

Request For Quotation

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| Description | : RFQ-000357 - Stationery CEE |
| Date of Issue | : 6 May 2022 |
| Date of Submission of Quotation | : 13 May 2022 12:00:00 PM |
| Place of Delivery | : IBA Karachi, Main Campus, Karachi |
| Contact Person & Telephone | : Purchase Department, IBA Main Campus, University Road, Karachi. 021-38104700 Extension : 2154 |

| Sr# | Description | Quantity + UOM |
|-----|--|----------------|
| 1 | Ball Pen- 0.8 mm Tip (Blue) Dollar Clipper / Equivalent | 300.00 EACH |
| 2 | Ball Pen- 0.8 mm Tip (Black) Dollar Clipper / Equivalent | 300.00 EACH |
| 3 | Lamination Sheet for I.D Card-125 Micron Ibico/ Equivalent | 5.00 PACKET |
| 4 | Stationery Pouch- zipper | 300.00 EACH |
| 5 | Printing of Writing Pad Size: A5, 25 leaves /50 Pages 75 Gsm Paper Offset Printing As per Sample | 300.00 EACH |
| 6 | Pencil- Dollar HB 2 | 300.00 EACH |
| 7 | Sharpener- Mercury 510- Silver Color | 300.00 EACH |
| 8 | Highlighter Yellow -5 mm Tip Dollar / Equivalent | 300.00 EACH |
| 9 | Eraser for pencil Small White Art D-2001 | 300.00 EACH |
| 10 | File Separator- Set of 10 pieces Size: A4 Index / Equivalent Multi Color Card Sheet (per set of 10) | 300.00 SET |
| 11 | File Separator- Set of 10 pieces Size: A4, As per Sample Multi Color Transparent Plastic Sheet (Per set of 10) | 300.00 SET |
| 12 | Color Paper A4-Color Green Packing: 100 Papers per packet | 25.00 PACKET |
| 13 | Surgical Face Mask-3 Ply Face Mask | 50.00 Box |
| 14 | File Folder - Rexine Folder 25d Navy Blue As per Sample available | 250.00 EACH |
| 15 | File Folder- Rexine Folder 38d -Black As per Sample Available | 50.00 EACH |
| 16 | Glossy Card- White Size: A4, As per Sample | 300.00 EACH |
| 17 | Index Tab Flags | 300.00 PACKET |

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| | Neon Plastic, Set of 5 Colors | |
| 18 | Transparent Plastic Sheet- Hard Size: A4 | 300.00 EACH |
| 19 | Sticker Sheet - Size: A4 Myco / Equivalent | 500.00 EACH |

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 Invoice/Bill & delivery of above item(s).
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 I item cost is final and no change whatsoever 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 I remove any item or article or reduce I enhance quantity without assigning any reason.
9. Invoice/Bill to be submitted to Purchase Department.
10. Advance Payment subject to Bank Guarantee.
11. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates denomination of Purchase Order.
12. Stamp Duty 0.25% for Goods against total value of Purchase Order will be levied accordingly.