

# Request for Quotation (Goods)

**Description** : 0569-0310 - Stationery Items  
**Date of Issue** : 20-Mar-2018 10:33 AM  
**Date of Submission of Quotation** : 22-Mar-2018 02:33 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 WITH FLAP	Brand: Opal or Equivalent	18
2	FLIP CHART PAPER Size: 27" x 36", Offset Paper	Origin: Srilankan / Indonesian	100
3	DOCK CLIP 2"	Brand: Diamond or Equivalent	24
4	DOCK CLIP ¾"	Brand: Diamond or Equivalent	60
5	DOCK CLIP 1¼"	Brand: Diamond or Equivalent	60
6	DUSTER FOR WHITE BOARD Jumbo Duster	Brand: Every or equivalent	144
7	GEM CLIP 26 mm	Brand: Three Flower, Power, Apex or equivalent	18
8	GEM CLIP 36 mm	Brand: Three Flower, Power, Apex or equivalent	72
9	GEM CLIP 50 mm	Brand: Three Flower, Power, Apex or equivalent	36
10	INK FOR STAMP PAD COLOUR: RED	Brand: Crystal or equivalent	4
11	LAMINATION POUCH PACKET For ID Card, O-ID, 100 Micron Pack of 100 pouches	Brand: Ibico or equivalent	67
12	MASKING TAPE / PAPER TAPE Size: 1", 50 yards	Brand: Abro or equivalent	36
13	PAPER CUTTER KNIFE	As per Sample	34
14	PENCIL With Eraser, PH456	Brand: Dollar	1080

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15	PERMANENT MARKER COLOUR: BLACK	Brand: Dollar	12
16	PERMANENT MARKER COLOUR: BLUE	Brand: Dollar	24
17	POINTER PEN COLOUR: GREEN	Brand: Dollar Softliner	12
18	POST IT PAD Size: 3" x 5"	Brand: Pronoti or equivalent	24
19	SCOTCH TAPE STAND 1" Model: 30	Brand: National or equivalent	10
20	STAPLER MACHINE Heavy Duty, Model: HD-125	Brand: Fuji or equivalent	4
21	WHITE BOARD MARKER WB2 Colour: Black	Brand: Dollar	420
22	WHITE BOARD MARKER WB2 Colour: Blue	Brand: Dollar	420
23	WHITE BOARD MARKER WB2 Colour: Green	Brand: Dollar	60
24	WHITE BOARD MARKER WB2 Colour: Red	Brand: Dollar	60

### **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.



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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.