



HITEC UNIVERSITY TAXILA PROCUREMENT BRANCH Request for Quotation (RFQ)

No. Proc/RFQ/26/ 2735

Date: 22 July 2026

Department: Procurement Branch

Company Name: M/S _____

Landline No: 051-4908146-9

Initiating Date: July 22, 2026

Mobile Number: 0335-5347404

Closing Date: July 31, 2026

Email Address: Procurement.office@hitecuni.edu.pk

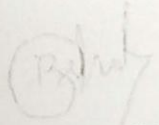
Product to be purchased: Stationery Items

S/No	Item / Specification	Qty	Unit Price	Total Price	Remarks
a.	Student Cards				As per Sample
	i. PVC Cards	1500 No's			
	ii. Card Holder/Jackets	1500 No's			
	iii. Card Strips	1000 No's			
b.	RFID Cards for Faculty / Staff	300 No's			As per Sample
c.	Student Dossier Files with Colored Strips	1500 No's			As per Sample
	• Maroon	100			
	• Sky Blue	130			
	• Green	100			
	• Purple	60			
	• Orange	500			
	• Red	100			
	• Grey	80			
	• Brown	210			
	• Yellow	150			
	• Golden	70			
d.	Office Files	100 No's			As per Sample
e.	Uni Ball eye UB-185 Blue	1 Pack			
f.	Uni Ball eye UB-185 Black	1 Pack			

g.	Uni Ball eye UB-157 Blue	1 Pack			
h.	Envelopes (A-4 size) with colored Strips	1500 No's			As per Sample
i.	FARGO ® HDP 5000 Ribbon				As per Sample
	i. Color Ribbon	08 No's			
	ii. Retransfer Film	06 No's			
	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