



Request For Quotation

Description	: RFQ-003988 - Store Items - 339 (Stationery)
Date of Issue	: 28 Aug 2026
Date of Submission of Quotation	: 31 Aug 2026 5:00:00 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	Stapler Machine medium; Opal HD-45N or Equivalent	150.00 EACH
2	Stapler Pin Remover Opal SR35 or Equivalent	60.00 EACH
3	Tape Scotch Tape; 1"; crystal white; roll; Brand: Koala or Equivalent	600.00 EACH
4	Color Paper For Finance; A4; blue; 70 GSM Good Quality (Sample required for quality approval)	30.00 PACKET
5	Lamination Sheet for I.D Card 125 Micron; packet; Ibico or Equivalent	30.00 PACKET
6	Index Tab Flags Neon Plastic, 5 Colors set; (Sample required for quality approval)	100.00 PACKET
7	Stapler Machine large; Opal HD-12S24 or Equivalent	3.00 EACH
8	Eraser for pencil Small; White; Art D-2001 or Equivalent	500.00 EACH
9	Pencil Dollar HB 2 or Equivalent	2,000.00 EACH
10	Duster for White Board Plastic; Every or Equivalent	200.00 EACH
11	Pointer Pen 0.5 mm Tip; blue; Softliner; Dollar or Equivalent	200.00 EACH
12	Pointer Pen 0.5 mm Tip; black; Softliner; Dollar or Equivalent	200.00 EACH
13	Pointer Pen 0.5 mm Tip; red; Softliner; Dollar or Equivalent	100.00 EACH
14	Thumb Pin Mix Colour; packet; Exclusive or Equivalent	100.00 PACKET
15	Ink for Stamp pad 28.5gr; blue; bottle; Crystal or Equivalent	5.00 EACH

Terms & Conditions :



Institute of
Business Administration
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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.