

## Request For Quotation

<b>Description</b>	: Rfq-000234- Stationery Items-Store
<b>Date of Issue</b>	: 09 Feb 2022 12:00AM
<b>Date of Submission of Quotation</b>	: 15 Feb 2022 12:00PM
<b>Place of Delivery</b>	: IBA Karachi, Main
<b>Contact Person &amp; Telephone</b>	: Purchase Department, IBA Main Campus, University Road, Karachi.021-38104700 Extension: 2154

Description	Quantity + UOM
Stapler Machine (HD-12S/24) Brand: Opal / Equivalent	03.00 Each
File Separator (Set of 10 Pieces) Size: A4 , Brand: Index/ Equivalent	500.00 Each
Office Ring File (Fiber) , Size A4, Color: Black Sample is placed in Store for review	200.00 Each
Stapler Machine Medium HD-45N Brand: Opal / Equivalent	50.00 Each
Stapler Pin Medium 24/6 Brand: Dollar / Equivalent	300.00 Each
Pencil HB 2.0 , Brand: Dollar/ Equivalent	1000.00 Each
Glue Stick 20Gms Brand: Dollar / Equivalent	300.00 Each
Scotch Tape 1inch Crystal White Brand: Koala / Equivalent (As per Sample)	300.00 Each
Flip Chart Paper 100grams Offset Size: A1 (23.4X33.1) Sample is placed in Store for review	1000.00 Each
Peon Book (Mail Book) Brand HB/ Equivalent Sample is placed in Store for review	20.00 Each
Ball Pen -Clipper (Black) Brand: Dollar /Equivalent	300.00 Each
Ball Pen -Clipper (Blue) Brand: Dollar /Equivalent	500.00 Each

### Terms & Conditions:

- Material of this order is subject to final inspection at the time of delivery.
- 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.
- Payment will be made through crossed cheque after the receipt of the Invoice/Bill & delivery of above item(s).
- General Sales Tax will be paid on applicable items only.
- Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
- The rate I item cost is final and no change whatsoever will be accepted.

- Government tax(es), Levi(es) and charge(s) will be charged at actual as per SRO.
- Competent Authority reserves the right to change/ alter I remove any item or article or reduce I enhance quantity without assigning any reason.
- Invoice/Bill to be submitted to Purchase Department.
- Advance Payment subject to Bank Guarantee.
- All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates I denomination of Purchase Order.
- Stamp Duty 0.35% for Goods/Services against total value of Purchase Order will be levied.