



RFQ

Description : Supply of Stationery Items
Date of Issue : August 21, 2015
Date of Submission of Quotation : August 25, 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.	Cabinet Hanging File	Champion / Equivalent	350 files
2.	Dock Clip ¾"	Penguin / Equivalent	72 clips
3.	Dock Clip 1¼"	Penguin / Equivalent	100 clips
4.	Dock Clip 1½"	Penguin / Equivalent	100 clips
5.	File Folder / Lever File Thick Material	Korona / Equivalent	350 files
6.	Lamination Sheet for ID Card Packing: 100 sheets	Ibico / Equivalent	35 packets
7.	Packing Tape / Brown Tape, thick Size: 2", 90 yards	Abro / Equivalent	36 rolls
8.	Paper Cutter Knife	As per sample	25 knives
9.	Masking Tape / Paper Tape Size: 1", 50 yards	Abro / Equivalent	10 rolls
10.	Post it Pad Size: 3" x 3"	Pronoti / Equivalent	100 pads
11.	Stock Register # 10, fine pages	H.B. / Equivalent	5 registers
12.	Steel Scissors	As per sample	24 scissors
13.	Scotch Tape Size: 2", 72 yards	Deer / Equivalent	40 rolls
14.	Tape Dispenser # 30	National / Equivalent	60 dispensers
15.	Sharpener for pencil, Steel coated	Dux / Equivalent	200 sharpeners

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.