



# Request For Quotation

**Description** : **RFQ-003066 - City Campus - 45 (Workstation Installation Work)**

**Date of Issue** : **29 Aug 2025**

**Date of Submission of Quotation** : **3 Sep 2025 5:00:00 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	<p>Fixing of Workstation</p> <p>-Reinstallation of existing workstation materials/parts at the site. -Proper alignment, leveling, and fixing as per layout and design specifications. -Provide and install laminated MDF back sheet (where necessary) of size 4' x 4' x 3" thick. (Lasani/Patex/New-bond or Equivalent) -Sheet to be framed with wooden beading of 1/2" thickness. -Surface to be finished with a soft board layer, suitable for pinning or notices. -Incorporation of wooden pillars/posts of size 2 1/2" x 2 1/2" x 48" height, placed as per the approved design. -Perform any repairs necessary on existing workstation elements. -Apply deco paint and finish with lacquer coating for a polished look and durability.</p> <p>NOTE: -Site Visit is mandatory before submission of quotation. -Visiting Time: Monday 1-Sept-2025 at 11:00am at IBA City Campus Admin Dept. Ext: 1507, 1502 -SST applicable rates will be charged</p>	32.00 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.