



Request For Quotation

Description	: RFQ-000547 - CEE-Stationery Items
Date of Issue	: 13 Sep 2022
Date of Submission of Quotation	: 16 Sep 2022 12:00:00 AM
Place of Delivery	: IBA Karachi, Main Campus, Karachi
Contact Person & Telephone	: Purchase Department, IBA Main Campus, University Road, Karachi. 021-38104700 Extension : 2153

Sr#	Description	Quantity + UOM
1	Ball Pen 0.8 mm Tip; Black; Clipper;	300.00 EACH
2	Ball Pen 0.8 mm Tip; Blue; Clipper;	300.00 EACH
3	Lamination Sheet for I.D Card Ibico; 125 Micron; packet;	5.00 PACKET
4	Stationery Pouch zipper; The sample is available at the office	300.00 EACH
5	Writing Pad IBA Branded; A4; Sample is available at office GSM: 70 for Leaves and 120 Matt for Cover pages Leaves: 25 with IBA watermark logo	300.00 EACH
6	Pencil Dollar HB 2; The sample is available at the office	300.00 EACH
7	Sharpener Mercory 510; silver; 510;	300.00 EACH
8	Highlighter Dollar; 5 mm Tip; yellow;	300.00 EACH
9	Eraser for pencil Small; White; Art D-2001;	300.00 EACH
10	File Separator Set of 10 pieces; A4; Index; MultiColour Card Sheet (per set of 10)	300.00 SET
11	File Separator Set of 10 pieces; A4; Index; Multi Colour Transparent Plastic Sheet (per set of 10) Sample is available at office	300.00 SET
12	Color Paper For Finance; A4; green;	25.00 PACKET
13	File Folder Rexine Folder; 25d; Navy Blue; Rexene 25d Navy Blue Sample is available at office	250.00 EACH



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14	File Folder Rexine Folder; 38d; Black; Leather 38d Black (Textured - IBA CEE Executive Education) Sample is available at office	50.00 EACH
15	Glossy Card A4; White;	300.00 EACH
16	Index Tab Flags Neon Plastic, Set of 5 Colors; 5 Colors;	300.00 PACKET
17	Transparent Plastic Sheet A4; Hard;	300.00 EACH
18	Ribbon for ID card IBA Branded; Maroon; The sample is available at the office	1,000.00 EACH
19	Flip Chart Paper 100gm, Offset; A1; White; 23.4x33.1;	200.00 EACH

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 Invoice/Bill & delivery of above item(s).
4. General Sales Tax will be paid on applicable items only.
5. Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
6. The rate I 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 I remove any item or article or reduce I enhance quantity without assigning any reason.
9. Invoice/Bill to be submitted to Purchase Department.
10. Advance Payment subject to Bank Guarantee.
11. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates I denomination of Purchase Order.
12. Stamp Duty 0.25% for Goods against total value of Purchase Order will be levied accordingly.