

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

To:  
Subject: Request for Quotation: Repairing of ICT Equipment – Routine Damage

Please provide quotation for following items. Quotes will be submitted in closed envelop and must reach to SCM Office latest by 25 February 2025 before 1100 hrs.

Sr.	Items For Repair & Maintenance	Offices / Department	A/U	Country Of Origin	Qty Req	Unit Price Including Tax	Total Price Including Tax
1.	HP Hvy duty Printer M609	HR office	Nos	Europe/ USA/ Asia	01		
2.	Photocopier IM 2702 NASHUATECH	Treasurer office	Nos	Europe/ USA/ Asia	01		
3.	HP Hvy duty Printer M609	Coord Office	Nos	Europe/ USA/ Asia	01		
4.	Photocopier IM 2702 NASHUATECH	DOU office	Nos	Europe/ USA/ Asia	01		
5.	Photocopier IM 2702 NASHUATECH	Exam office	Nos	Europe/ USA/ Asia	01		
6.	Ricoh Photocopier MP3055	CS Department	Nos	Europe/ USA/ Asia	01		
7.	85A Toner for Printer HP LaserJet (1102)	Treasurer office	Nos	Europe/ USA/ Asia	02		
<b>Gross Total inclusive of all taxes</b>							

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. Quality must be ensured

5. Quotes must reach in SCM Office 2nd Floor Admin Block NUTECH Islamabad latest by 20 February 2025 not later than 1100 hrs.
6. Quotes will be opened on 25 February 2025
7. Completion time **15 days** after placing Repair Order.
8. Please ensure delivery within stipulated time.
9. Rates shall be quoted on free delivery basis at NUTECH Islamabad.
10. **100% payment** will be made after successful completion of the order.
11. The validity period of quotations must be indicated and should be **30 days** from the date of opening of financial offer.

  
Deputy Director  
Supply Chain Management Office