



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description : RFQ-001545 - Store Items - 178 (Stationery)

Date of Issue : 17 Jan 2024

Date of Submission of Quotation : 23 Jan 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	Flip Chart Paper 100gm, Offset; A1; White; 23.4x33.1;	1,500.00 EACH
2	Tape Scotch Tape Kola Brand; 1"; crstl white; roll; or Equivalent	500.00 EACH
3	Punch machine Opal 500; medium; 500; or Equivalent	50.00 EACH
4	Office File Management File; A4; Assorted; A320; or Equivalent	300.00 EACH
5	Gem clip Exclusive; 36mm; PVC Coated; or Equivalent	100.00 PACKET
6	Dock Clip Binder Clip Diamond; 2"; black; or Equivalent	200.00 EACH
7	Stamp Pad Crystal; blue; pad; or Equivalent	15.00 EACH
8	Pointer Pen Dollar; 0.5 mm Tip; red; Softliner; or Equivalent	50.00 EACH
9	Permanent Marker Dollar; 2 mm Tip; red; or Equivalent	50.00 EACH
10	Ball Pen 0.8 mm Tip; Red; Clipper; or Equivalent	300.00 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.