

# **RFQ – NO**

**Date of Issuance: 14-Nov-2015**

**Date of Opening: 17-Nov-2015**

**Contact Person Name: Syed Ali Ahmed Naqvi**

**Contact Details: 111-422-422 Ext 2112**

**Email ID: [anaqvi@iba.edu.pk](mailto:anaqvi@iba.edu.pk)**

Sr.#	Description of Item Require	Qty	Unit Price	Total Price	Applicable Tax Amount	Grand Total
01	<b>HP-Toners Original</b> Toner For HP 1536 DNF(78A)	10				
02	<b>HP-Toners Original</b> Toner for HP M-712(14A)	10				

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 0.35% 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
15. Quotes will be opened on same date of opening (mention above) at IBA Main Campus ICT Procurement office in presence of representative bidders who may care to attend.
16. Original HP Product require, please also submit the HP-Authorization Certificate (Latest)