



GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY

REQUEST FOR QUOTATION (GIKI/PD/RFQ-23/2024-25)

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 & Computer Equipment	Detail attached at Annexure- B
3.	Promotional Materials	Detail attached at Annexure- C

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 October Friday 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 Cartridge CF217A, 19A (China with chip)	03	Nos.
2	Toner Cartridge 107-A (China with chip)	06	Nos.
3	Toner Cartridge 136-A (China with chip)	01	Nos.
4	Wireless Keyboard (Logitech)	01	Nos.
5	Wireless Mouse with Dongle (Logitech)	01	Nos

ANNEXURE-B

S#	Item Description	Qty	A/C Unit
1	RICOH MP301 MSF Copier, printer & Scanner	01	Nos.

ANNEXURE-C

S#	Item Description	Qty Req.	A/C Unit
1	Cups (GIK logo engraved in blue color with box)	200	Nos.
2	Pens (Institute name)	1000	Nos.
3	Paper Bags	200	Nos.
4	Key Chains (Wooden in round shape) (GIK logo engraved with packing)	1000	Nos.