Institute of Business Administration Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description : **RFQ-004196 - Convocation 2026 - Tote Bags**

Date of Issue : **4 Nov 2026**

Date of Submission of Quotation : **6 Nov 2026 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	Goody Bag Fabric with Polyester, Tote bag; 350 GSM with top closure with Velcro Stitched on Top with Cloth handles 18" Color: Maroon with customized printing on both sides Size: Width: 15" Height: 12" Depth: 3.5" Sample available at IBA Procurement Dept. NOTE: -Sample is mandatory for quality approval. -Order is subject to approval of the sample.	1,200.00 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.