

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

To:  
Subject: Request for Quotation: - Repair and Maintenance of Photocopier

**Please provide quotation for following items. Quotes will be submitted in closed envelop and must reach to SCM Office latest by 09 Sep 2024 before 1100 hrs.**

| Sr.                                       | Items                                       | Specifications        | A/U | Country Of Origin | Qty Req | Unit Price Including Tax | Total Price Including Tax |
|---|---|-----------------------|-----|-------------------|---------|--------------------------|---------------------------|
| 1.  | TOSHIBA<br>Photocopier<br>E-Studio<br>3018A | Original Toner T-5018 | Nos | Europe/USA/Asia   | 04      |                          |                           |
| 2.  |   | Developer             | Nos | Europe/USA/Asia   | 03      |                          |                           |
| 3.  |   | Cleaning Blade        | Nos | Europe/USA/Asia   | 03      |                          |                           |
| 4.  |   | Recovery Blade        | Nos | Europe/USA/Asia   | 03      |                          |                           |
| 5.  |   | Heat Roller Upper     | Nos | Europe/USA/Asia   | 01      |                          |                           |
| 6.  |   | Scraper               | Nos | Europe/USA/Asia   | 01      |                          |                           |
| 7.  |   | Drum                  | Nos | Europe/USA/Asia   | 01      |                          |                           |
| 8.  |   | RADF Discharge Sheet  | Nos | Europe/USA/Asia   | 01      |                          |                           |
| <b>Gross Total inclusive of all taxes</b> |   |                       |     |                   |         |                          |                           |

- 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.
- Quote for above mentioned items should be on company's letterhead with sign and stamp.
- Also mention date of quote, **NTN and STRN** number in your quotation.
- Quality must be ensured.
- Quotes must reach in SCM Office 2nd Floor Admin Block NUTECH Islamabad latest by **09 Sep 2024 not later than 1100 hrs.**
- Quotes will be opened on **09 Sep 2024.**
- Delivery period will be **15 days** after placing Purchase Order.
- Please ensure delivery within stipulated time.
- Rates shall be quoted on free delivery basis at NUTECH Islamabad.
- 100% payment** will be made after successful completion of the order.
- The validity period of quotations must be indicated and should be **30 days** from the date of opening of financial offer.
- Warranty/ Guarantee required **12 months** on Stamp Paper.
- Contract with OEM / Authorized distributor.
- Business will be awarded on package deal.

Deputy Assistant Director  
Supply Chain Management Office