



INFORMATION TECHNOLOGY UNIVERSITY

REQUEST FOR QUOTATION

Information Technology University (ITU), invites sealed quotation from Sales/Income Tax registered firms for **Procurement of A4 size Printed Envelops for ITU**. 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	Qty.	Unit Rate (PKR)	Total Cost (PKR)
		a	B	c=a×b
1.	A4 Size Envelops with two colors printing on 100gsm imported paper	10,000		
Total Cost Excl. Sales Tax				X
Sales Tax @ 18%				
Total Cost Incl. all Taxes				X

Note:

- Quotations by hand or through email must be reached in Procurement Office, Information Technology University on **28th February, 2023**.
- Quotations must be on Company's letterhead and signed stamped.
- Complete description/specifications/Datasheet (if any) should 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.

PURCHASE OFFICER
INFORMATION TECHNOLOGY UNIVERSITY (ITU)
6th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore.
Phone: (042) 111-111-488 (6029)
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