



Request For Quotation

Description	: RFQ-003369 - Admin Souvenir Items
Date of Issue	: 3 Dec 2025
Date of Submission of Quotation	: 4 Dec 2025 3:00:00 PM
Place of Delivery	: Stores, IBA Main Campus, University Road, Karachi.
Contact Person & Telephone	: Purchase Department, IBA Main Campus, University Road, Karachi. PAK 02138104700 Extension : 2154

Sr#	Description	Quantity + UOM
1	Power Bank 10000mAh; Brand: Xiaomi/Sovo or Equivalent required with branding	20.00 EACH
2	Ball Pen Metallic & Solid body Nib; Silver; Pen Metal Body with Printing Premium Quality Black Color	20.00 EACH
3	Card Holder 5"x3"; Card Holder Leather Black with SS Body with Printing	20.00 EACH
4	Bluetooth Speaker Mini portable Wireless Speaker; Bluetooth Mini Portable Speaker Audionic or Equivalent required with branding	20.00 EACH
5	Souvenir Box Material: Card Board with Matt Finishing; SquareShap; Souvenir Box (for placement of all items) inside velvet cutout of each item Black color Box Must be in premium quality with Matt-Laminated Finish and Printing on top and inside	20.00 EACH
6	Wireless Earbuds ZBuds WAVE; Earbuds Wave Zero brand or Equivalent NOTE: -Samples are mandatory for quality approval. -Order is subject to approval of samples of all items. -Required the Delivery by 8-Dec-2025.	20.00 EACH

Terms & Conditions :



Institute of
Business Administration
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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 Invoice/Bill & delivery of above item(s).
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 whatsoever will be accepted.
7. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
8. IBA reserves the right to accept or reject any quotation without assigning any reason thereof.
9. IBA reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason.
10. IBA also reserves the right to issue a Purchase Order for any single item to different lowest responsive bidders or for all the items to any lowest responsive bidder.
11. Invoice/Bill to be submitted to Purchase Department.
12. Advance Payment subject to Bank Guarantee.
13. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates/denominations of the Purchase Order.
14. Stamp Duty 0.35% for Goods against total value of Purchase Order will be levied accordingly.