



Request For Quotation

Description	: RFQ-002974 - Giveaways
Date of Issue	: 4 Aug 2025
Date of Submission of Quotation	: 5 Aug 2025 12:00:00 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	Notebook Leatherette Cover with Logo Printing; 8.3"x5.5"; Black; -50 diaries with souvenir box. -100 with black bleach card box 300 GSM. -Both boxes will have colored logos. -Diary pages 150. -Embossed on Diary. -Sample is mandatory for quality approval. -Order is subject to approval of sample.	150.00 EACH
2	Ball Pen Metallic & Solid body Nib; Silver; -Metallic pen in black color with engraving. -100 in separate black bleach card box 300 GSM. -50 in souvenir box. -Sample is mandatory for quality approval. -Order is subject to approval of sample.	150.00 EACH
3	Ball Pen IBA Branded; 0.8 mm Tip; Stylus; -IBA Branded Stylus pen in black color. -Sample is mandatory for quality approval. -Order is subject to approval of sample.	300.00 EACH
4	Keychain Acrylic; H3.5xW5cm; Transparnt; Crystal; -50 key chains in souvenir box. -200 without box and with plastic coverings. -Sample is mandatory for quality approval. -Order is subject to approval of sample.	300.00 EACH
5	Stationery Pouch zipper; -9"x4.5" inches, transparent with printing, material plastic with IBA Branding. -Sample is mandatory for quality approval. -Order is subject to approval of sample.	300.00 EACH



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6	Souvenir Box Material: Card Board with Matt Finishing; 8"x4.5"; Black; rectangle; -Size: 9"x7" inches (approx) with string and magnetic closure. It is for note book, key chain and pen. -Sample is mandatory for quality approval. -Order is subject to approval of sample.	50.00 EACH
7	Goody Bag Non-Woven Bag; 9.5"x10"; Maroon; -Non-Woven Bag -Color: Black with single color printing. -Size: 9.5" width x10" height -Sample is mandatory for quality approval. -Order is subject to approval of sample.	300.00 EACH
8	Writing Pad For Promotion, 75 Leaves, 70gsm inside.; 6"x4.5"; Spiral; -Cover Page: 350 GSM Bleach Card. -Off-set paper 70 GSM with Watermark -Sample is mandatory for quality approval. -Order is subject to approval of sample.	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/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.