

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

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 13 September 2024 before 1215 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 Printer 402	CS & MED	Nos	Europe/ USA/ Asia	02		
2.	HP Printer 609 (Fuser unit)	Civil Depart	Nos	Europe/ USA/ Asia	01		
3.	Dell OptiPlex PC Ci5 (10 Gen) (Motherboard)	P & D Office	Nos	Europe/ USA/ Asia	01		
4.	HP Printer Color 254	DoU	Nos	Europe/ USA/ Asia	01		
5.	Ricoh 2501 Photocopier Machine	SCM Office	Nos	Europe/ USA/ Asia	01		
6.	Wireless Mic	Seminar Hall	Nos	Europe/ USA/ Asia	01		
Gross Total inclusive of all taxes							

1. Visit for detail analysis of equipment to be repaired will be held on dated **11 September 2024 form 0930 hrs till 1400 hrs.**
2. 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.
3. Quote for above mentioned items should be on company's letterhead with sign and stamp.
4. Also mention date of quote, **NTN and STRN** number in your quotation.
5. Quality must be ensured.
6. Quotes must reach in SCM Office 2nd Floor Admin Block NUTECH Islamabad latest

by **13 September 2024 not later than 1215 hrs.**

7. Quotes will be opened on **13 September 2024.**
8. Completion time **15 days** after placing Purchase Order.
9. Please ensure delivery within stipulated time.
10. Rates shall be quoted on free delivery basis at NUTECH Islamabad.
11. **100% payment** will be made after successful completion of the order.
12. The validity period of quotations must be indicated and should be **30 days** from the date of opening of financial offer.
13. Warranty/ Guarantee required **12 months** on Stamp Paper.
14. Contract with OEM / Supplier.
15. Person to be contacted **Mr. Azhar Abbas (0300-7784728) Email. Azharabbas@nutech.edu.pk**

Deputy Assistant Director
Supply Chain Management Office