



Institute of  
Business Administration  
Karachi

Leadership and Ideas for Tomorrow

## Request For Quotation

**Description** : RFQ-001405 - Pen-Giveaway Item

**Date of Issue** : 21 Nov 2023

**Date of Submission of Quotation** : 23 Nov 2023 3:00:00 PM

**Place of Delivery** : IBA Karachi, Main Campus,  
Karachi

**Contact Person & Telephone** : Purchase Department, IBA Main Campus,  
University Road, Karachi.  
PAK  
02138104700  
Extension : 2154

Sr#	Description	Quantity + UOM
1	Ball Pen IBA Branded; 0.8 mm Tip; Stylus; Maroon Color Pen With printed box Bleach card	400.00 EACH
2	Keychain Acrylic; 2"x1.3"; Transparnt; Crystal; With printed box Bleach Card	400.00 EACH
3	Writing Pad For Promotion, 75 Leaves, 70gsm inside.; 6"x4.5"; Spiral; IBA Logo watermark on all pages. 4 color printing on the cover of 160 GSM.	300.00 EACH
4	Goody Bag 300 gram art card Matt lamination both side; 11"x 8"; White; 4 color printing. The bag will be with string - Bleach Card.	300.00 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 I item cost is final and no change what so ever will be accepted.
7. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
8. Competent Authority reserves the right to change/ alter I remove any item or article or reduce I enhance quantity without assigning any reason.
9. Invoice/Bill to be submitted to Purchase Department.
10. Advance Payment subject to Bank Guarantee.
11. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates I denomination of Purchase Order.
12. Stamp Duty 0.25% for Goods against total value of Purchase Order will be levied accordingly.