



# GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY

## REQUEST FOR QUOTATIONS

Sealed quotations, in Pak rupees on D.D.P basis, are invited from registered and reputed printing press / publishers / firms or suppliers having relevant experience for the supply of the following items:

S#	Description	Annexures
01	<b>Degree Folder with Transparency Sheets for Convocation 2024 (Sample must be provided)</b>	<b>Details at Annexure-A</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 **Thursday, May 02, 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 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.
- GIK Institute reserves the right to accept or reject any or all quotations.

**Assistant Director, Procurement Department, GIK Institute, Topi, Swabi (KP)**

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## **ANNEXURE-A**

<b>S#</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>
01	Degree Folder	500	Nos
02	Transparency Sheets 100 Sheets Per Pkt.	05	Pkt

### **Note:**

- Interested firms/suppliers with relevant experience are encouraged to participate in this opportunity. Interested vendors are requested to submit various samples of the degree folders along with their quotation. Failure to provide samples may result in the rejection of quotations.
- The degree folders must be crafted from high-quality material and feature the emboss of the GIK Logo and various specified words.
- The selection of suppliers will be based on the lowest evaluated price subject approval of sample, while ensuring the quality of the material meets our standards.

### **Samples:**



