

Request for Quotation (Goods)

Description : 4678-1452 - Stationery Items
Date of Issue : 04-Nov-2019 11:17 AM
Date of Submission of Quotation : 12-Nov-2019 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, 2112

Sr #	Description	Item Specification	Quantity
1	L SHAPE PLASTIC FOLDER Size: A4, 18-C Brand: Work Safe or Equivalent		500
2	BALL PEN - BLUE Brand: Dollar Clipper or Equivalent		300
3	BALL PEN - BLACK Brand: Dollar Clipper or Equivalent		500
4	BALL PEN - RED Brand: Dollar Clipper or Equivalent		100
5	DOCK CLIP 2" Brand: Penguin, Diamond or Equivalent		96
6	DUMPER (WATER BANK) As per Sample		10
7	INK FOR STAMP PAD - BLUE Brand: Dollar, Crystal or Equivalent		10
8	MASKING TAPE / PAPER TAPE Size: 1", 50 yards Brand: Abro or Equivalent		100
9	PAPER PIN BOX Size: 2 Brand: Crysanthemum or Equivalent		10
10	POINTER PEN - BLUE Brand: Dollar 0.3 Softliner or		100



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	Equivalent		
11	POINTER PEN - BLACK Brand: Dollar 0.3 Softliner or Equivalent		100
12	POINTER PEN - GREEN Brand: Dollar 0.3 Softliner or Equivalent		50
13	POINTER PEN - RED Brand: Dollar 0.3 Softliner or Equivalent		50
14	PUNCH MACHINE MEDIUM Brand: Opal 500 or Equivalent		20
15	PUNCH MACHINE SMALL Brand: OPAL KPD-20 or Equivalent		10
16	STAPLERS REMOVER Brand: OPAL-SR-35 or Equivalent		15
17	PEON BOOK 100 Pages Brand: HB or Equivalent		20

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 should be submitted to Purchase & Stores 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



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accordingly.

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.
16. Certificate of genuine / originality will be provided by the supplier.