



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description : RFQ-003197 - Medals & Shields Convocation 2025

Date of Issue : 15 Oct 2025

Date of Submission of Quotation : 16 Oct 2025 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	Wooden Shield with brass Plate and Box Size: 10.5"x2.2cm; Shield Wooden Round Shape with brass Plate with Box Wooden Shield Dia: 10.5 inches Wooden Shield Thickness: 2.2 cm Design as per sample with lamination Box as per sample Brass Plate Dia: 7.5 inches Brass Plate Thickness 2mm Design as per sample, with lamination	29.00 EACH
2	Medal With Ribbon " Die cast metal with 20 carat gold plating"; 5.5 cm; Golden; Gold Plated Medal Round Shape with Ribbon Both sides embossing in black velvet box high quality Medal thickness: 4mm Medal Dia: 5.5 cm Ribbon Length: 34 inches with Velcro (as per sample) Ribbon width: 3 cm (color as per sample) NOTE: -Samples available at IBA Procurement Dept. -Samples are mandatory for quality approval. -Order is subject to approval of samples of all items.	16.00 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/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.