

Request for Quotation (Goods)

Description : 0136-0069 - Stationery Items
Date of Issue : 16-Nov-17 12:26 PM
Date of Submission of Quotation : 21-Nov-2017 02:30 PM
Place of Delivery : IBA, Stores, Main Campus, University Road, Karachi.
Contact Person & Telephone : Purchase Department, IBA Main Campus, +922138104700, Ext 2150, 2152

Sr #	Description	Item Specification	Quantity
1	BALL PEN - BLUE Brand: Dollar Clipper		500
2	BALL PEN - BLACK Brand: Dollar Clipper		320
3	CORRECTING FLUID BLANCO SET Brand: Pelikan or Equivalent		6
4	CABINET HANGING FILE Brand: Champion or Equivalent		72
5	ERASER Brand: Dux or Equivalent		36
6	LEVER FILE FOLDER Thick Material Brand: Korona or Equivalent		100
7	MANAGEMENT FILE Size: A-4, Assorted Colors Brand: Bili or Equivalent		240
8	PLASTIC FOLDER L SHAPE Size: A-4, Transparent As per sample		144
9	RING FILE Size: A-4 Strong Card Board, As per sample Brand: Euro or Equivalent		36
10	FILE SEPARATOR Set of 10 pieces, As per sample Brand: Citizen or Equivalent		36
11	GEM CLIP 36 mm		10



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	Brand: Power / Three Flower / Apex or Equivalent		
12	HIGHLIGHTER PEN - YELLOW Brand: Dollar		24
13	HIGHLIGHTER PEN - PINK Brand: Dollar		12
14	HIGHLIGHTER PEN - GREEN Brand: Dollar		12
15	STAMP PAD - BLACK Brand: Dollar		2
16	STAMP PAD - RED Brand: Dollar		2
17	POINTER PEN - BLUE Brand: Dollar 0.3 Softliner		40
18	POINTER PEN - BLACK Brand: Dollar 0.3 Softliner		40
19	POINTER PEN - RED Brand: Dollar 0.3 Softliner		20
20	POST IT PAD Size: 3" x 3", Brand: Pronoti or Equivalent		40
21	RULED REGISTER 200 PAGES Fine pages, Brand: H.B. or Equivalent		8
22	RULED REGISTER 400 PAGES Fine pages, Brand: H.B. or Equivalent		4
23	STAPLER PIN Size: 24/6, Brand: Dollar		80
24	STAPLER MACHINE For 24/6 Staples Size: Medium, Model: HD45-N Brand: Opal or Equivalent		20
25	STEEL SCISSOR Model: 6003, Brand: Deli or Equivalent		12



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26	STAMP PAD - BLUE Brand: Dollar		2
27	SCOTCH TAPE 1" 50 Yards, Brand: Deer or Equivalent		48
28	SCOTCH TAPE 2" 50 Yards, Brand: Deer or Equivalent		12
29	SHARPENER Silver Coated, Brand: Dux or Equivalent		30
30	WRITING PAD A4 SIZE 40 pages, Brand: Leader or Equivalent		48
31	WHITE BOARD MARKER - BLUE WB-2, Brand: Dollar		180
32	WHITE BOARD MARKER - BLACK WB-2, Brand: Dollar		300

Terms & Conditions:

1. Sales tax registration certificate with last month return copy (FBR and / or SRB) must be provided at the time of submission of quotation.
2. Material of this order is subject to final inspection at the time of delivery.
3. We reserve the right to cancel any or all the above items if material is not in accordance with our specification or if the delivery is delayed.
4. Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
5. General Sales Tax will be paid on applicable items only.
6. Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
7. The rate / item cost is final and no change what so ever will be accepted.
8. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
9. Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason.
10. Invoice, Purchase Order & Delivery Challan should be submitted to Finance Department.
11. Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
12. No subletting in any case / item / form will be allowed.
13. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
14. Stamp duty 0.25% for goods against total value of Purchase Order will be levied accordingly.



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15. IBA, also reserve the right to issue Purchase Order for any single items to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.