

# Request For Quotation

**Description** : RFQ-002825 - Notepad and Diary

**Date of Issue** : 27 May 2025

**Date of Submission of Quotation** : 2 Jun 2025 11:00:00 AM

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

**Contact Person & Telephone** : Purchase Department IBA Main Campus, University Road, Karachi.  
03323760498  
Extension : 2150

Sr#	Description	Quantity + UOM
1	<b>Note Pad / Writing Pad</b>  Size: A5 Leaves: 25 leaves Grammage Pages: 80gsm offset paper Title Cover: 80gsm matt paper Title Printing : 4 color Back Card: 280gsm art card Pages Printing : 1+1 Color with rule lines Space between ruling line: 1 cm Header Line: Double bold on regular Binding: Hot glue Pasting (Top) Perforation: 1cm from Top Packing: 50 pads per packet in craft paper As per Sample	2,000.00 EACH
2	<b>Notebook with Box</b>  Size: 3.5x6 inch Title cover 128gsm art paper with 4 color printing and pasting Elastic blue dori with fixing in backside cover Inside 90gsm offset paper with 1+1 color printing 200 pages and one dori extra. Hot gum binding. As per sample available at Purchase Office.	500.00 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/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.