



## RFQ

Description : Provide & Supply of Stationery Items  
Date of Issue : December 16, 2016  
Date of Submission of Quotation : December 22, 2016 @ 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>Cabinet Hanging File</b>	Champion or equivalent	150 Units
2.	<b>Duster for Whiteboard</b> Jumbo Duster	Every or equivalent	192 Units
3.	<b>File Folder / Lever File</b> Thick Material	Korona or equivalent	130 Units
4.	<b>Gem Clip 36 mm</b>	Power or equivalent	48 Boxes
5.	<b>Lamination Pouch for I.D Card</b> Size: O-ID, Thickness: 150 micron, Pack of 100 pouches	Ibico or equivalent	40 Packets
6.	<b>Masking / Paper Tape 1", 50 yards</b>	Abro or equivalent	36 Units
7.	<b>Punch Machine Large</b> Model: 500	Opal or equivalent	41 Units
8.	<b>Ruled Register</b> 200 pages, fine pages	H.B. or equivalent	31 Units
9.	<b>Stock Register</b> Model # 10, Fine Pages	H.B. or equivalent	6 Units
10.	<b>Scotch Tape 2", 72 yards</b>	Deer or equivalent	36 Units
11.	<b>Tape Dispenser for 1" tape</b> Article # 30	National or equivalent	30 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. 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.