

Request For Quotation

Description : Rfq-000²³⁵~~178~~- Stationery Items
Date of Issue : 09 Feb 2022 12:00AM
Date of Submission of Quotation : 14 Feb 2022 12:00PM
Place of Delivery : IBA Karachi, Main
Contact Person & Telephone : Purchase Department, IBA Main Campus,
University Road,
Karachi.021-38104700
Extension: 2154

Description	Quantity + UOM
Ball Pen – Clipper (Black) Brand: Dollar / Equivalent	300.00 Each
Ball Pen – Clipper (Blue) Brand: Dollar / Equivalent	300.00 Each
Lamination Sheet (Size: ID Card) 125Micron, Pack of 100 Sheets Brand: IBICO/Equivalent	05.00 Packet
Stationery Pouch (Zipper) Good Quality (As per Sample Picture)	300.00 Each
Writing Pad (IBA Branded) Size: A4 , Water Marks Logo on Pages As per Sample	300.00 Each
Pencil HB.2 Brand: Dollar / Equivalent	300.00 Each
Sharpener (Mercury 510) Silver Color	300.00 Each
Highlighter 5mm Tip (Yellow) Brand: Dollar / Equivalent	300.00 Each
Pencil Eraser (White) Art-D 2001 (Small)	300.00 Each
File Separator (Set of 10 Pieces) Size A4, Brand Index/Equivalent	300.00 Each
Transparent Plastic Sheet A4 (Hard) Multi Color Sheet, As per Sample	300.00 Each
Color Paper Packet, Size A4 Color Green, Pack of 100 Paper	25.00 Packet
Surgical Face Mask (3 Ply) Pack: Box of 50 Masks	50.00 Box
File Folder (Rexine) Size: 25-D, Color Navy Blue As per Sample	250.00 Each
File Folder (Rexine) Size: 38-D, Color Black As per Sample	50.00 Each
Glossy Card, Size A4 White Color As per sample	300.00 Each

Index Tab Flags (Neon Plastics) Set of 5 Colors	300.00 Each
Sticker Sheet, Size A4 Plain Brand: Myco / Equivalent	500.00 Each

Terms & Conditions:

- Material of this order is subject to final inspection at the time of delivery.
- 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.
- Payment will be made through crossed cheque after the receipt of the Invoice/Bill & delivery of above item(s).
- General Sales Tax will be paid on applicable items only.
- Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
- The rate I item cost is final and no change whatsoever will be accepted.
- Government tax(es), Levi(es) and charge(s) will be charged at actual as per SRO.
- Competent Authority reserves the right to change/ alter I remove any item or article or reduce I enhance quantity without assigning any reason.
- Invoice/Bill to be submitted to Purchase Department.
- Advance Payment subject to Bank Guarantee.
- All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates I denomination of Purchase Order.
- Stamp Duty 0.35% for Goods/Services against total value of Purchase Order will be levied.