

RFO

Description : Supply of Stationery Items
 Date of Issue : January 13, 2015
 Date of Submission of Quotation : January 20, 2015 @ 3:00 pm
 Place of Delivery : IBA, Main Campus
 Contact Person & Telephone : Mr. Amir Zain (Purchase Executive)
 021-38104700 (Ext. 2152)

Sr #	Description	Brand	Quantity
1.	Eraser for Pencil AL-30	Pelikan / Equivalent	100 Units
2.	Plastic Ring File	Euro Plus / Equivalent	100 Units
3.	Gem Clip 36 mm	Power / Equivalent	100 Units
4.	Highlighter # 90	Dollar / Equivalent	200 Units
5.	Pointer Pen Colour: Blue	Dollar / Equivalent	300 Units
6.	Masking Tape (Paper Tape) 1", 50 yards	ABRO / Equivalent	100 Units
7.	Ruled Register 200 Fine Pages	Paragon / Equivalent	36 Units
8.	Ruled Register 400 Fine Pages	Paragon / Equivalent	36 Units
9.	Stamp Pad Small, Colour: Blue	Dollar / Equivalent	20 Units
10.	Tape Dispenser for 1" tape, Article # 30	National / Equivalent	30 Units
11.	Sharpener for Pencil , Silver Coated	Dux / Equivalent	100 Units
12.	Thumb Pin (Coloured) Pack of 50 pieces	Good Quality	100 Packets
13.	Glue Stick 40g	Pelikan / Equivalent	150 Units
14.	Writing Pad Size: A4, Fine pages	Leader / Equivalent	150 Units
15.	Writing Pad Size: Small, Fine pages	Leader / Equivalent	100 Units

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. Penalty 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 0.2% for goods against total value of Purchase Order will be levied accordingly.
14. 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.