

Request for Quotation (Goods)

Description : 7809-2297-Stationery Items
Date of Issue : 15-Feb-2021 10:47 AM
Date of Submission of Quotation : 22-Feb-2021 10:30 AM
Place of Delivery : IBA, Stores, Main Campus, University Road, Karachi.
Contact Person & Telephone : Purchase Department, IBA Main Campus, +922138104700, Ext 2150, 2152, 2155

Sr #	Description	Item Specification	Quantity
1	White Board Marker - Dry Erase Marker Blue Ink : 15ml Brand : Dollar / Equivalent		50
2	White Board Marker - Dry Erase Marker Black Ink : 15ml Brand : Dollar / Equivalent		50
3	White Board Marker - Dry Erase Marker Green Ink : 15ml Brand : Dollar / Equivalent		20
4	White Board Marker - Dry Erase Marker Red Ink : 15ml Brand : Dollar / Equivalent		20
5	Fiber Block Ring File Size: A4 Brand : Alba / Equivalent As per Sample		100
6	Digital Calculator Model : DJ120-D Brand : Casio / Equivalent		5
7	Correcting Fluid Blanco Brand : Pelikan / Equivalent		20
8	Glue Stick 20G Brand : Dollar / Equivalent		60
9	Ink for Stamp Pad - Blue Brand : Crystal / Equivalent		10



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10	Packing Tape Color & Size: Brown / 2" Brand : Abro / Equivalent		60
11	Pencil Rubber Tip(HB) Brand : Dollar / Equivalent		600
12	Permanent Market - Black Brand : Dollar / Equivalent		60
13	POST IT Pad 3" X 5" Brand: Pronoti / Equivalent		36
14	Punch Machine -Medium Brand: Opal 500 / Equivalent		10
15	Eraser Brand : Dux / Equivalent		120
16	Scotch Tape 60mt Size: 1inch Brand : Deer / Equivalent		100
17	Stamp Pad - Black Size: Large Brand : Crystal / Equivalent		6
18	Stamp Pad - Blue Size: Large Brand : Crystal / Equivalent		6
19	Stapler Machine Size: Medium (HD45-N) Brand : Opal / Equivalent		30
20	Staple Remover SR-35 Brand : OPAL / Equivalent		20
21	Tape Dispenser 30 No. Brand : National /Equivalent		6
22	Peon Book 100 Pages As per Sample		20
23	Stock Register 10 No Total Pages : 720 (Approx) As per Sample		3

Terms & Conditions:

1. Sales tax registration certificate with last month return copy (FBR and / or SRB)

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- 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.