15.6" FHD (1920x1080) LED Screen Standard HDMI, RJ45, USB-A ports At least 3-Cell Standard Battery or higher Standard Headset Combo Port Standard Accessories (Charger, etc.) Standard Warranty	01	Nos
02	Webcam Razer Kiyo X 1080p 30 fps USB Cable Standard Mount Standard Warranty All required accessories, power adapter, wall mount stand and all cables included	01	Nos