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|  | National University of Technology (NUTECH)IJP Road, Sector I-12Islamabad Telephone : 051-5476805106/SCM/NUTECH 03 February 2021 |

To: M/s

Subject: Request for Quotation: - **Publicity Material**

**Please provide quotation for following items. Quotes will be submitted in closed envelop and must reached to SCM Office latest by 09 February 2020 before 1100 hrs.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ser** | **Item** | **Specifications** | **A/U** | **Qty Req** | **Price/ unit** | **Total Price** |
| a) | Brochure | * A4 Size
* 4 Colour
* 2 side
* Paper 115 gms
 | Nos | 10,000 |   |  |
| b) | Leaflet  | * Paper: 68 Gms
* Size: 5.5’ x 8.5’
* 4 Colour
 | Nos | 100,000 |   |  |
| c) | Table Calendar | * Paper: 300 gms Art
* Size: 6.5’ x 9’
* 4 Colour
* 14 Pages – 7 Leafs
* Spiral
 | Nos | 500 |  |  |
| d) | Wall Calendar | * Paper: 300 gms Art
* Size: 11’ x 17’
* 4 Colour
* 14 Pages – 7 Leafs
* Spiral
 | Nos | 500 |  |  |
|  |  | **Net Total (without taxes)** |  |  |
|  |   | **Total Taxes** |   |  |
|  |   | **Gross Total inclusive of all taxes** |   |  |

1. Provide unit price of each item, Total price per item, Total price of all items 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. Measurements should be strictly followed. No variations will be acceptable.
5. **It is Mandatory that colors are according to pictures attached in hyperlink.**
6. Quality must be ensured.
7. Quotes must reach in SCM Office 2nd Floor Admin Block NUTECH Islamabad latest

 by 09 Feb 2021 not later than 1100 hrs.

1. The same RFQ may also be available on NUTECH Website i.e

 https://nutech.edu.pk/downloads/procurement/rfqs/

1. **LD will be imposed as per rules**.
2. **Quotes will be opened on 09 February 2021.**
3. Approval of sample will be necessary for successful firm before bulk printing.
4. **The successful vendor will remain in close coordination with SCM Office for finalization of design and layout of the above mentioned items.**
5. **Sample may be viewed in SCM Office during working hours.**
6. Delivery period will be 10 days after placing Purchase Order.
7. Source file and PDF format of above mentioned items are attached in email.
8. **Business will be awarded on package deal basis.**
9. 100% payment will be made after successful completion of the order.

Deputy Assistant Director

Supply Chain Management Office