# RFQ

Description : Supply of Twin seat Sofa
Date of Issue : January 29, 2014
Date of Submission of Quotation : January 31, 2014 at 3:00 pm
Place of Delivery : IBA, Main Campus
Contact Person & Telephone : Mr. Mohammad Amir Zain (Purchase Executive)
021-38104700 (Ext. 2152)

| Sr. # | Description | Quantity |
|---|---|---|
| 1. | **Twin seat sofa**<br>With armrest, Moltyfoam<br>Upholstery: Fabric<br>Colour: Light grey | 4 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 upto 15% 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. Samples are available at Purchase Office for reference.
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 0.2% for Goods / 0.3% for services against total value of Purchase Order / Work 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.