

11 November 2024

To: M/s

Subject: Request for Quotation: - Preparation of Table Calendar – Year 2025

Please provide quotation for following items. Quotes will be submitted in closed envelop and must reach to SCM Office latest by 15 November 2024 before 1100 hrs.

Sr.	Item	Specifications	A/U	Country Of Origin	Qty Req	Unit Price Including Tax	Total Price Including Tax
a.	Table Calendar	Table Calendar (15 Pages, 8 leaves) 300 gms Art, 6" x 9", 4 colour, Spiral	Nos	Pakistan	1,000		
b.	Hand Bags Small	Bags for Table Calendar (260 gms bleach board, shine lamination)	Nos	Pakistan	400		
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. Quotes must reach in SCM Office 2nd Floor Admin Block NUTECH Islamabad latest by **15 Nov 2024 not later than 1100 hrs.**
7. Quotes will be opened on **15 Nov 2024.**
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