



UNIVERSITY OF  
SINDH

# REQUEST FOR QUOTATION (GOODS & SERVICES)

**Description** : RFQ/PSO/ 53 / Copier Machine for Director Admission  
**Date of Issue** : 20 February 2024 10:50 AM  
**Date of Submission of Quotation** : 23 February 2024 12:00 PM  
**Place of Delivery** : Purchase & Stores Office  
**Contact Person & Telephone** : Purchase Store Officer (022-9213224)

S#	Description & Name of Departments	Specification	Qty
1	Photocopier Machine Toshiba e-Studio 2523A 25CPM with One Year Parts & Service Warranty or equivalent		01 Unit

### 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 in 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 the 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 be accepted.
8. The rate/item cost is final, and no change whatsoever will be accepted.
9. Government tax(s), levi(es) and charge(s) will be charged at actual as per SRO.
10. Competent Authority reserves the right to change / alter / remove any item or article or reduce /enhance quantity without assigning any reason.
11. The invoice should be submitted to the 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 and Stamp Duty), 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**