

Request for Quotation (Goods)

Description : RFQ-0000028-File Holders
Date of Issue : 08-Oct-2021 6:00 PM
Date of Submission of Quotation : 11-Oct-2021 6:00 PM
Place of Delivery : IBA, Stores, Campus, University Road,
Karachi.
Contact Person & Telephone : Department, IBA Campus

Sr #	Description	Item Specification	Quantity
1	Leatherette File Holder Sample is available at Purchase department	Color: Black Size: 13 in x 10 in Material: Leatherette Flap: 2 inside Open Pockets: 2x for cards (inside) Flap closing: with Zipper and handle With Logo and printing (Logo will be provided)	100
2	Notepad Sample is available at Purchase department	Leaves: 25 Size: 10 in x 7.5 in Pages quality: Good with lines Watermark and logo will be printed on each page including cover page	100
3	Ball pen Sample is available at Purchase department	Material: Plastic With logo printing	100

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.



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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.
16. Certificate of genuine / originality will be provided by the supplier.