



## Request For Quotation

<b>Description</b>	<b>: RFQ-002857 - Store Items - 281 (Stationary)</b>
<b>Date of Issue</b>	<b>: 10 Jun 2025</b>
<b>Date of Submission of Quotation</b>	<b>: 13 Jun 2025 6:00:00 PM</b>
<b>Place of Delivery</b>	: Stores, IBA Main Campus, University Road, Karachi.
<b>Contact Person &amp; Telephone</b>	: Purchase Department, IBA Main Campus, University Road, Karachi. PAK 02138104700 Extension : 2154

Sr#	Description	Quantity + UOM
1	Punch machine Opal 500; medium; 500; or Equivalent	20.00 EACH
2	Ruled Register HB Brand; 200 Pages; or Equivalent	40.00 EACH
3	Tape Dispenser National 30#; 1"; or Equivalent	50.00 EACH
4	Tape Dispenser Owner 45#; 2"; or Equivalent	20.00 EACH
5	Tape Masking / Paper Tape; 2"; White; As per sample	100.00 EACH
6	Tape Packing Tape; 2"; brown; roll; As per sample	100.00 EACH
7	Ball Pen 0.8 mm Tip; Blue; Clipper; or Equivalent	2,000.00 EACH
8	Ball Pen 0.8 mm Tip; Black; Clipper; or Equivalent	1,500.00 EACH
9	Correcting Fluid Fluid Type; 20 ml; White; bottle; As per sample	50.00 EACH
10	Correction Pen Pen Type; 7 ml; White; pen; As per sample	100.00 EACH
11	Stapler pin Dollar; 10#, Small; or Equivalent	50.00 EACH
12	Digital Calculator Casio; Black; DJ-120D +; or Equivalent	5.00 EACH
13	Post it pad Pronoti; 3"x3" S; yellow; or Equivalent	300.00 EACH
14	Pointer Pen Dollar; 0.5 mm Tip; black; Softliner; or Equivalent  NOTE: -Please visit IBA Stores for samples. -Order is subject to approval of samples of all items.	100.00 EACH

**Terms & Conditions :**



Institute of  
Business Administration  
Karachi

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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.