



RFQ

Tender # : ME/03/2011-12
Date of Issue : November 10, 2011
Date of Submission of Quotation : November 25, 2011
Place of Delivery : IBA, Main Campus
Contact Person & Telephone : Mr. Asad Baber Khan (Purchase Office)
111-422-422 (Ext. 265)
021-38107400-20 (Ext. 2152)

S. #	Description	Qty	Brand
01	<u>Wall Mounted Bracket Fans:</u> Size: 14" Color: Off White	21 units	Royal Fan / Pak Fan / Millat Fan or equivalent brand

TERMS & CONDITIONS

1. Competent authorities reserve the right to reject or accept any quotation / tender according to SPPRA rules & regulations.
2. Transportation, installation and complete accessories will be the responsibility of vendor.
3. GST should be included in the price for applicable items in according of SRO.
4. 2.5% Earnest Money of the total cost should be deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT preferably of National Bank of Pakistan only in the name of Institute of Business Administration, Karachi.
5. Last date for tender submission is November 25, 2011 upto 3:00 pm.
6. Tender will be opened on November 25, 2011 at 3:30 pm.
7. In case of any Holiday, the Tender will be opened on next working day at the same time and place.
8. 5% Security Deposit of total amount in shape of PAY ORDER / DEMAND DRAFT preferably of National Bank of Pakistan shall be provided by the party before award of Work Order.
9. Tenderee should be registered with Sales Tax Department & Income Tax Department.
10. Penalty at the rate of 2% per week on actual will be imposed on delayed delivery.
11. Material will be inspected by the Purchase dept.
12. Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity.
13. No increase in the value will be accepted on account of either unit price, total price, any and all other charges, and scope of supply be allowed after acceptance of Tender bid & issuance of Work Order.
14. Advance Payment subject to Bank Guarantee preferably of National Bank of Pakistan.
15. Physical inspection of items according to work order will be carried out by IBA authority.
16. Invoice / bill should be submitted to Finance Department.