

Request for Quotation (Goods)

Description : 1522-0616 - Stationery Items
Date of Issue : 11-Oct-2018 10:49 AM
Date of Submission of Quotation : 17-Oct-2018 02:30 PM
Place of Delivery : IBA, Stores, Main Campus, University Road, Karachi.
Contact Person & Telephone : Purchase Department, IBA Main Campus, +922138104700, Ext 2150, 2152, 2112

Sr #	Description	Item Specification	Quantity
1	DIGITAL CALCULATOR	Model: DJ - 120D Brand: Casio or Equivalent	8
2	CORRECTING FLUID BLANCO	Brand: Pelikan or Equivalent	6
3	CORRECTING PEN	Brand: Pelikan or Equivalent	6
4	ERASER	Art # D - 2001 Brand: DUX or Equivalent	12
5	LEVER FILE FOLDER With Clip & Lock	Material: Thick Brand: Korona or Equivalent	50
6	RING FILE	Brand: Bili or Equivalent	50
7	GEM CLIP 50 MM	Brand: Power or Equivalent	25
8	GEM CLIP 36 MM	Brand: Power or Equivalent	25
9	INK FOR STAMP PAD - BLUE	Brand: Crystal or Equivalent	5
10	PAPER CUTTER KNIFE	Brand: Deer or Equivalent	5
11	MASKING TAPE / PAPER TAPE 1"	Size: 2", 50 Yards Brand: Abro or Equivalent	25
12	POINTER PEN - BLUE	Brand: Dollar 0.3 Softliner or Equivalent	50
13	PENCIL (RUBBER TIP)	Model: PH456 - 2HB Brand: Deer or Equivalent	24
14	PEON BOOK 100 PAGES Fine Pages	Brand: HB or Equivalent	2
15	PERMANENT MARKER - BLUE	Brand: Dollar or Equivalent	50

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16	PUNCH MACHINE MEDIUM	Model: 600 - P Brand: Opal or Equivalent	2
17	STAINLESS STEEL SCALE 12"	Brand: Swordfish or Equivalent	3
18	STEEL SCISSOR	Model: 6003 Brand: Bili or Equivalent	2

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.
16. Certificate of genuine / originality will be provided by the supplier.