


















National University of  
Technology (NUTECH)  
IJP Road, Sector I-12  
Islamabad  
Telephone: 051-5476805  
106/SCM/NUTECH  
19 May 2025

To:  
Subject: Request for Quotation: - Consumable Demand for Front Desk Management Course

Please provide quotation for following items. Quotes will be submitted in closed envelop and must reach to SCM Office latest by 28 May 2025 before 1100 hrs.

Sr	Items	Specifications	A/U	Country Of Origin	Qty Req	Sample Pictures	Total Price Including Tax
1.	Loose Tea	Supreme	Kg	Imported	1		
2.	Everyday Milk	Powder	Kg	Imported	2		
3.	7 up	4 Canes	4 Canes (12 x pack)	Imported	48		
4.	Coffee Sachets	Box	2 Box	Imported	36 0sachets		
5.	Nestle Juices	Mix	3 x Carton (12 x pack)	Imported	36		
6.	Assorted Mini Chocolates	Mix	3 x Box (30 x pack)	Imported	90		
7.	Pringles Chips	Mix	20 x Box	Imported	20		
8.	Sparkling Juices	Mix	Bottles	Imported	24		

Sr	Items	Specifications	A/U	Country Of Origin	Qty Req	Sample Pictures	Total Price Including Tax
9.	Farm House Cookies All Flavors	Peek Freens	10 box	Imported	60		
10.	Papers Ream 80gm	A4 Size	10 Ream	Imported	20		
11.	Staplers Machine	High Quality	Nos	Imported	10		
12.	Punch Machine (Big Size)	High Quality	Nos	Imported	2		
13.	Tissue Box	Tulip	Nos	Imported	10		
14.	Air Freshener	Lattafa Pure Musk 300ML Air Freshener	Nos	Imported	05		
15.	Air Freshener	Sultan 300 ML	Nos	Imported	05		
16.	Glass Jars	Jars	Nos	Imported	10		
17.	Mouth Freshener	Tulip	Nos	Imported	10		
<b>Gross Total inclusive of all taxes</b>							

1. Provide unit price of each item, Total price per item, Total price of all item without all applicable taxes and total price with all taxes.
2. Quote for above mentioned items should be on **company's letterhead** with **sign and stamp**.
3. Also mention date of quote, **NTN** and **STRN** number in your quotation.

4. Quotes must reach in SCM Office 2<sup>nd</sup> Floor Admin Block NUTECH Islamabad latest by 28 May 2025 not later than 1100 hrs.
5. Quotes will be opened on 28 May 2025.
6. Delivery period will be 10 days after placing Purchase Order.
7. Please ensure delivery within stipulated time.
8. Rates shall be quoted on free delivery basis at NUTECH Islamabad.
9. 100% payment will be made after successful completion of the order.
10. LD will be imposed on late delivery, 1% LD for per 10 days shall be charged.
11. Validity of offers shall be 30 days.
12. Partial delivery shall not be allowed. The firm will email one-day prior before the date of delivery.
13. Business will be awarded on package deal.

  
Deputy Director  
Supply Chain Management Office