

## Request for Quotation

Rutgers Pakistan invites Interested firms to provide sealed quotations for each of the below mentioned items.

S.No	Item	Description	Qty
1.	<b>Drawstring Backpack</b> (As per Sample)	<b>Material:</b> Parachute & Denim (2 quotes) <b>Size:</b> Length: 19.5", Width: 16" <b>Color:</b> Mauve/Light purple <b>Strips:</b> 68" each side <b>Printing:</b> 4 color printing (one side)	7,000
2.	<b>Notebook</b>	<b>Size:</b> 10.5x7" <b>Pages:</b> 200 (100 Leafs) 80gm imported with broad lines. Single color message on each page. (one message) <b>Title Pages:</b> 310gm art card with 4 color printing with shine lamination. <b>Binding:</b> Gum + Side Pins	28,000
3.	<b>Stationary</b> (As per Sample)	<ul style="list-style-type: none"> <li>• Lead Pencil (single color printing, one message)</li> <li>• Ball Pen (single color printing, one message)</li> <li>• Eraser</li> <li>• Plastic Sharpener</li> <li>• 6 Inch Ruler (Plastic) (single color printing, one message)</li> <li>• Plastic stationary pouch (single color printing, one message)</li> </ul>	7,000 7,000 7,000 7,000 7,000 7,000

**Terms & Conditions:**

- Quotation should clearly mention all details including unit price, total price, tax, availability and delivery time, mode of payment and NTN no. **Also, mention delivery charges separately in quote to Sanghar, Sindh for all above items.**
- Quotation should be inclusive of all applicable government taxes.
- **For item 1, include two quotes (one for Parachute and one for Denim)**
- **For Item 3, Include two quotes (one with single color one message and one without any message)**
- No advance payment will be made prior to order.
- Supporting documents along with quotation should include company profile, NTN certificate, client list, experience of providing similar orders etc. (Applicable for non-registered vendors with Rutgers Pakistan)
- Quotes should be given strictly as per specification. Incomplete quotations will not be entertained.
- Delivery of Items is required to be made within **20-25 working days** after issuance of Purchase Order. Rutgers reserves the right to accept or reject any or all tenders/bids without assigning any reason whatsoever.
- **Samples for item 1 & 3 can be viewed at Rutgers Office, Islamabad.**

Sealed quotations should be clearly marked with "**Request for Quotation-YID**" and shared before **3pm May 31, 2018** via courier /by hand on company's letterhead at following address;

**Admin & HR Officer**

**Plot # 3A, Street # 7, Rabbani Market**

**G-10/2, Islamabad.**

**Contact: 051-2157381-4/03005011774/Waqas.bahadar@rutgers.pk**