



RFO

Description : Provide and Supply Paper Shredder Machine
Date of Issue : December 17, 2014
Date of Submission of Quotation : December 22, 2014
Date of Delivery : 03 working days after confirmation of Purchase Order
Place of Delivery : IBA, Main Campus
Contact Person & Telephone : Mr. Muhammad Hanif (Purchase Executive)
021-38107400-20 (Ext. 2150)

S. #	Items	Qty	Brand
01	<u>Paper Shredding Machine</u> (a) Throttle width = 10” (b) Cutting size = 4mm Shredding Capacity = 16 to 20 (CD,DVD, Clips, etc)	01 unit	Oaster, Aurora or equivalent

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.
- 11- No subletting in any case / item / form will be allowed.
- 12- Sample(s) and image(s) 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 against total value of Purchase Order / Work Order will be levied accordingly.