

REQUEST FOR QUOTATION (GOODS& SERVICES)

Description & No : **RFQ/PSO/34 (General Stationary Articles for Convocation 2019-2023.**

Date of Issue : **1st October 2024 10:50 AM**

Date of Submission of Quotation : **3rd October 2024 12:00 PM**

Place of Delivery : **Purchase & Stores Office**

Contact Person & Telephone : **Purchase & Stores Officer (022-9213224)**

Sr.	Description	Item Specification	Quantity	
Examination Wing (Semester & Annual) for Convocation 2019-2023				
1.	Paper A-3 Size Imported 80 grams 500 Sheets each ream (Brand: BLC) or equivalent.		30	Reams
2.	Paper Cutter Large size Chaina or equivalent.		2	Nos.
3.	Cloth Scissor - High Quality Cloth Cutting Scissor - Size 10 Inch (Brand Singer) or equivalent.		2	Nos.
4.	Stapler Machine (Brand: Maped Office E-3543) or equivalent.		6	Nos.
5.	Punching Machine Brand: DL. or equivalent.		2	Nos.
6.	Color Papers A-4 Size (7 Light Colors) 100 Sheet each Pkt. or equivalent.		2	Pkt.
7.	Sticker Papers A-4 Size 100 Sheets each Pkt. or equivalent.		10	Pkt.
8.	Roller Ball Pen – Black & Blue (Brand: Uniball eye fine) or equivalent.		6	Pkt.
Convener, Hall Management Committee, Convocation 2019-2023				
1.	Plain Paper A-4 Size (70 gm) BLC Imported Substance of 210x297 70 GSM (500 Sheets each ream) Indonesia. or equivalent.		15	Reams
2.	Sticker Papers A-4 Size 100 Sheets each Pkt. or equivalent.		16	Pkt.
3.	Poster / Drawing Sheets Size 22"x28" or equivalent.		20	Nos.
4.	Cloth Scissor - High Quality Cloth Cutting Scissor - Size 10 Inch (Brand Singer) or equivalent.		6	Nos.
5.	Paper Cutter Large size Chaina or equivalent.		10	Nos.
6.	Marker Permanent Round-Blue Black & Red (Brand: Dollar). or equivalent.		15	Pkt.
7.	Ball Pens Blue (Brand: Dollar Clipper). or equivalent.		10	Pkt.
8.	Glue Brand: Tip Top or equivalent.		3	Kg.
9.	Gum Stick 40 grams large size (Brand: UHU) or equivalent.		20	Nos.
10.	Transparent Tape Solution 3" (Brand: Deer Company) or equivalent.		40	Nos.
11.	Stapler Machine (Brand: Maped Office E-3543) or equivalent.		15	Nos.
12.	Lead Pencil Black No. HB-5000 with Rubber Tip Brand: Gold Fish. or equivalent.		2	Pkt.
13.	Sign Standees		50	Nos.

Terms & Conditions:

1. Income Tax and Sales Tax Registration Certificate (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-mentioned item(s).
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 must be quoted for all required items otherwise Incomplete or conditional Quotation will not accepted.



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8. The rate/item cost is final and no change what so ever will be accepted.
9. Government tax(s), levi(es) and charge(s) will be charged as per Policy.
10. Competent Authority reserves the right to change / alter / remove any item or article or reduce /enhance quantity without assigning any reason.
11. Invoice should be submitted to Purchase Store Office.
12. Advance Payment subject to Bank Guarantee Preferably National Bank of Pakistan.
13. No subletting in any case/item/form will be allowed.
14. All Government Taxes (including Income Tax), Levies and charges will be charged as per applicable rates / denomination of Purchase/Work Order.
15. University of Sindh reserves the right to issue Purchase order for any single item(s) 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 (where applicable).

Sd/-

Purchase Store Officer
University of Sindh, Jamshoro