



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 Tools & Equipment	Details attached at Annexure- A
2.	Stationery Items	Details attached at Annexure- B
3.	IT Equipment	Details attached at Annexure- C

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 **Monday December 18, 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 Tools & Equipment	Qty	Unit
01	UPS Apollo 1 Kva Automatic Line to Battery switchover Built in Enhanced Charger Multiple protection system configurable input Voltage Input 140—240 volts Output 220 Volts 12 Volt Battery support	01	Nos
02	12-volt 180 AH Acid-filled battery with 6 months warranty Battery copper connectors. Single pair Exide / AGS / Daewoo	01	Nos

ANNEXURE-B

S#	Stationery Items	Qty	Unit
01	Paper Ream A4 80g Double AA	40	Reams
02	Paper Ream Legal 70 g	30	Reams
03	Paper Ream Legal 80g Double AA	30	Reams

ANNEXURE-C

S#	IT Equipment	Qty	Unit
01	Desktop Computer Processor: Core i5 Latest Generation RAM: 8GB DDR4 Storage: 512GB PCI NVME M.2 SSD Ethernet: 100/1000 Mbps Wi-Fi: No Graphic Card: No Accessories: Mouse Keyboard	02	Nos
02	LED Monitor: 20 Inch, HD	02	Nos