



RFQ

Description : Provide & Supply of Stationery Items
Date of Issue : July 11, 2017
Date of Submission of Quotation : July 14, 2017 @ 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.	Ball Pen , Colour: Blue	Dollar Clipper or equivalent	350 units
2.	Ball Pen , Colour: Red	Dollar Clipper or equivalent	80 units
3.	Digital Calculator DJ-120T (Original)	Casio or equivalent	2 units
4.	Correcting / Blanco Pen	Pelikan or equivalent	6 units
5.	Dock Clip Size: 1¼" (32 mm)	Penguin or equivalent	48 boxes
6.	Dock Clip Size: 1⅝" (41 mm)	Penguin or equivalent	24 boxes
7.	Dock Clip Size: 2"	Penguin or equivalent	12 boxes
8.	Dock Clip Size: ¾" (19 mm)	Penguin or equivalent	24 boxes
9.	Duster for Whiteboard Jumbo Duster	Every or equivalent	24 units
10.	Eraser , as per sample	Dux or equivalent	48 units
11.	File Folder / Lever File Thick Material	Korona or equivalent	140 units
12.	L-Shape Plastic Folder Size: A-4, Transparent	As per sample	84 units
13.	Management File / Plastic File Size: A-4, Assorted Colours	Bili or equivalent	120 units
14.	File Separator (File Index) Set of 10 pieces, As per sample	Citizen or equivalent	12 sets
15.	Gem Clip 50 mm	Power or equivalent	12 boxes
16.	High lighter Pen Broad Point 90 Colour: Green	Dollar or equivalent	6 units
17.	Lamination Pouch for I.D Card Size: O-ID, Thickness: 150 micron, Pack of 100 pouches	Ibico or equivalent	13 packets
18.	Masking / Paper Tape 1", 50 yards	Abro or equivalent	6 units
19.	Packing Tape Size: 2", 60 yards	Abro or equivalent	6 units
20.	Paper Cutting Knife	As per sample	18 units
21.	Pencil with Eraser PH456	Dollar or equivalent	240 units
22.	Pointer Pen Colour: Blue	Dollar Pointer plus (+) or equivalent	24 units
23.	Post-it Notepad Size: 3" x 3"	Pronoti or equivalent	48 pads
24.	Ruled Register 200 pages, fine pages	H.B. or equivalent	6 units

Summary:

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25.	Ruled Register 400 pages, fine pages	H.B. or equivalent	6 units
26.	Steel Scale Size: 12"	Swordfish / Equivalent	14 units
27.	Steel Scissors , Model: 6003	Deli or equivalent	16 units
28.	Scotch Tape 1", 72 yards	Deer or equivalent	60 units
29.	Scotch Tape 2", 72 yards	Deer or equivalent	12 units
30.	Sharpener for Pencil Silver Coated	Dux or equivalent	50 units
31.	Tape Dispenser for 1" tape Article # 30	National or equivalent	8 units
32.	Stapler Machine For 24/6 Staples, Model: HD-45N	Opal or equivalent	36 units
33.	Staples Medium 24/6	Dollar or equivalent	120 boxes
34.	Glue Stick 40 g	UHU, Pelikan or equivalent	48 units
35.	Writing Pad Size: A4, 40 pages	Leader or equivalent	84 pads
36.	Writing Pad Size: 8" x 4" (Small), 40 pages	Leader or equivalent	60 pads

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. Liquidity damage 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, 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 0.25% 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.