



# GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY

## REQUEST FOR QUOTATIONS

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

| S# | Item Description      | Annexures                       |
|----|-----------------------|---------------------------------|
| 1. | Printing & Stationery | Details attached at Annexure- A |

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 11, 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)**

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## **ANNEXURE-A**

| <b>S#</b> | <b>Printing &amp; Stationery</b>            | <b>Qty</b> | <b>Unit</b> |
|-----------|---|------------|-------------|
| 1         | Acrylic Shields                             | 60         | Nos         |
| 2         | Certificates Printed card, size certificate | 400        | Nos         |
| 3         | Printing Pens                               | 500        | Nos         |
| 4         | PVC Cards with Strings                      | 550        | Nos         |
| 5         | Cloth Bags                                  | 175        | Nos         |
| 6         | Pena Flex 60 x 30 ft                        | 01         | Nos         |
| 7         | Pena Flex 8 x 11 ft                         | 01         | Nos         |
| 8         | Pena Flex 2 x 5 ft                          | 03         | Nos         |
| 9         | Entrance Flag 2.5 x 6 ft                    | 10         | Nos         |
| 10        | Key Chain Wooden                            | 100        | Nos         |
| 11        | File Folder Transparent A4 size plastic     | 450        | Nos         |
| 12        | Tablecloth with logo printed                | 04         | Nos         |