



RFO

Description : Supply of Stationery & General Items
Date of Issue : March 31, 2015
Date of Submission of Quotation : April 6, 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.	Labeled Sticker Sheet 14 labels on each sheet, Sheet Size: A-4 Packing: 100 sheets, Brand: MYCO / Equivalent	50 Packets
2.	Masking Tape (Paper Tape) Size: 1", 50 yards, Brand: Abro / Equivalent	12 Units
3.	Masking Tape (Paper Tape) Size: 2", 50 yards, Brand: Abro / Equivalent	12 Units
4.	Stapler Machine Medium Size Model: HD45N, Brand: Opal / Equivalent	12 Units
5.	Stapler Machine Small Size Model: D-10N / 1103, Brand: Opal / SDI / Equivalent	12 Units
6.	Scotch Tape Size: 1" 72 yards, Brand: Deer / Equivalent	12 Units
7.	Scotch Tape Size: 2" 72 yards, Brand: Deer / Equivalent	12 Units
8.	Digital Calculator 12 Digits Model: DJ-120TG, Brand: Casio / Equivalent	8 Units
9.	Wall Clock Size: 11.75" diameter, Shape: Round Figures: English numbers, Color: White Dial & White Case System: Battery operated (Single AA Cell) Movement: Chinese Quartz (Good Quality) Hands: Hour, minute and second (Red Color), With Epoxy IBA Logo As per sample available at Purchase Office	4 Units
10.	Stop Watch Model: HS43, Brand: Q&Q / Equivalent	12 Units
11.	Luggage Bag (Small) Size: 18" x 14" x 7", Best Quality	2 Units
12.	Luggage Bag (Medium) Size: 24" x 18" x 9", Best Quality	2 Units
13.	Tea Spoon Stainless Steel, Best Quality	24 Units
14.	Drinking Glass 300 ml Model: 19, Brand: Toyo Nasic / Equivalent	18 Units
15.	Ceramic Plate Dia: 10"	12 Units
16.	Ceramic Cup & Saucer	12 Sets
17.	Stainless Steel Cutting Knife 6", plastic handle	4 Units

Summary:

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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.