

Request for Quotation (Goods)

Description : 5419-1611- STATIONERY ITEMS
Date of Issue : 22-Jan-2020 11:19 AM
Date of Submission of Quotation : 28-Jan-2020 02:30 PM
Place of Delivery : IBA, Stores, Campus, University
Road, Karachi.
Contact Person & Telephone : Department, IBA Campus, ,

Sr #	Description	Item Specification	Quantity
1	INK FOR STAMP PAD - BLACK BRAND : CRYSTAL / EQUIVALENT		10
2	LEVER FILE FOLDER BRAND : KORONA / EQUIVALENT		200
3	FILE SEPARATOR SET, 10 PIECES SET SMALL LABELS, BRAND: CITIZEN /EQUIVALENT		300
4	BATTERY CELL (AAA) ORIGIN SINGAPORE BRAND: ENERGIZER /EQUIVALENT		200
5	BALL PEN - BLUE BRAND: DOLLAR CLIPPER /EQUIVALENT		500
6	BALL PEN - GREEN BRAND: DOLLAR CLIPPER /EQUIVALENT		100
7	BALL PEN - RED BRAND: DOLLAR CLIPPER /EQUIVALENT		200
8	ERASER D-2001 BRAND: DUX /EQUIVALENT		200
9	HIGHLIGHTER PEN - GREEN BRAND: DOLLAR /EQUIVALENT		120
10	HIGHLIGHTER PEN - ORANGE BRAND: DOLLAR /EQUIVALENT		120



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11	STAPLER MACHINE MEDIUM MODEL: HD45-N BRAND: OPAL /EQUIVALENT		40
12	THUMB PIN 50 NUMBERS PINS		50
13	PET STICKY NOTES (NEON) AS PER SAMPLE		150

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