










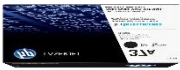







National University of  
Technology (NUTECH)  
IJP Road, Sector I-12  
Islamabad  
Telephone: 051-5476805  
106/SCM/NUTECH  
19 September 2024

To:  
Subject: **Request for Quotation: - Demand for Stationery Consumable Items (NIVATS) – Tourism & Hospitality Management (Advance)**

**Please provide quotation for following items. Quotes will be submitted in closed envelop and must reach to SCM Office latest by 26 September 2024 before 1100 hrs.**

Sr	Items	Specifications	A/U	Country Of Origin	Qty Req	Unit Price Including Tax	Total Price Including Tax
1.	Correction Pen	Blanco (12 x each) 	Packet	Pak/ Imported	05		
2.	Register	Attendance Register	Nos	Pak/ Imported	02		
3.	Envelope SE-8 (A4 Size)	Khaki (Size 12" x 15") Best Quality 	Nos	Pak	100		
4.	Highlighter	Pack of 4 Multi Colour 	Packet	Pak/ Imported	10		
5.	Paper Cutter	High Quality Paper Cutter Knife Sharp 	Nos	Pak/ Imported	10		
6.	Paper clip (Medium)	Paper Clip Size: 30MM 80 Clips in One Box Material: Steel 	Box	Pak/ Imported	15		

Sr	Items	Specifications	A/U	Country Of Origin	Qty Req	Unit Price Including Tax	Total Price Including Tax
7.	Bull Dog Clips (3 x Dozen per Box)	Medium 	Box	Pak/ Imported	05		
8.	Rexene Binding Tape Size 3" (Different Colour)	High Quality 	Nos	Pak/ Imported	10		
9.	Burooj Drafting Pad (90 gms) 100 x pages	A4 Size 	Nos	Pak/ Imported	15		
10.	Printer Toner (Laser Jet Pro M402dne Printer)	HP 26A 	Nos	Pak/ Imported	04		
11.	Printer Toner (Laser Jet pro MFP M227Mdw)	HP 30A Black LaserJet Toner Cartridge 	Nos	Pak/ China	06		
12.	Printer Toner (Laser Jet pro MFP M227Mdw)	HP 32A Black LaserJet Drum 	Nos	Pak/ China	02		
13.	Printer Toner (HP Laser Jet Enterprise M609 Heavy Duty Printer)	HP 37A Black LaserJet Toner Cartridge HP 37A Compatible Toner Cartridge CF237A 	Nos	Pak/ China	04		
14.	Printer Toner (Cannon)	Canon 057 Black Toner Cartridge 	Nos	Pak/ China	03		
15.	Paper Fastener 50 Set/Box	(Pack of 50) Colorful Paper Fastener 8cm for Card File, Assorted Color 	Packets	Pak/China	10		

Sr	Items	Specifications	A/U	Country Of Origin	Qty Req	Unit Price Including Tax	Total Price Including Tax
16.	Ball Point (10 x each)	Blue Dollar Clipper 	Packets	Pak/ Imported	10		
17.	Air Freshener (Jasmine, Lavender , Rose)	Nero Air Freshener Bakhoor 275 ML 	Bottle	Pak /Imported	10		
18.	Air Freshener	Sultan By Al-Rehab 300 ML 	Bottle	Pak /Imported	05		
<b>Gross Total inclusive of all taxes</b>							

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 2<sup>nd</sup> Floor Admin Block NUTECH Islamabad latest by **26 September 2024 not later than 1100 hrs.**
5. **Quotes will be opened on 26 September 2024.**
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 10 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. Offers Required for Package Deal Basis.

Deputy Assistant Director  
Supply Chain Management Office