



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.	IT Equipment	Details attached at Annexure- B
3.	Office 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 **Thursday January 18, 2024, 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 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
01	HP Laser Jet Pro 4003dn	01	Nos

ANNEXURE-B

S#	IT Equipment	Qty	Unit
01	Logitech Group Conference System <ul style="list-style-type: none">• 10x HD Zoom (Controlled via remote control)• Resolution: 1920 x 1080 30 Fps• Preset Framing• FOV (D/H/V): 90° /82.1°/52.2°• Pan, Tilt, Zoom• Mount Bracket included.• Speakerphone (with Mic array) included.• All relevant cables for all accessories and power adapters• Standard Warranty and Software Apps Included	01	Nos

ANNEXURE-C

S#	Office Equipment	Qty	Unit
01	2 KVA UPS (Online) with a built-in battery with 10-15 minutes backup time on full load Well Know Brand	01	Nos