

Request for Quotation (Goods)

Description : 3494-1099 - Stationery Items
Date of Issue : 13-Jun-2019 08:48 AM
Date of Submission of Quotation : 20-Jun-2019 02:30 PM
Place of Delivery : IBA, Stores, Main Campus, University Road, Karachi.
Contact Person & Telephone : Purchase Department, IBA Main Campus, +922138104700, Ext 2150, 2152, 2112

Sr #	Description	Item Specification	Quantity
1	STAPLER MACHINE SIZE: MEDIUM MODEL: HD45-N	BRAND: OPAL OR EQUIVALENT	50
2	STAPLER MACHINE SIZE: SMALL MODEL: HD-10N	BRAND: OPAL OR EQUIVALENT	10
3	MANAGEMENT FILE SIZE: A-4 ASSORTED COLORS	ARTICLE # A-320 BRAND: BILI OR EQUIVALENT	500
4	POST IT PAD SIZE: 3" x 5"	BRAND: PRONOTI OR EQUIVALENT	60
5	POST IT PAD SIZE: 3" x 3"	BRAND: PRONOTI OR EQUIVALENT	40
6	TAPE DISPENSER SIZE: 1"	ARTICLE # 30 BRAND: NATIONAL OR EQUIVALENT	10
7	CORRECTING FLUID BLANCO SET	BRAND: PELIKAN OR EQUIVALENT	20

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), levi(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



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- 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.
 16. Certificate of genuine / originality will be provided by the supplier.