

RFQ

Description : Supply of Stationery Items
 Date of Issue : August 22, 2014
 Date of Submission of Quotation : August 25, 2014
 Place of Delivery & Fixing : IBA, Main Campus
 Contact Person & Telephone : Mr. Muhammad Amir Zain (Purchase Executive)
 021-38104700 (Ext. 2150)

Sr #	Description	Brand	Quantity
1.	Correcting Fluid Pen (Blanco)	Pelikan / Equivalent	50 Units
2.	Eraser AL-30	Pelikan Germany / Equivalent	100 Units
3.	Paper Cutter	As per sample	100 Units
4.	Post-it Pad / Sticky Note Size: 3" x 3"	Pronoti / Equivalent	200 Pads
5.	Register for Petty Cash Size # 4	H.B. / Equivalent	20 Units
6.	Stapler Machine HD-10N	Opal / Equivalent	50 Units
7.	Steel Scissors	As per sample	100 Units
8.	Writing Pad Small	Leader / Equivalent	200 Units
9.	Writing Pad Large	Leader / Equivalent	200 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. 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.