



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
2.	Printing & Stationery	Details attached at Annexure- B

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 December 15, 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).
- Brands and models should be mentioned with the item where 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)



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

ANNEXURE-A

S#	Office Supplies	Qty	Unit
1	Disposable Plastic Transparent Cup 6-Oz	50000	Nos
2	Disposable Paper Cup 200 ml	5000	Nos

ANNEXURE-B

S#	Printing & Stationery	Qty	Unit
1	Envelops White 9x4" Logo Printed 70gsm	10000	Nos
2	Envelops White A4 Logo Printed 70gsm	5000	Nos
3	Envelops White A3/Legal Logo Printed 80gsm	2000	Nos
4	File Cover White Tag Type Logo Printed	1500	Nos