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|  | National University of Technology (NUTECH)  IJP Road, Sector I-12  Islamabad  Telephone : 051-5476805  106/SCM/NUTECH  30 Aug 2023 |

To: M/s

Subject: Request for Quotation: - **Stationery Consumable items**

**Please provide quotation for following items. Quotes will be submitted in closed envelop and must reach to SCM Office latest by 04 Aug 2023 before 1100 hrs.**

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| **Sr.** | **Item** | **Specifications** | **A/U** | **Qty** | **Country of Origin** | **Unit Price PKR (Including Tax)** | **Total Price PKR (Including Tax)** |
| 1. | AA Paper Reams 80gm | A-4 Size | Ream | 40 | Pak/ Imported |  |  |
| 2. | Printer Toner 37A (HP) | HP 37A Black Original Laser Jet Toner Cartridge (CF 237A) for M 607, M 608, M 609, MFP M 631, MFP M 632, MFP M 633 Printers | Nos | 01 | China |  |  |
| 3. | Printer Toner 26A (HP) | HP 26A Black Original Laser Jet Toner Cartridge (CF 226A) for M402, MFP M 426 Printers. | Nos | 02 | China |  |  |
| 4. | AA Size Cell | Energizer | Pkt of 08 Cells | 10 | Imported |  |  |
| 5. | AAA Size Cell | Energizer | Pkt of 04 Cells | 10 | Imported |  |  |
| 6. | Facial Tissues Box | Facial Tissues Box-200 x 2ply | Nos | 25 | Pak/ Imported |  |  |
| 7. | Note Pad (Office Diary) | High quality | Nos | 10 | Pak/ Imported |  |  |
| 8. | USB 32 GB | High quality | Nos | 10 | Imported |  |  |
| **Gross Total inclusive of all taxes** | | | | |  |  |  |

1. Quote for above mentioned items should be on **company’s letterhead** with **sign** and **stamp**.
2. Also mention date of quote, **NTN** and **STRN** number in your quotation.
3. Quotes must reach in SCM Office 2nd Floor Admin Block NUTECH Islamabad latest

by 04 Aug 2023 not later than 1100 hrs.

1. **Quotes will be opened on 04 Aug 2023.**
2. Delivery period will be 10 days after placing Purchase Order.
3. Please ensure delivery within stipulated time.
4. Rates shall be quoted on free delivery basis at NUTECH Islamabad.
5. 100% payment will be made after successful completion of the order.
6. LD will be imposed on late delivery, 1% LD for per 15 days shall be charged.
7. Validity of offers shall be 30 days.
8. Partial delivery shall not be allowed. The firm will email one-day prior before the date of delivery.
9. The same RFQ may also be available on NUTECH website i.e <https://nutech.edu.pk/downloads/procurement/rfqs/>
10. Offer Required for Package Deal Basis.
11. Measurements should be strictly followed. No variations will be acceptable.
12. Quality must be ensured.
13. **Warranty/support shall be provided for 12 Months**

Deputy Assistant Director

Supply Chain Management Office