

Request for Quotation (Goods)

Description : **SDP (PAD) - 0000000188/101**
Date of Issue : 28-Nov-17 10:59 AM
Date of Submission of Quotation : 4-Dec-2017 10:59 AM
Place of Delivery : IBA, Stores, Campus, University
Road, Karachi.
Contact Person & Telephone : Department, IBA Campus, ,

Sr #	Description	Item Specification	Quantity
1	WRITING PAD A4 SIZE	Provide, Supply & Printing of Writing Pad Size: A4 Leaves: 20 leaves Grammage Pages: 80gsm offset paper Title Cover: 80gsm matt paper Title Printing : 4 color Back Card: 260gsm art card Pages Printing : 1+1 Color with rule lines Space between ruling line: 1.5 cm Header Line: Double bold on regular Binding: Hot glue Pasting (Top) Perforation: 1cm from Top Packing: 40 pads per packet in craft paper As per Sample	1000

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.



Request for Quotation (Goods)

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.