



Institute of  
Business Administration  
Karachi

Leadership and Ideas for Tomorrow

## Request For Quotation

<b>Description</b>	<b>: RFQ-001464 - IBA Annual Faculty &amp; Staff Dinner 2023</b>
<b>Date of Issue</b>	<b>: 18 Dec 2023</b>
<b>Date of Submission of Quotation</b>	<b>: 20 Dec 2023 11:00:00 AM</b>
<b>Place of Delivery</b>	: Stores, IBA Main Campus, University Road, Karachi.
<b>Contact Person &amp; Telephone</b>	: Purchase Department IBA Main Campus, University Road, Karachi. 03122669895 Extension : 2150

Sr#	Description	Quantity + UOM
1	Acrylic Memento Acrylic with IBA Logo/Arrows; 10"x4"; Transparnt; 47 Star Performer shields. (List Attached in emial)	47.00 EACH
2	Acrylic Memento with Wooden Base; 5.5"x4"; 18 farewell shields. (List Attached in Email)	18.00 EACH
3	Goody Bag 260 GSM Card Paper with white lock Doori; 14"x12"x3"; White; BleachCard; goody bag for carry the shields	70.00 EACH
4	Certificate 200 gms Ivory Card; 8.5"x11"; 2+1 Color; Print 47 certificates for Star Performers with jackets. (List Attached in Email)	47.00 EACH
5	Certificate Jacket 300 gsm Art Card; 8.5"x11"; 2+1 Color; Customised; 47 certificates Jackets for Star Performers certificate.	47.00 EACH
6	Backdrop 22x10ft; 4 Colors; Printing Backdrop with frame. (Design will forwarded by MARCOM) Size: 20'W x 10'H	1.00 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 0.35% for Goods against total value of Purchase Order will be levied accordingly.