



HITEC UNIVERSITY TAXILA
PROCUREMENT BRANCH
Request for Quotation (RFQ)

No. Proc/RFQ/26/ 2773

Date: 27 July 2026

Department: Procurement Branch

Company Name: M/S _____

Landline No: 051-4908146-9

Initiating Date: July 27, 2026

Mobile Number: 0335-5347404

Closing Date: August 7, 2026

Email Address: Procurement_office@hitecuni.edu.pk

Product to be purchased: Office Chairs

S/No	Items Name / Specifications	Qty	Unit Price	Total Price	Remarks
a.	Executive Office Chair	01			Visit University for Sample (Size, Quality)
b.	Office Chair Standard Size	04			
Total Amount (with all taxes)					

Terms & Conditions:

1. Quotation must be duly signed and stamped on company letter head.
2. GST and NTN number must be clearly mentioned on Quotation.
3. All applicable taxes should be quoted separately from the price of the product.
4. The University reserves the right, at the time of evaluation of any proposal to request any additional information that it deems necessary in order to make a decision on any proposed offer.
5. Any proposal not supported by the information requested in this RFQ, or not complying with this RFQ, may not be considered.
6. Quotation must be delivered through a sealed envelope addressed to **Manager Procurement, HITEC University Taxila**.
7. Any contract issued as a result of this RFQ shall be subject to General Terms and Conditions of HITEC University.
8. HITEC University is not bound to accept any quotation or award any contract, nor be responsible for any costs associated with a supplier's preparation and submission of quotation, regardless of the outcome or the manner of conducting the selection process.

Bilal Ahmed Shah
Manager Procurement