

# Request for Quotation (Goods)

**Description** : 4121-1330 - Paper Shredder  
**Date of Issue** : 19-Sep-2019 03:11 PM  
**Date of Submission of Quotation** : 26-Sep-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	PAPER SHREDDER 24 sheet Strip Cut Shred Size: 4 mm Model: W-IT Brand: Oaster or Equivalent	Bin Volume: 33 Litre Duty Cycle: 30 min Castors for mobility Destroys Pins, Clips, CDs, Films & Credit Cards	1

### Terms & Conditions:

- Sales tax registration certificate with last month return copy (FBR and / or SRB) must be provided at the time of submission of quotation.
- Material of this order is subject to final inspection at the time of delivery.
- 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.
- Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
- General Sales Tax will be paid on applicable items only.
- Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
- The rate / item cost is final and no change what so ever will be accepted.
- Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
- Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason.
- Invoice should be submitted to Purchase & Stores Department.
- Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
- No subletting in any case / item / form will be allowed.
- All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- Stamp duty 0.25% for goods against total value of Purchase Order will be levied accordingly.
- 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.
- Certificate of genuine / originality will be provided by the supplier.