



INFORMATION TECHNOLOGY UNIVERSITY

REQUEST FOR QUOTATION

Information Technology University (ITU), invites sealed quotation from Sales/Income Tax registered firms for **Procurement of Toners and Accessories of Photocopy Machine (Model: Konica Minolta 367)**. All prospective firms are required to submit their quotations with best possible lowest rates (incl. all taxes) as per the following details:

Sr. No.	Items/Description	Unit	Qty.	Unit Rate (PKR)	Total Cost (PKR)
			a	b	c=a×b
1.	Drum Unit for Konica Minolta 367 Photocopier	No.	01		
2.	Paper Feeding Roller for Konica Minolta 367 Photocopier	No.	06		
3.	Toner TN-323 for Konica Minolta 367 Photocopier	No.	03		
Total Cost Excl. Sales Tax					X
Sales Tax @ 17%					
Total Cost Incl. all Taxes					X

Note:

- Quotations sealed in an envelope must be reached in Procurement Office, Information Technology University on **16th September, 2022**.
- Quotations must be on Company's letterhead and signed stamped.
- Complete description/specifications/Datasheet (if any) must be attached with Quotation.
- Reference Number / Date, NTN and GST Numbers (Active Status) must be mentioned in the Quotation.
- The details of warranty / support services (if any), should clearly be mentioned in the quotation.
- Taxes will be deducted at the time of Payment as per government rules.
- Quotations received after due date will not be accepted.

PURCHASE OFFICER
INFORMATION TECHNOLOGY UNIVERSITY (ITU)
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