



Request For Quotation

Description : RFQ-003957 - SBS office workstation AMAN CED
Date of Issue : 18 Aug 2026
Date of Submission of Quotation : 20 Aug 2026 11:00:00 AM
Place of Delivery : Stores, IBA Main Campus, University Road, Karachi.
Contact Person & Telephone : Purchase Department IBA Main Campus, University Road, Karachi.
03323760498 Extension : 2150

Sr#	Description	Quantity + UOM
1	SBS office workstation AMAN CED Drawing is attached Site visit will be held on Wednesday August 19, 2026 at 3:00PM IBA Main Campus 8% SST will be applicable	1 Job

Item No.	Description of Item	Quantity	Unit
1	Dismantling and Refixing of workstation Dismantling of existing workstations, carefully removing all components including panels, worktops, partitions, accessories and fittings, shifting to the designated location, and refixing/reassembling the complete workstation with all necessary hardware, fasteners, alignment and adjustments, complete in all respects as directed by the Engineer.	1	Job
2	3ft Height Partition with Worktop Providing and fixing in position 3'-0" HT. Wooden Partition work along with (16+16)mm thick Laminated Table top as per drawing. a) Partition i) Partition having partial wood frame work of 1.5 inch (thick) and 2 inch wide (24" horizontally and 18" vertically) ii) 16 mm TH. MDF laminated sheets of ZRK brand on both sides finished of approved shade and colour with partial wood lipping. iii) 4" wide Aluminium skirting at the bottom of partition on both side b) Worktop: i) Consisting of MDF Laminated sheet (16+16mm). ii) The sides & bottom of table top shall be covered by Partial wood frame to support. iii) 2mm TH. PVC Lipping of same color as lamination. All exposed wood surfaces to be finished with wood lacquer polish and necessary beading/lipping (3mm thick Partial Wood) of approved shades as directed including all necessary fittings/hardware and wood preservative (Termite Proofing) etc. as per list of approved material and as approved by the Engineer Incharge complete in all respects. Note: Measurement will be taken as per length and height of partition	128	sft
Note: Quantity will be given as per site for final Bill.			

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.