



# Request For Quotation

**Description** : RFQ-001941 - Furniture for H.R Office 1st Floor Fauji Foundation  
**Date of Issue** : 20 Jun 2024  
**Date of Submission of Quotation** : 24 Jun 2024 11:00:00 AM  
**Place of Delivery** : Stores, IBA Main Campus, University Road, Karachi.  
**Contact Person & Telephone** : Purchase Department IBA Main Campus, University Road, Karachi.  
03122669895  
Extension : 2150

Sr#	Description	Quantity + UOM
1	<p><b>Workstations for Staff</b></p> <p>Size: 4'-0"(L) x 2'-6" (W) x 4'-0" (H)  Workstation Specification:  Providing and fixing in position 4'-0" HT. Wooden Workstation along with (16+16)mm thick Laminated Table top as per drawing.</p> <p>a) Workstation (height = 4'-0"):  i) 16+16 mm TH. MDF laminated sheets of ZRK brand on both sides finished of approved shade and colour with partial wood lipping.  iii) 4" wide Aluminium skirting at the bottom of workstation on both sides  iv) the workstation to be elevated 1'-6" from 2 sides of worktop as per drawing, tack board to be made on inner side panels made up of fabric of approved color &amp; quality.</p> <p>b) Worktop: (at level = 2'-6")  i) Consisting of MDF Laminated sheet (16+16mm).  ii) The sides &amp; bottom of table top shall be covered by Partial wood frame to support.  iii) 1mm TH. PVC Lipping of same color as lamination.  iv) fixing of grommet for computer wires</p> <p>All exposed wood surfaces to be finished with wood lacquer polish and necessary beading/lipping (3mm thick Partial Wood) of approved shades as directed including all necessary fittings/hardware and wood preservative (Termite Proofing) etc. as per list of approved material and as approved by the Engineer Incharge complete in all respects.</p>	10.00 EACH
2	<p><b>Mobile Drawers (with wheels)</b></p> <p>Size: 1'-4" x 1'-6" x 2'-4"  Specification:  • Made up of 16 mm thick MDF laminated Sheet in approved color/shade of ZRK Brand on top, sides, drawers, bottom, shelves, and shutters  • 6 mm thick marine ply at the back  • Box-type hinges of approved make  • 1mm TH. PVC Lipping finished with melamine of approved laminate on all the shutter edges.  • 20 mm thick MDF laminated shelves, width &amp; depth shall be as per drawing (approx./divided equally)  • High quality rubber wheels  • Complete with all necessary approved fittings hinges, locks of KHAS,  • 150 mm long engraved handles, tower bolts, etc.</p>	10.00 EACH
3	<p><b>Printer desk</b></p> <p>Size: 2'-6" x 1'-6" x 2'-6"  2 psc = 13.13 Sft  Cabinet Specification:</p>	2.00 EACH



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	<ul style="list-style-type: none"><li>• Made up of 18 mm (¾”) thick MDF laminated Sheet in approved color/shade of ZRK Brand on top, sides, bottom, shelves, and shutters</li><li>• 6 mm thick marine ply at the back</li><li>• Box-type hinges of approved make</li><li>• 1mm TH. PVC Lipping finished with melamine of approved laminate on all the shutter edges.</li><li>• 18 mm thick MDF laminated shelves, width &amp; depth shall be as per drawing (approx./divided equally)</li><li>• Complete with all necessary approved fittings hinges, locks of KHAS,</li><li>• 150 mm long Engraved handles</li></ul>	
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## 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 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 0.35% for Goods against total value of Purchase Order will be levied accordingly.