

# Request for Quotation (Goods)

**Description** : 0365-0208 - Stationary Items  
**Date of Issue** : 15-Jan-18 01:01 PM  
**Date of Submission of Quotation** : 18-Jan-2018 02:30 PM  
**Place of Delivery** : IBA, Stores, Main Campus, University Road, Karachi.  
**Contact Person & Telephone** : Purchase Department, IBA Main Campus, +922138104700, Ext 2150, 2152

Sr #	Description	Item Specification	Quantity
1	FILE BOX / DOCUMENT BOX	With Flap & Clip Brand: Opal or equivalent	3
2	BALL PEN	Color: Red Brand: Dollar Clipper	10
3	DIGITAL CALCULATOR	Model: DJ-120T (Original) Brand: Casio or Equivalent	2
4	HIGHLIGHTER PEN	Color: Orange Brand: Dollar	10
5	INK FOR STAMP PAD	Color: Blue Brand: Dollar	2
6	INK FOR STAMP PAD	Color: Red Brand: Dollar	2
7	MASKING TAPE / PAPER TAPE 1"	Size: 1", 50 yards Brand: Abro or Equivalent	6
8	PERMANENT MARKER	Color: Black Brand: Dollar	12
9	STEEL SCALE	Size: 12" Brand: Swordfish or equivalent	18
10	STAMP PAD	Color: Blue Brand: Dollar	2
11	STAPLER PIN REMOVER	Brand: Penguin or Equivalent	6
12	GLUE STICK	40 g Brand: UHU, Pelikan or equivalent	24
13	WHITE BOARD MARKER WB-2	Color: Red Brand: Dollar	6
14	GEM CLIP BOX	Size: 26 mm Brand: Three Flower, Power, Apex or Equivalent	12
15	HIGHLIGHTER PEN	Color: Green	12

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		Brand: Dollar	
16	PUNCH MACHINE	Size: Small Model: KDP 20 Brand: Opal or equivalent	2
17	SCOTCH TAPE	Size: 2", 50 yards Brand: Deer or Equivalent	6
18	SCOTCH TAPE STAND	Model: 30 Brand: National or Equivalent	2
19	STAPLER PIN MEDIUM	Size: 24/6 Brand: Dollar or Equivalent	20
20	STOCK REGISTER	Model # 10, Fine Pages Brand: H.B. or equivalent	3
21	WRITING PAD	Size: 8" x 4", 40 pages Brand: Leader or equivalent	12

### **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.
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.