

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

20 January 2025

To: M/s

Subject: Request for Quotation: - Preparation of Publicity Material

Please provide quotation for following items. Quotes will be submitted in closed envelop and must reach to SCM Office latest by ²²21 January 2025 before 0930 hrs.

Sr.	Item	Specifications	A/U	Country Of Origin	Qty Req	Unit Price Including Tax	Total Price Including Tax
a.	Brochure	Brochure A 4 Size (150 gms, 4 colour, two side)	Nos	Pakistan	20000		
b.	Poster	Poster A 3 Size (150 gms, 4 colour, one side)	Nos	Pakistan	500		
c.	Banner (Panaflexes)	Panaflexes regarding UG Admissions Fall 2025 for colleges / institute main gate size 3 x 6 ft	No	Pakistan	10		
d.	Standee (Panaflex)	Panaflex (Standee) size 2.5 x 6 ft with x stand	No	Pakistan	10		
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. **Quality must be ensured.**
6. ²²Quotes must reach in SCM Office 2nd Floor Admin Block NUTECH Islamabad latest by ²²21 January 2025 not later than 0930 hrs.
7. Quotes will be opened on ²²21 January 2025.
8. **Approval of sample will be necessary for successful firm before bulk printing.**
9. **The successful vendor will remain in close coordination with SCM Office for finalization of design and layout of the above mentioned items.**
10. **Sample may be viewed in SCM Office during working hours.**
11. Delivery period will be 10 days after placing Purchase Order.

12. Please ensure delivery within stipulated time.
13. Rates shall be quoted on free delivery basis at NUTECH Islamabad.
14. Business will be awarded on package deal basis.
15. 100% payment will be made after successful completion of the order.



Deputy Director
Supply Chain Management Office