Institute of Business Administration Karachi
Leadership and Ideas for Tomorrow

Request For Quotation

Description : **RFQ-004189 - Notebook**
Date of Issue : **3 Nov 2026**
Date of Submission of Quotation : **6 Nov 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
1	Fancy Notebook with Box Size 3.5x6 inch Title cover 128gsm art paper with matt lamination 5 color printing Inside 12 color pages on matt paper 200 pages 75gsm offset paper 1+1 color printing with and pasting Elastic Black dori with fixing in back side cover Stitch Binding, Box size as per notebook Packing: All notebook packed in polythene with sticky top to cover the book. Sample available at Procurement Department	250 EACH
2	Fancy Notebook with Box Size: 5.5 × 8.25 inch Title cover rexine leatherette Black color 1600gsm gray board with die cut digital Engrave logo printing Inside 100gsm cream paper with 1+1 color printing, 200 pages. Box size as per notebook All notebook packed in polythene with sticky top to cover the notebook. Sample available at Procurement Department	210 EACH

Terms & Conditions :

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.