



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.	Stationery & Sanitation Items	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 **Monday May 13, 2024, at 14:30 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#	Description	Qty	Unit
01	Key Box/Board with Keyrings Tag Type (Excellent Quality Material)	3	Nos
02	Notice Board 4x6 (Green Color)	7	Nos
03	Dustbin Medium 15 Liters with Pedal (Dark Blue or Dark Red Color, Shiny Surface Material which can easily be cleanable)	80	Nos
04	Dustbin Large 30 Liters with Pedal (Dark Blue or Dark Red Color, Shiny Surface Material which can easily be cleanable)	76	Nos
05	Dustbin Small	268	Nos

ANNEXURE-B

S#	Description	Qty	Unit
01	A4 Color Papers 80 gsm (Light Pink Color 5000 + Yellow Color 2000)	7000	Nos