Request for Quotation
(Goods)

Institute of Business Administration Karachi
Leadership and Ideas for Tomorrow

Description	:	**0530-0296 FEED ROLLER (Xerox)**
Date of Issue	:	**08-Mar-2018 02:50 PM**
Date of Submission of Quotation	:	**09-Mar-2018 03:30 PM**
Place of Delivery	:	IBA, Stores, Campus, University Road, Karachi.
Contact Person & Telephone	:	Department, IBA Campus, ,

Sr #	Description	Item Specification	Quantity
1	FEED ROLLER FOR XEROX WORKCENTRE COPIERS 5330 & 5855	Feedrollers for XEROX work centre copiers 5330 & 5855 (15 each). 30 Feed Rollers (15 each), Motors for 5855 tray 3 & 4.	15

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), levie(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.