



RFQ

Description : Supply of Stationery Items
Date of Issue : September 6, 2016
Date of Submission of Quotation : September 9, 2016 @ 2:30 pm
Place of Delivery : IBA, Main Campus
Contact Person & Telephone : Mr. Amir Zain (Purchase Executive)
021-38104700 (Ext. 2152)

Sr #	Description	Quantity
1.	Cabinet File Code: 00788-L, Brand: Grash or equivalent	150 units
2.	Duster for Whiteboard Jumbo Duster, As per sample Brand: Every or equivalent	48 units
3.	Laminating Pouch for ID Card 150 micron, pack of 100 pouches Brand: Ibico or equivalent	26 packets
4.	Scotch Tape Size: 2", 50 yards, Brand: Deer or equivalent	12 units
5.	Sticker Sheet Plain Pack of 100 sheets, Brand: MYCO or equivalent	5 packets
6.	Glue Stick 40 g, Brand: UHU or equivalent	48 units
7.	Whiteboard Marker WB-2 Colour: Blue, Brand: Dollar	624 units
8.	Digital Calculator Model: DJ-120T, Brand: Casio or equivalent	6 units
9.	Pointer Pen Colour: Blue, Brand: Dollar Pointer plus (+) or equivalent	100 units
10.	Permanent Marker Colour: Blue & Black, Brand: Dollar	48 units

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. Liquidity damage 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, 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 0.25% 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.