



## Request For Quotation

<b>Description</b>	<b>: RFQ-002752 - Store Items - 263 (Stationary)</b>
<b>Date of Issue</b>	<b>: 8 May 2025</b>
<b>Date of Submission of Quotation</b>	<b>: 15 May 2025 6:00:00 PM</b>
<b>Place of Delivery</b>	: Stores, IBA Main Campus, University Road, Karachi.
<b>Contact Person &amp; Telephone</b>	: Purchase Department, IBA Main Campus, University Road, Karachi. PAK 02138104700 Extension : 2154

Sr#	Description	Quantity + UOM
1	Office File Management File; A4; Assorted; A320; or Equivalent	500.00 EACH
2	Office File Transparent, 2 sides open; A4; L-Shape; As per Sample	500.00 EACH
3	Document Box with Flaps Document Box with Flaps; A3; box; As per Sample	50.00 EACH
4	Office File Fiber; A4; Black; Ring; As per Sample	120.00 EACH
5	Tape Scotch Tape Kola Brand; 1"; crstl white; roll; or Equivalent	200.00 EACH
6	Stapler Pin Remover Opal; SR35; or Equivalent	50.00 EACH
7	Sharpener Mercory 510; silver; 510; or Equivalent	500.00 EACH
8	Office File Lever file; A4; Folder; As per Sample	200.00 EACH
9	Highlighter Dollar; 5 mm Tip; green; or Equivalent	120.00 EACH
10	Highlighter Dollar; 5 mm Tip; pink; or Equivalent	120.00 EACH
11	Scale/ Ruler Steel Sord Fish; 12"; or Equivalent	50.00 EACH
12	Thumb Pin Exclusive; Mix Colour; packet; or Equivalent	30.00 PACKET
13	Stamp Pad Crystal; blue; pad; or Equivalent	10.00 EACH
14	Color Paper For Finance; A4; yellow; Each packet contains 100 sheets.	100.00 PACKET
15	Sticker Sheet Myco 14 Label Sheet; A4; 14 Label; or Equivalent	800.00 EACH
16	Sticker Sheet Myco; A4; Plain; or Equivalent	800.00 EACH
17	Sticker Sheet Myco 12 Label Sheet; A4; 12 Label; or Equivalent	500.00 EACH



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18	Dock Clip Binder Clip Diamond; 1-5/8"41mm; black; or Equivalent	96.00 EACH
19	Dock Clip Binder Clip Diamond; 1/1-4"32mm; black; Binder Clip Diamond or Equivalent	96.00 EACH
20	Dock Clip Binder Clip Diamond; 3/4"19mm; black; Binder Clip Diamond or Equivalent  NOTE: Samples are available at IBA Stores Dept Main Campus. Order is subject to quality approval.	96.00 EACH

### 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/item cost is final, and no change whatsoever will be accepted.
7. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
8. IBA reserves the right to accept or reject any quotation without assigning any reason thereof.
9. IBA reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason.
10. IBA also reserves the right to issue a Purchase Order for any single item to different lowest responsive bidders or for all the items to any lowest responsive bidder.
11. Invoice/Bill to be submitted to Purchase Department.
12. Advance Payment subject to Bank Guarantee.
13. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates/ denominations of the Purchase Order.
14. Stamp Duty 0.35% for Goods against total value of Purchase Order will be levied accordingly.