

Request for Quotation (Goods)

Description : 0651-0354 - Stationery Items
Date of Issue : 12-Apr-2018 11:53 AM
Date of Submission of Quotation : 18-Apr-2018 12:30 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	Rate	Amount
1	Ball Pen - Black	Brand: Dollar Clipper	250		
2	Ball Pen - Blue	Brand: Dollar Clipper	250		
3	Ball Pen - Red	Brand: Dollar Clipper	40		
4	Dock Clip ¾"	Brand: Dollar Clipper	36		
5	Eraser For Pencil Art # D-2001	Brand: Dux Or Equivalent	20		
6	Highlighter Pen - Green	Brand: Dollar	12		
7	Highlighter Pen - Orange	Brand: Dollar	12		
8	Highlighter Pen - Pink	Brand: Dollar	12		
9	Highlighter Pen - Yellow	Brand: Dollar	24		
10	Pencil With Eraser Tip, PH456	Brand: Dollar	240		
11	Permanent Marker – Black	Brand: Dollar	12		
12	Permanent Marker - Blue	Brand: Dollar	24		
13	Pointer Pen - Black	Brand: Dollar 0.3 Softliner	10		
14	Pointer Pen - Blue	Brand: Dollar 0.3 Softliner	10		
15	Post-It Note Pad Size: 3" x 3"	Brand: Pronoti Or Equivalent	12		
16	Steel Scissors Model: 6003	Brand: Deli Or Equivalent	12		

Sign & Stamp

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Sr #	Description	Item Specification	Quantity	Rate	Amount
17	Scotch Tape 1" 50 Yards	Brand: Deer Or Equivalent	24		
18	Scotch Tape 2" 50 Yards	Brand: Deer Or Equivalent	12		
19	Stapler Machine Size: Medium, Model: HD-45N	Brand: Opal Or Equivalent	10		
20	Stapler Pin Medium Size: 24/6	Brand: Dollar	36		
21	Staple Remover	As Per Sample	6		
22	Stapler Pin Small Size # 10	Brand: Dollar	36		
23	Gum Stick 40 Grams	Brand: UHU / Pelikan / Equivalent	36		
24	White Board Marker - Black, Tip: 2 mm	Brand: Dollar	420		
25	White Board Marker - Blue, Tip: 2 mm	Brand: Dollar	420		
26	Writing Pad Small, Fine Pages	Brand: Leader Or Equivalent	30		
27	Writing Pad Size: A4, Fine Pages	Brand: Leader Or Equivalent	30		
28	Lever File Folder Thick Material	Brand: Korona Or Equivalent	100		
29	Fiber Ring File Size: A4 Material: Strong Cardboard	Brand: Euro Or Equivalent	24		
30	L Shape Plastic Folder, Size: A4, Transparent	As Per Sample	78		
Total					
17% GST (GST is not applicable on writing instruments)					
Total Amount					

Sign & Stamp

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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.

Sign & Stamp