

HITEC UNIVERSITY TAXILA

OFFICE OF THE PROCUREMENT

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REQUEST FOR QUOTATION (RFQ)

RFQ Ref No: HITEC/PROC/RFQ/2026/2797	Delivery Location: HITEC University, Taxila Cantt
Issue Date: 20 August, 2026	SUBMISSION DEADLINE: 15 September 2026 @1200 HRS
Procurement Title: Procurement of University Shields (Small)	

1. SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS

S/N	Detailed Technical Specifications / Items Required	Required Qty	UOM
a.	University Shield (Small) Wooden Medallion As per Sample	200	

2. INSTRUCTIONS TO BIDDERS & COMMERCIAL TERMS

- 1. Submission on Vendor's Official Letterhead:** Bidders MUST submit their complete technical details, unit prices, total amounts, and delivery lead times printed on their own official company letterhead, bearing valid FBR NTN, quotation reference number, date, authorized signature, and company stamp.
- 2. Inclusive Pricing Mandate:** All quoted prices must be fully inclusive of all applicable government taxes, duties, freight, handling, and delivery charges to HITEC University Taxila. No separate tax addition or extra charges over and above the quoted prices shall be allowed under any circumstances.
- 3. Sealed Outer Envelope:** Quotations must be delivered in a sealed envelope clearly marked: 'RFQ Ref No: HITEC/PROC/RFQ/2026/2797 — DO NOT OPEN BEFORE CLOSING DEADLINE' addressed to Manager Procurement, Procurement Branch, HITEC University Taxila.
- 4. Closing Deadline Strictness:** Bids received after the submission deadline date and time will be rejected automatically.
- 5. Tax Eligibility & ATL Status:** Only active taxpayers listed on FBR's Active Taxpayers List (ATL) with a valid NTN are eligible to participate. Applicable statutory taxes will be withheld at source as per Government rules.
- 6. Commercial Validity & Lead Time:** Quoted prices must remain valid for a minimum of 30 Days from the closing date. Delivery lead time must be explicitly stated in calendar days on the quotation.
- 7. Payment Terms:** 100% payment upon complete delivery, physical inspection, and issuance of Acceptance Certificate by University Inspection Committee.
- 8. Institutional Rights:** HITEC University reserves the right to accept or reject any quotation, split quantities, or annul the procurement process without incurring liability.

ISSUED BY ORDER OF THE DIRECTOR ADMINISTRATION (HITEC UNIVERSITY TAXILA)

Bilal Ahmed Shah / Manager Procurement
Date of Issuance: July 13, 2026