



## Request For Quotation

<b>Description</b>	<b>: RFQ-001017 - China Study Centre - Souvenir Items</b>
<b>Date of Issue</b>	<b>: 20 Jun 2023</b>
<b>Date of Submission of Quotation</b>	<b>: 22 Jun 2023 10:00:00 AM</b>
<b>Place of Delivery</b>	: IBA Karachi, Main Campus, Karachi
<b>Contact Person &amp; Telephone</b>	: Purchase Department, IBA Main Campus, University Road, Karachi. 021-38104700 Extension : 2153

Sr#	Description	Quantity + UOM
1	Notebook Leatherette Cover with Logo Printing; 8.3"x5.5"; Black; 200 Pages with logo printing at Diary and Box with printing As per the sample	100.00 EACH
2	File Folder Leatherette, Zipper closure, 2x flap, inside pockets.; 13x10"; Black; Folder; Letherate Zipper Folder with Handle and Notepad with 50 pages Two Flap inside the Folder Size and other Specification As per attached picture and sample is available at office Color: Brown Logo embossing	100.00 EACH
3	Ball Pen Metallic & Solid body Nib; Silver; Metallic Body Pen As per Sample available at office	100.00 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.