



# GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY

## REQUEST FOR QUOTATION (GIKI/PD/RFQ-01/2024-25)

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.	Printing, Stationary & Office Supplies	Detail attached at Annexure- A, B & C
2.	Office Supplies & Furniture & Fixture	Detail attached at Annexure- D
3.	Lab & Workshop Supplies	Detail attached at Annexure- E

Interested parties are requested to keep following points into consideration before submitting their quotations.

- Your quotations must be delivered to the office of the undersigned on or before **Thursday, 01 August 2024, at 11:00 AM**. 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 all applicable Govt taxes.
- 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)**



Ph: 0938-281026 Ext. 2444, Email: [taufeeq@giki.edu.pk](mailto:taufeeq@giki.edu.pk)

**ANNEXURE-A**

<b>S#</b>	<b>Item Description</b>	<b>A/C Unit</b>	<b>Qty</b>
1.	Cell Battery AA 3-circle or power plus	Nos.	800
2.	Cell Battery D size 3-circle or power plus	Nos.	24
3.	Cell battery AAA 3-circle or power plus	Nos.	400
4.	Glass water Toyo Nasic/Omroc	Nos.	48
5.	Wire boards 5M HERO EB-05/OPAL	Nos.	12
6.	Keyboards USB Type HP/Lenovo/HP Branded	Nos.	15
7.	Hero Electric Power Extension Board EB-09	Nos.	3

**ANNEXURE-B**

<b>S#</b>	<b>Item Description</b>	<b>A/C Unit</b>	<b>Qty</b>
1.	Carbonized paper (white/yellow/pink 1 each	Ream	03
2.	Color paper Reams 70 gms (Light pink/Off white) 3 ream each color	Ream	06

**ANNEXURE-C**

<b>S#</b>	<b>Item Description</b>	<b>A/C Unit</b>	<b>Qty</b>
1.	Disposable Plastic Glass Transparent 6-0Z	Nos.	50,000

**ANNEXURE-D**

<b>S#</b>	<b>Item Description</b>	<b>A/C Unit</b>	<b>Qty</b>
1.	Office Revolving Chair BOSS Model: B-524, B-543 ( <b>Picture attached at Annexure-F</b> )	Nos.	01
2.	Wall clock	Nos	01

**ANNEXURE-E**

<b>S#</b>	<b>Item Description</b>	<b>A/C Unit</b>	<b>Qty</b>
1.	RD DPS5005 Constant DC-DC voltage current step-down power supply module buck voltage converter voltmeter 50V 5A	Nos.	09
2.	Digital Multimeters	Nos	05
3.	Electrical Insulation Mats	Nos	05

**ANNEXURE-F**

