

Request for Quotation (Goods)

Description : 0429-0269 - Stationery Items
Date of Issue : 23-Feb-2018 09:59 AM
Date of Submission of Quotation : 28-Feb-2018 02:30 PM
Place of Delivery : IBA, Stores, Main Campus, University Road, Karachi.
Contact Person & Telephone : Purchase Department, IBA Main Campus, +922138104700, Ext 2150, 2152

Sr #	Description	Item Specification	Quantity	Quoted Brand	Rate	Amount
1	Ball Pen - Blue	Brand: Dollar	300			
2	Ball Pen - Black	Brand: Dollar	250			
3	Ball Pen - Red	Brand: Dollar	40			
4	Correcting Fluid Blanco	Brand: Pelikan Or Equivalent	10			
5	Correcting Pen	Brand: Pelikan Or Equivalent	6			
6	Cabinet File	Brand: Champion or Equivalent	84			
7	Eraser As per sample	Brand: Dux or Equivalent	20			
8	Lever File Folder With Clip & Lock	Brand: Korona or Equivalent	100			
9	Management File A-4	Assorted Colours	264			
10	L Shape Plastic Folder	Size: A-4, Transparent	156			
11	Ring File Size: A-4	Strong Card Board, As per sample Euro or equivalent	30			
12	File Separator Set of 10 pieces	As per sample Brand: Citizen or Equivalent	50			
13	Gem Clip 36 mm	Brand: Apex, Power, Three Flower or Equivalent	12			
14	Highlighter Pen - Yellow	Brand: Dollar	24			
15	Highlighter Pen - Orange	Brand: Dollar	12			
16	Highlighter Pen - Pink	Brand: Dollar	12			
17	Highlighter Pen - Green	Brand: Dollar	12			

Request for Quotation (Goods)

Sr #	Description	Item Specification	Quantity	Quoted Brand	Rate	Amount
18	Ink For Stamp Pad - Blue	Brand: Crystal or Equivalent	2			
19	Ink For Stamp Pad - Black	Brand: Crystal or Equivalent	2			
20	Packing Tape / Brown Tape 2"	Size: 2", Brand: Abro or Equivalent	6			
21	Pointer Pen - Blue	0.3 Soft-liner Brand: Dollar	40			
22	Pointer Pen - Black	0.3 Soft-liner Brand: Dollar	40			
23	Pointer Pen - Red	0.3 Soft-liner Brand: Dollar	20			
24	Punch Machine Medium	Brand: Opal or Equivalent	2			
25	Peon Book 100 Pages	Brand: HB or Equivalent	6			
26	Post It Pad 3" x 3"	Brand: Pronoti or Equivalent	42			
27	Ruled Register 200 Pages Fine Pages	Brand: HB or Equivalent	8			
28	Ruled Register 400 Pages Fine Pages	Brand: HB or Equivalent	4			
29	Stapler Pin Medium (24/6)	Brand: Dollar	140			
30	Stapler Machine Medium (HD45-N)	For 24/6 Staples Brand: Opal or Equivalent	10			
31	Steel Scale 12" Best Quality	Brand: Swordfish or Equivalent	12			
32	Steel Scissor Model: 6003	Brand: Deli or equivalent	12			
33	Stamp Pad - Blue	Brand: Crystal or Equivalent	2			
34	Stamp Pad - Black	Brand: Crystal or Equivalent	2			
35	Scotch Tape 1", 50 yards	Brand: Deer or Equivalent	24			
36	Scotch Tape 2", 50 yards	Brand: Deer or Equivalent	24			
37	Sharpener Silver Coated	Brand: Dux or Equivalent	50			
38	Thumb Pin Box Coloured	As per sample	20			
39	Glue Stick 40g	Brand: UHU or Equivalent	18			
40	Writing Pad A4 Size	Fine pages, Brand: Leader or equivalent	60			

Request for Quotation (Goods)

Sr #	Description	Item Specification	Quantity	Quoted Brand	Rate	Amount
41	Writing Pad A5 Size	Fine pages, Brand: Leader or equivalent	60			
42	White Board Marker - Blue	Brand: Dollar	396			
43	White Board Marker - Black	Brand: Dollar	420			
44	White Board Marker - Red	Brand: Dollar	24			
45	Digital Calculator DJ-120T	Brand: Casio or Equivalent	3			
46	Envelop Opener (Knife)	As per sample	6			
47	Staple Remover	As per sample	6			
Total						
17% GST (GST is not applicable on writing instruments)						
Total Amount						

Terms & Conditions:

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