



Institute of  
Business Administration  
Karachi

Leadership and Ideas for Tomorrow

## Request For Quotation

**Description** : RFQ-001726 - Stationary Items

**Date of Issue** : 18 Mar 2024

**Date of Submission of Quotation** : 22 Mar 2024 6:00:00 PM

**Place of Delivery** : Stores, IBA Main Campus, University Road,  
Karachi.

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

Sr#	Description	Quantity + UOM
1	Pencil Dollar HB 2; or Equivalent	1,000.00 EACH
2	Eraser for pencil Small; White; Art D-2001; or Equivalent	1,000.00 EACH
3	Sharpener Mercory 510; silver; 510; or Equivalent	1,000.00 EACH
4	Highlighter Dollar; 5 mm Tip; yellow; or Equivalent	500.00 EACH
5	Color Paper For Finance; A4; pink;	100.00 PACKET
6	File Separator Set of 10 pieces; A4; Index; or Equivalent	300.00 SET
7	Ball Pen 0.8 mm Tip; Black; Clipper; or Equivalent	50.00 EACH
8	Ball Pen 0.8 mm Tip; Blue; Clipper; or Equivalent	50.00 EACH
9	Highlighter Dollar; 5 mm Tip; green; or Equivalent	500.00 EACH
10	Correction Pen Pen Type; 7 ml; White; pen;	15.00 EACH
11	Color Paper For Finance; A4; beige;	100.00 PACKET
12	Color Paper For Finance; A4; blue;	100.00 PACKET
13	Color Paper For Finance; A4; green;	100.00 PACKET
14	Color Paper For Finance; A4; yellow;	100.00 PACKET
15	Digital Calculator Casio; Black; DJ-120D +; or Equivalent	2.00 EACH

**Terms & Conditions :**



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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.