

## **RFQ**

Description : Supply of Stationery & General Items  
 Date of Issue : January 29, 2014  
 Date of Submission of Quotation : February 3, 2014 at 3:00 pm  
 Place of Delivery : IBA, Main Campus  
 Contact Person & Telephone : Mr. Mohammad Amir Zain (Purchase Executive)  
 021-38104700 (Ext. 2152)

Sr. #	Description	Brand	Quantity
1.	<b>Post-it Note Pad</b> Size: 3" x 3"	Pronoti / Equivalent	150 Units
2.	<b>Ruled Register</b> 200 pages	H.B / Equivalent	12 Units
3.	<b>Ruled Register</b> 400 pages	H.B / Equivalent	12 Units
4.	<b>Scotch Tape</b> 1", 72 yards	Deer / Equivalent	100 Units
5.	<b>Thumb pin (coloured)</b> Pack of 50 pieces	As per sample	50 Packets
6.	<b>Gum Stick</b> 40g	Pelikan Germany / Equivalent	100 Units
7.	<b>Bulldog Clip</b> 1.25"	Good Quality	240 Units
8.	<b>Bulldog Clip</b> 1.50"	Good Quality	240 Units
9.	<b>Brush for Carpet</b> Brush size: 7", Wooden Handle	As per sample	20 Units
10.	<b>Wiper for floor cleaning</b> Wiper size: 18" Handle: Iron rod, size: 4 feet	As per sample	50 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. Penalty 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 upto 15% without assigning any reason.
9. Invoice / bill, 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. Samples are available at Purchase Office for reference.
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 0.2% for Goods / 0.3% for services against total value of Purchase Order / Work 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.