



RFQ

Description : Supply of Steel File Cabinet & File Rack
Date of Issue : September 28, 2016
Date of Submission of Quotation : October 3, 2016 @ 2:30 pm
Place of Delivery : IBA, Main Campus
Contact Person & Telephone : Mr. Amir Zain (Purchase Executive)
021-38104700 (Ext. 2152)

Sr #	Description	Quantity
1.	Steel File Cabinet Standard Size Color: Off White / Beige 22 gauge, 4 Drawers Separate Cylindrical Lock for each drawer Metallic File Stopper in each drawer & card holder Powder Coated Paint	4 Cabinets
2.	Steel File Rack Open Angle Color: Grey 20 gauge Shelf, 14 SWG Angle, Corner Plate, Nut Bolt Washer Height: 6', Width: 4' MS Strips on back of every Compartment Adjustable Compartment height, Depth: 15"	9 Racks

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. Liquidity damage 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 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. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
13. Stamp duty 0.25% for goods against total value of Purchase Order will be levied accordingly.