





























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










To:
Subject: Request for Quotation: - Consumables Demand for Japanese Language Course (PMYSDP)- Batch -II /24-25

Please provide quotation for following items. Quotes will be submitted in closed envelop and must reach to SCM Office latest by 30 May 2025 before 1100 hrs.

Sr	Items	Specifications	A/U	Country Of Origin	Qty Req	Sample Pictures	Total Price Including Tax
1.	Ball Points	Blue	Pkt	Pak/ Imported	8		
2.	Ball Points	Black	Pkt	Pak/ Imported	3		
3.	Pilot Pen Grip Roll	Blue	Pkt	Pak/ Imported	5		
4.	Transparent CV White Files Flipper	A-4 Size	Nos	Pak/ Imported	50		
5.	Punch Machine	Heavy duty punch	Nos	Pak/ Imported	1		
6.	KIDCO Eraser	Toxic Rubber	Pkt	Pak/ Imported	3		
7.	Gum Stick 21gm	High quality	Pkt	Pak/ Imported	6		
8.	Highlighter Twin	High quality	Pkt	Pak/ Imported	2		

Sr	Items	Specifications	A/U	Country Of Origin	Qty Req	Sample Pictures	Total Price Including Tax
9.	Pencil LED	High quality	Pkt	Pak/ Imported	6		
10.	Paper Clips	High quality	Pkt	Pak/ Imported	8		
11.	Paper Cutter	High quality	Nos	Pak/ Imported	5		
12.	Cutter Blade	High quality	Nos	Pak/ Imported	5		
13.	Coloured Flag Office Master	High quality	Pkt	Pak/ Imported	7		
14.	Scale (Ruler)	High quality	Nos	Pak/ Imported	10		
15.	Texture paper (Yellow) 120 gm	High quality	Nos	Pak/ Imported	01		
16.	Scissor	High quality	Nos	Pak/ Imported	6		
17.	Stamp Pad	High quality	Nos	Pak/ Imported	5		
18.	Envelops (Large Size)	High quality	Nos	Pak/ Imported	50		

Sr	Items	Specifications	A/U	Country Of Origin	Qty Req	Sample Pictures	Total Price Including Tax
19.	Stapler Machine	High quality	Nos	Pak/ Imported	5		
20.	USB 32 GB	High quality	Nos	Pak/ Imported	2		
21.	Envelops (Small Size)	High quality	Nos	Pak/ Imported	300		
22.	Note Pad	High quality	Nos	Pak/ Imported	20		
23.	Coloured Paper	High quality	Ream	Pak/ Imported	2 (100 sheets x each)		
24.	Uni Ball Pin Eye Micro	Blue	Pkt	Pak/ Imported	2		
25.	Printer Toners (LBP162dw)	High quality	Nos	Pak/ Imported	1		
26.	Air Freshener	Sabaya	Nos	Pak/ Imported	05		
27.	Tissue Box	High quality	Pkt	Pak/ Imported	10		
28.	Epson L360 Color Ink Set	High quality	Pkt	Pak/ Imported	1		

Sr	Items	Specifications	A/U	Country Of Origin	Qty Req	Sample Pictures	Total Price Including Tax
29.	Brown Tape Packing	High quality	Nos	Pak/ Imported	5		
30.	Correction Pen White Fluid	High quality	pkt	Pak/ Imported	10		
31.	Pin Cushion	High quality	Nos	Pak/ Imported	10		
32.	Plastic Folder	High quality	Nos	Pak/ Imported	20		
33.	Panafelx Printing Chart	240GSM Frontlit Digital Printing PVC Pana Flex for Pakistan Market	Nos	Pak/ Imported	50		
34.	Kendama Game	High quality	Nos	Pak/ Imported	5		
35.	Daruma Otoshi Game	High quality	Nos	Pak/ Imported	5		
36.	Daruma Doll	High quality	Nos	Pak/ Imported	4		
37.	Wanage Game	High quality	Nos	Pak/ Imported	5		
	Gross Total inclusive of all taxes						

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 2nd Floor Admin Block NUTECH Islamabad latest by 30 May 2025 not later than 1100 hrs.
5. **Quotes will be opened on 30 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 15 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