



## Request For Quotation

<b>Description</b>	<b>: RFQ-000717 - 3100-Documents Off-Site Storage and Archiving with Indexing</b>
<b>Date of Issue</b>	<b>: 19 Jan 2023</b>
<b>Date of Submission of Quotation</b>	<b>: 25 Jan 2023 12:00:00 PM</b>
<b>Place of Delivery</b>	: Stores, IBA Main Campus, University Road, Karachi.
<b>Contact Person &amp; Telephone</b>	: Purchase Department, IBA Main Campus, University Road, Karachi. 0322-3553032 Extension : 2155

Sr#	Description	Quantity + UOM
1	Documents' indexing and archiving Storage; Off-Site; Off-site storage (archiving) and indexing of documents. (Total Monthly Rent of 700 Boxes x 12) = Total Annual Cost (Required for this project). Annual Service Level Agreement. As per the attached Scope of Work and Volume of Archiving.	1.00 EACH

### Terms & Conditions :

1. Material of this order is subject to final inspection at the time of delivery by ICT Department or end user at IBA.
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 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 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 I denomination of Purchase Order.
12. Stamp Duty 0.25% for Goods against total value of Purchase Order will be levied accordingly.