



RFQ

Description : Supply of Stationery Items
Date of Issue : October 6, 2016
Date of Submission of Quotation : October 10, 2016 @ 2:30 pm
Place of Delivery : IBA, Main Campus
Contact Person & Telephone : Mr. Amir Zain (Purchase Executive)
021-38104700 (Ext. 2152)

Sr #	Description	Brand	Quantity
1.	Ball Pen Colour: Black	Dollar Clipper or equivalent	140 Units
2.	Correcting Pen	Pelikan or equivalent	12 Units
3.	Dock Clip ¾"	Penguin or equivalent	12 Units
4.	Dock Clip 1¼"	Penguin or equivalent	36 Units
5.	Dock Clip 1½"	Penguin or equivalent	24 Units
6.	Eraser for Pencil As per sample	Dux or equivalent	48 Units
7.	File Folder Lever File, Thick Material	Korona or equivalent	70 Units
8.	Gem Clip 36 mm	Power or equivalent	36 Units
9.	Pointer Pen 0.3 Soft-liner Color: Blue & Black	Dollar or equivalent	96 Units
10.	Masking / Paper Tape 1", 50 yards	Abro or equivalent	12 Units
11.	Punch Machine 600P	Opal or equivalent	5 Units
12.	Pencil with Eraser PH456	Dollar or equivalent	384 Units
13.	Staples Medium 24/6	Dollar or equivalent	160 Units
14.	Steel Scissors 6003	Deli or equivalent	18 Units
15.	Scotch Tape 2", 72 yards	Deer or equivalent	10 Units
16.	Sharpener for Pencil Silver Coated	Dux or equivalent	36 Units
17.	Sticker Sheet Plain	MYCO or equivalent	50 Packets
18.	Glue Stick 40 g	UHU or equivalent	24 Units
19.	Digital Calculator DJ-120T	Casio or equivalent	3 Units

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 bill and delivery of the above item.
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, Purchase Order & Delivery Challan should be submitted to Finance Department.
10. Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
11. No subletting in any case / item / form will be allowed.
12. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
13. Stamp duty 0.25% for goods against total value of Purchase Order will be levied accordingly.
14. 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.