



GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY

REQUEST FOR QUOTATION (GIKI/PD/RFQ-13/2024-25)

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.	Lab Workshop & Computer Equipment	Detail attached at Annexure- A
3.	Repair of Printer	Detail attached at Annexure- B, C & 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 **18 September Wednesday 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	Printer HP LaserJet Pro 404 DN	01	Nos.

ANNEXURE-B

S. #.	Item Description	Qty	A/C Unit
1	Repair of Photocopier Machine & Printers 1) LaserJet Pro M402dn 2) HP Color Laser 150a 3) HP Color LaserJet CP525 4) Ricoh savin 920spf, Photocopier	01	Each

ANNEXURE-C

S#	Item Description	A/C Unit	Qty
1.	Repair of LaserJet Printer M604 Heating Unit	Nos.	01

ANNEXURE-D

S#	Item Description	A/C Unit	Qty
1.	Repair of Photocopier Machine RICOH MP301 MSF Copier, Printer & Scanner	Nos.	01