

# Request for Quotation (Goods)

**Description** : 8374-2463-Stationery  
**Date of Issue** : 21-Apr-2021 11:36 AM  
**Date of Submission of Quotation** : 26-Apr-2021 11:00 AM  
**Place of Delivery** : IBA, Stores, Main Campus, University Road, Karachi.  
**Contact Person & Telephone** : Purchase Department, IBA Main Campus, +922138104700, Ext 2150, 2152, 2155

Sr #	Description	Item Specification	Quantity
1	Ball Pen - Blue Brand : Dollar Clipper / Equivalent		500
2	Ball Pen - Black Brand : Dollar Clipper / Equivalent		500
3	Steel Scissors No 6059 Brand : Deli / Equivalent		30
4	Stickers Sheet Plain A4 Brand : Myco / Equivalent		500
5	Management File A4 Color File (As per sample) Brand Bili / Equivalent		150
6	Steel Scale 12" Metal Etching Type Brand : Swordfish / Sun / Equivalent		20
7	Stapler Pin Medium (24/6) Brand : Dollar / Equivalent		150

### **Terms & Conditions:**

1. Sales tax registration certificate with last month return copy (FBR and / or SRB) must be provided at the time of submission of quotation.
2. Material of this order is subject to final inspection at the time of delivery.
3. 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.
4. Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
5. General Sales Tax will be paid on applicable items only.
6. Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
7. The rate / item cost is final and no change what so ever will be accepted.



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8. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
9. Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason.
10. Invoice should be submitted to Purchase & Stores Department.
11. Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
12. No subletting in any case / item / form will be allowed.
13. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
14. Stamp duty 0.25% for goods against total value of Purchase Order will be levied accordingly.
15. 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.
16. Certificate of genuine / originality will be provided by the supplier.