



## RFQ

Description : Supply of Stationery Items  
Date of Issue : August 3, 2015  
Date of Submission of Quotation : August 7, 2015 @ 2:30 pm  
Place of Delivery : IBA, Main Campus  
Contact Person & Telephone : Mr. Amir Zain (Purchase Executive)  
021-38104700 (Ext. 2152)

Sr #	Description	Brand	Quantity
1.	<b>Eraser for Pencil</b>	Kidco / Equivalent	200 Units
2.	<b>Ring File Plastic</b>	Euro / Equivalent	72 Units
3.	<b>File Separator (Index File)</b> Pack of 10 sheet, As per sample	Citizen / Equivalent	250 Packets
4.	<b>Flip Chart Paper</b> Size: 27" x 36", Offset 80 gsm	Origin: Sri Lankan / Indonesian	480 Units
5.	<b>Gem Clip 36 mm</b>	Power / Equivalent	86 Packets
6.	<b>Gem Clip 26 mm</b>	Power / Equivalent	25 Packets
7.	<b>Rules Register 200 Pages, Fine Pages</b>	H.B. / Equivalent	50 Units
8.	<b>Rules Register 400 Pages, Fine Pages</b>	H.B. / Equivalent	40 Units
9.	<b>Steel Scale 12"</b>	Swordfish / Equivalent	20 Units
10.	<b>Sticker Sheet A-4 Plain, Pack of 100</b>	Myco / Equivalent	15 Packets
11.	<b>Thumb Pin (coloured), Pack of 50</b>	Good Quality	150 Packets
12.	<b>Transparent Sheet A-4, thick</b>	As per sample	48 units
13.	<b>Writing Pad Large</b>	Leader / Equivalent	500 Units
14.	<b>Writing Pad Small</b>	Leader / Equivalent	500 Units

### Terms & Conditions:

1. Material of this order is subject to final inspection at the time of delivery.
2. 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.
3. Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
4. General Sales Tax will be paid on applicable items only.
5. Penalty at the rate of 2% per month on actual will be imposed on delayed delivery.
6. The rate / item cost is final and no change what so ever will be accepted.
7. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
8. Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason.
9. Invoice / bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
10. Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
11. No subletting in any case / item / form will be allowed.
12. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
13. Stamp duty 0.2% for goods against total value of Purchase Order will be levied accordingly.
14. 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.