



RFO

Description : Supply of Stationery Items
Date of Issue : March 7, 2015
Date of Submission of Quotation : March 11, 2015 @ 3:30 pm
Place of Delivery : IBA, Main Campus
Contact Person & Telephone : Mr. Amir Zain (Purchase Executive)
021-38104700 (Ext. 2152)

Sr #	Description	Quantity
1.	White Card (Art card) Size: A4, as per sample	500 Sheets
2.	Plastic Sheet (thick) Size: A4, as per sample	500 Sheets
3.	Binder Hard Board , as per sample	500 Sheets
4.	Binding Tape Size: 2", Colour: Black, as per sample	5 Rolls
5.	Binding Tape Size: 2", Colour: Blue, as per sample	5 Rolls
6.	Binding Tape Size: 2", Colour: Green, as per sample	5 Rolls
7.	Binding Tape Size: 2", Colour: Red, as per sample	5 Rolls
8.	Cutter Blade , as per sample	10 Units
9.	Binding Glue Packing: 1 kg pouch, Brand: Tip Top / Equivalent	5 Pouches
10.	Heavy Duty Staples Size: 23 x 10	5 Packets
11.	Heavy Duty Staples Size: 23 x 13	5 Packets

NOTE: Samples available at Purchase Office

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 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. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
13. Stamp duty 0.2% for goods against total value of Purchase Order will be levied accordingly.
14. 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.