



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description : RFQ-000766 - Stationery

Date of Issue : 16 Feb 2023

Date of Submission of Quotation : 19 Feb 2023 6:00:00 PM

Place of Delivery : IBA Karachi, Main Campus,
Karachi

Contact Person & Telephone : Purchase Department, IBA Main Campus,
University Road, Karachi.
PAK
02138104700
Extension : 2154

Sr#	Description	Quantity + UOM
1	Ball Pen 0.8 mm Tip; Blue; Clipper;	500.00 EACH
2	Ball Pen 0.8 mm Tip; Black; Clipper;	500.00 EACH
3	Lamination Sheet for I.D Card Ibico; 125 Micron; packet;	5.00 PACKET
4	Stationery Pouch Plastic Pouch with customized printing; 15"x11"; zipper;	400.00 EACH
5	Writing Pad IBA Branded; A4;	500.00 EACH
6	Sharpener Mercory 510; silver; 510;	500.00 EACH
7	Pencil Dollar HB 2;	700.00 EACH
8	Eraser for pencil Small; White; Art D-2001;	500.00 EACH
9	Highlighter Dollar; 5 mm Tip; yellow;	500.00 EACH
10	Duster for White Board Plastic; Every;	10.00 EACH
11	File Separator Set of 10 pieces; A4; Index;	500.00 SET
12	File Folder Rexine Folder; 38d; Navy Blue;	200.00 EACH
13	File Folder Rexine Folder; 38d; Black;	100.00 EACH

Terms & Conditions :



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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 I item cost is final and no change what so ever 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 I denomination of Purchase Order.
12. Stamp Duty 0.25% for Goods against total value of Purchase Order will be levied accordingly.

NOTE: PLEASE PROVIDE ITEMS OF MENTIONED OR ANY EQUIVALENT BRAND