



**Institute of  
Business Administration  
Karachi**

*Leadership and Ideas for Tomorrow*

## **RFO**

Description : Disposal of Waste Papers  
Date of Issue : July 21, 2023,  
Date of Submission of Quotation : July 25, 2023 @ 2:30 PM  
Place of Delivery : IBA, Main Campus  
Contact Person & Telephone : Mr. Bilal Izhar  
021-38104700 (Ext. 2153)

Sr #	Description	Quantity
1.	Disposal of Wastepaper (Per Kg rates required) Pulping of papers with complete security & confidentiality Collection from Both Campuses on as is where is basis  <i>Note: The papers waste will be pulped with complete security &amp; confidentiality ensured against any misuse or reselling. A Certificate to ensure secrecy, confidentiality &amp; security should be issued by the Buyer. Further it should be undertaken that no misuse of the material in any form including re-printing, copying, photocopying in any form what so ever is / are forbidden</i>	1 Job

### **Terms & Conditions:**

1. Work / Job will be awarded to the highest bidder.
2. The highest bidder will take the papers under the supervision of IBA.
3. Material of this order is subject to final inspection at the time of disposal.
4. Successful buyer / company will be responsible to make full payment within seven working days and lift the item(s) on their own responsibility.
5. Successful bidders will be required to collect, remove and transport the concerned lot within 7 days of depositing the total amount of the bid.
6. We reserve the right to cancel any or all the above items if material is not in accordance with our specification or if the work is delayed.
7. Advance 10% Income Tax should be paid / deposited in form of Pay Order / Demand Draft in the name of IBA, Karachi before removing / taking over the possession of the items
8. The quantity of items and lot(s) is tentative. These may increase / decrease / change / alter / remove at the discretion of competent authority without assigning any reason thereof.
9. The rate / item cost is final and no change what so ever will be accepted.
10. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
11. Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason.

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.