



## Request For Quotation

<b>Description</b>	<b>: RFQ-000100 - Stationary Items-CEE</b>
<b>Date of Issue</b>	<b>: 16 Nov 2021</b>
<b>Date of Submission of Quotation</b>	<b>: 22 Nov 2021 1:00:00 PM</b>
<b>Place of Delivery</b>	: Stores, IBA Main Campus, University Road, Karachi.
<b>Contact Person &amp; Telephone</b>	: Purchase Department, IBA Main Campus, University Road, Karachi. 021-38104700 Extension : 2153

Sr#	Description	Quantity + UOM
1	Ball Pen 0.8 mm Tip Blue Clipper	400.00 EACH
2	Ball Pen 0.8 mm Tip Black Clipper	400.00 EACH
3	Lamination Sheet for I.D Card Ibico 125 Micron packet Ibico or equivalent	500.00 PACKET
4	Stationery Pouch zipper As per the sample available at Purchase Office	400.00 EACH
5	Writing Pad IBA Branded A4 As per the sample available at Purchase office	500.00 EACH
6	Pencil Dollar HB 2 Brand: Dollar or Equivalent	500.00 EACH
7	Sharpener Mercory 510 silver 510 Brand: Mercury or Equivalent	500.00 EACH
8	Highlighter Dollar 5 mm Tip green Brand; Dollar or Equivalent	300.00 EACH



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9	Eraser for pencil Small White Art D-2001	400.00 EACH
10	File Separator Set of 10 pieces A4 Index Multi Colour Card Sheet Separator A4 Size, Required 500 Sets and Each Set contains 10 Papers. So Total No. of Papers will be (500x10=5000)	500.00 SET
11	File Separator Hard Transparent Plastic Sheet A4 Multi-Colour Transparent Separator Sheets A4 Size. Required 300 Sets and Each Set contains 10 Separators. So Total No. of Separators will be (300x10=3000) As per the sample available at Purchase office	300.00 SET
12	Color Paper For Finance A4 green Colour Paper of Green Colour, 25 Packets required if each packet contains 100 papers (Means total 2,500 papers required)	25.00 PACKET
13	Surgical Face Mask Sample must be submitted with quotation 50 boxes & each box contains 50 pieces	50.00 EACH
14	File Folder Rexine Folder 25d Navy Blue As per the sample available at Purchase office	300.00 EACH
15	File Folder Rexine Folder 38d Black With engraving As per the sample available at Purchase office	150.00 EACH
16	Glossy Card A4 White Required 500 Plain Glossy Cards A4 Size (Without print / Plain White) Sample is available at Purchase office	500.00 EACH
17	Index Tab Flags Neon Plastic, Set of 5 Colors 5 Colors	500.00 PACKET



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18	Transparent Plastic Sheet A4 Hard Hard Transparent Plastic Sheet A4 Size As per the sample available at Purchase Office	500.00 EACH
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### 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 Invoice/Bill & delivery of above item(s).
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/Bill to be submitted to Purchase Department.
10. Advance Payment subject to Bank Guarantee.
11. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates & denomination of Purchase Order.
12. Stamp Duty 0.25% for Goods against total value of Purchase Order will be levied accordingly.