

# Request For Quotation

**Description** : RFQ-000758 – PR-0003336 - Staff Orientation Souvenir

**Date of Issue** : 14 Feb 2023

**Date of Submission of Quotation** : 16 Feb 2023 2:30:00 PM

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

**Contact Person & Telephone** : Purchase Department, IBA Main Campus, University Road, Karachi.  
0333-3009636  
Extension: 2152

**Note: Vendor should also submit the samples along with the quotation**

Sr#	Description	Quantity + UOM
1	<b>Glass Water Bottle</b> Wooden/Aluminum Cap; 500 ml, Transparent With Soft Elastic Fabric Cover UV Printing on Bottle & on Cap As per sample, Note: Sample must be submitted with the Quotation	100 EACH
2	<b>Keychain</b> Acrylic; Size: 3 cm x 5 cm, Thickness: 5 mm + 5 mm; Transparent As per sample, Note: Sample must be submitted with the Quotation	100 EACH
3	<b>Ball Pen</b> Metallic & Solid body Nib Pen Color: Black / Silver, With UV Printing/Engraving As per sample, Note: Sample must be submitted with the Quotation	100 EACH
4	<b>Notebook</b> Black Leatherette Cover with Logo Engraved / UV Printing Size: 8.3" x 5.5", With Elastic Strap 75 GSM Fine Paper, 50 leaves As per sample, Note: Sample must be submitted with the Quotation	100 EACH
5	<b>Acrylic Glass Matt / Tea Coaster</b> Velvet fabric at bottom, with Round Edges Size: 3.4" x 3.4", Sandwich type, with printing As per sample, Note: Sample must be submitted with the Quotation	100 EACH
6	<b>Souvenir Box</b> Approx Size: 12' x 12' x 3', Box Color: Black Material: Cardboard with Matt Finishing Board Thickness: 3.5 mm Die Cutting with black Strip on the Side Inner: Foam with Cutouts for Bottle Keychain, Pen, Notebook & Tea Coaster Foam Should be covered with Velvet Printing: Customized print on Box at the Front Side As per sample, Note: Sample must be submitted with the Quotation	100 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 I 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. Competent Authority reserves the right to change/ alter I remove any item or article or reduce I enhance quantity without assigning any reason.
9. Invoice/Bill to be submitted to Purchase Department.
10. Advance Payment subject to Bank Guarantee.
11. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates of Purchase Order.

I denomination

12. Stamp Duty 0.35% for Goods against total value of Purchase Order will be levied accordingly.