

Request for Quotation (Goods)

Description : 0796-0403 - Stationery Items
Date of Issue : 30-May-2018 11:11 AM
Date of Submission of Quotation : 06-Jun-2018 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, 2112

Sr #	Description	Item Specification	Quantity
1	FILE SEPARATOR Set of 10 pieces	As per sample Brand: Citizen or Equivalent	200
2	FLIP CHART PAPER SIZE: 27" X 36", OFFSET PAPER	ORIGIN: INDONESIAN	100
3	L SHAPE PLASTIC FOLDER Size: A4, Transparent	As Per Sample	156
4	PLASTIC MANAGEMENT FILE SIZE: A-4, Assorted Colors	Model: A-320 Brand: Bili or Equivalent	120
5	BALL PEN - BLACK	Brand: Dollar Clipper or Equivalent	100
6	BALL PEN - BLUE Brand: Dollar Clipper or Equivalent	Brand: Dollar Clipper or Equivalent	120
7	BALL PEN - RED Brand: Dollar Clipper or Equivalent	Brand: Dollar Clipper or Equivalent	12
8	DIGITAL CALCULATOR Model: DJ-120T (ORIGINAL)	Brand: CASIO or Equivalent	2
9	ERASER FOR PENCIL ART # D-2001	BRAND: DUX or Equivalent	12
10	PAPER CUTTER KNIFE	As per sample	12
11	POINTER PEN - BLACK	Brand: Dollar Soft Liner	6
12	POINTER PEN - GREEN	Brand: Dollar Soft Liner	6
13	POINTER PEN - RED	Brand: Dollar Soft Liner	10
14	POST IT NOTEPAD	Brand: PRONOTI or	12

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	Size: 3" x 5"	Equivalent	
15	PUNCH MACHINE Size: MEDIUM	Model: 600P Brand: OPAL or Equivalent	2
16	PUNCH MACHINE Size: SMALL	Brand: OPAL or Equivalent	2
17	PACKING TAPE / BROWN Size: 2"	Brand: ABRO or Equivalent	6
18	SHARPENER Silver Coated	Brand: DUX or Equivalent	12
19	STAMP PAD - BLUE	Brand: CRYSTAL or Equivalent	2
20	TAPE DISPENSER FOR 1" TAPE Article # 30	Brand: National or Equivalent	2
21	STAPLES Size: 23/17	Brand: Max or Equivalent	6
22	DISPATCH REGISTER Model # 3, Fine Pages	Brand: H.B. or equivalent	2
23	THUMB PIN BOX 50 Colored Pins in a Box	As per Sample	6
24	PEON BOOK 100 Pages	Brand: H.B or Equivalent	6
25	STOCK REGISTER Model # 10, Fine Pages	Brand: H.B. or equivalent	2
26	RULED REGISTER 400 Pages, Fine Pages	Brand: H.B or Equivalent	2

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.