



GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY

REQUEST FOR QUOTATION (GIKI/PD/RFQ-05/2024-25)

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
2.	Lab & Workshop Supplies	Detail attached at Annexure- B & C
3.	Miscellaneous Items	Detail attached at Annexure- D

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 **Tuesday, 20 August 2024, at 3:00 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 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)



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ANNEXURE-A

S#	Item Description	Qty Req.	A/C Unit
1	Toner for Photocopier Machine (Toshiba 6508)	04	Nos.

ANNEXURE-B

S. #.	Item Description	Qty	A/C Unit
1	HDMI High Resolution (10m)	01	Nos.
2	HDMI (1m)	06	Nos.
3	Keyboard	02	Nos.
4	Mouse	02	Nos.
5	USB Drive (32GB=02, 64GB=2	04	Nos.
6	External Hard Disk SSD 1TB	01	Nos.
7	First Aid Kit Box	01	Nos.
8	Internet cable connector (RJ45) Plug (one Box=100Pcs)	01	Nos.
9	Crimping Tool	01	Nos.
10	Computer screen Cleaner	06	Nos.

ANNEXURE-C

S#	Item Description	A/C Unit	Qty
1.	100m fiber glass reel tape	Nos	05
2.	Gypsum powder for marking	Nos.	05
3.	AA heavy duty batteries	Pkts.	02
4.	Tissue Box	Pkts	04
5.	Cleaning / dusting cloth	Nos.	10
6.	Air Freshener	Nos.	4

ANNEXURE-D

S#	Item Description	A/C Unit	Qty
1.	Mini Fridge	No.	01
2.	Cribs with sleeping mattress. Pillow (Picture attached at Annexure-E)	No.	02
3.	Floor Cushions	No.	06
4.	Baby bed sheet set	No.	04

ANNEXURE-E

