



## RFQ

Description : Provide & Supply of Stationery Items  
Date of Issue : March 27, 2017  
Date of Submission of Quotation : March 31, 2017 @ 2:30 pm  
Place of Delivery : IBA, Main Campus  
Contact Person & Telephone : Mr. Amir Zain (Purchase Executive)  
021-38104700 (Ext. 2152)

Sr #	Description	Brand	Quantity
1.	<b>Ball Pen</b> , Colour: Blue	Dollar Clipper or equivalent	600 pens
2.	<b>Ball Pen</b> , Colour: Red	Dollar Clipper or equivalent	140 pens
3.	<b>Document Box</b> With Flap & Clip	Opal or equivalent	12 boxes
4.	<b>Correcting / Blanco Pen</b>	Pelikan or equivalent	4 pens
5.	<b>Cabinet Hanging File</b>	Champion or equivalent	96 units
6.	<b>Dock Clip</b> Size: ¾"	Penguin or equivalent	12 units
7.	<b>Dock Clip</b> Size: 1⅝"	Penguin or equivalent	36 units
8.	<b>Dock Clip</b> Size: 2"	Penguin or equivalent	12 units
9.	<b>Eraser</b> , as per sample	Dux or equivalent	10 units
10.	<b>Lever File</b> , Thick Material	Korona or equivalent	120 units
11.	<b>Management File / Plastic File</b> Size: A-4, Assorted Colours	Bili or equivalent	240 units
12.	<b>L-Shape Plastic Folder</b> Size: A-4, Transparent	As per sample	240 units
13.	<b>Ring Binder Folder</b> Size: A-4 Strong Card Board, As per sample	Euro or equivalent	48 units
14.	<b>File Separator</b> (File Index) Set of 10 pieces, As per sample	Citizen or equivalent	60 sets
15.	<b>Gem Clip</b> Size: 50 mm	Apex / Power / Three Flower	12 boxes
16.	<b>Ink for Stamp Pad</b> , Colour: Blue	Dollar or equivalent	2 pads
17.	<b>Lamination Pouch for I.D Card</b> Packing: 100 pouches	Ibico or equivalent	10 boxes
18.	<b>Paper Cutting Knife</b>	As per sample	10 units
19.	<b>Punch Machine</b> , Model: KDP 20	Opal or equivalent	2 units
20.	<b>Sticky Note Pad</b> , Size: 3" x 3"	Pronoti or equivalent	24 pads
21.	<b>Steel Scissors</b> , Model: 6003	Deli or equivalent	32 units
22.	<b>Stamp Pad</b> , Metal Case Colour: Blue & Black	Crystal or equivalent	4 pads
23.	<b>Writing Pad</b> Size: 8" x 4", 40 pages	Leader or equivalent	48 pads
24.	<b>Writing Pad</b> Size: A4, 40 pages	Leader or equivalent	36 pads

**Summary:**

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**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.