



RFQ

Description : Supply of Stationery Items
Date of Issue : July 18, 2016
Date of Submission of Quotation : July 22, 2016 @ 2:30 pm
Place of Delivery : IBA, Main Campus
Contact Person & Telephone : Mr. Amir Zain (Purchase Executive)
021-38104700 (Ext. 2152)

Sr #	Description	Quantity
1.	Ball Pen Clipper Plus Colour: Blue (1500), Black (500), Red (400), Green (100) Brand: Dollar or equivalent	2500 pens
2.	Calculator DJ-120 (Original) Brand: Casio or equivalent	6 units
3.	Dock Clip Size: ¾" Pack of 12 clips, Brand: Penguin or equivalent	36 clips
4.	Dock Clip Size: 1¼" Pack of 12 clips, Brand: Penguin or equivalent	60 clips
5.	Dock Clip Size: 1½" Pack of 12 clips, Brand: Penguin or equivalent	30 clips
6.	Eraser for Pencil As per sample, Brand: Dux or equivalent	84 units
7.	File Plastic Ring Brand: Euro or equivalent	110 units
8.	Highlighter Broad Point, Code: 90 Colour: Yellow (70 units), Orange (65 units), Green (65 units) Brand: Dollar or equivalent	200 units
9.	Lamination Pouch for I.D Card Size: O-ID, Thickness: 150 micron, Pack of 100 pouches Brand: Ibico or equivalent	20 packets
10.	Pointer Pen Colour: Blue (110 pens) & Black (110 pens) Brand: Dollar or equivalent	220 pens
11.	Paper Cutter (knife) As per sample	48 units
12.	Punch Machine Large Model: 500, Brand: Opal or equivalent	15 units
13.	Post-it Notepad Size: 3" x 3", Brand: 3M Pronoti or equivalent	120 units
14.	Ruled Register 200 pages, fine pages, Brand: H.B. or equivalent	12 units
15.	Ruled Register 400 pages, fine pages, Brand: H.B. or Equivalent	24 units

Summary:

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16.	Staple Remover Opal or equivalent	15 units
17.	Stapler Pin Medium Size: 24/6, Dollar or equivalent	20 boxes
18.	Steel Scale Size: 12" Brand: Swordfish or equivalent	48 units
19.	Stainless Steel Scissors Brand: Deli 6003 or equivalent	45 units
20.	Scotch Tape Size: 2" 72 yards, Brand: Deer or equivalent	18 units
21.	Sharpener for Pencil As per sample, Brand: DUX or equivalent	54 units
22.	UHU Glue Stick 40g Brand: UHU or equivalent	48 units
23.	Writing Pad Large Size: A4, Fine pages Brand: Leader or equivalent	18 units
24.	White Board Marker WB-2 Round Tip, Colour: Blue (180) & Black (180) Brand: Dollar or equivalent	360 units

Note: Samples are available at Purchase Office

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. 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 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, 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 0.25% 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.