



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description : RFQ-003272 - Store Items - 304 (Stationary)

Date of Issue : 7 Nov 2025

Date of Submission of Quotation : 10 Nov 2025 6:00:00 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	White Board Marker Dollar Dryerase; 2 mm Tip; Black; Brand: Dollar or Equivalent	1,500.00 EACH
2	White Board Marker Dollar Dryerase; 2 mm Tip; Blue; Brand: Dollar or Equivalent	1,500.00 EACH
3	White Board Marker Dollar Dryerase; 2 mm Tip; Red; Brand: Dollar or Equivalent	300.00 EACH
4	Stapler pin Dollar; 24/6, M; Brand: Dollar or Equivalent	500.00 EACH
5	Ball Pen 0.8 mm Tip; Blue; Clipper; Brand: Dollar or Equivalent	1,000.00 EACH
6	Ball Pen 0.8 mm Tip; Red; Clipper; Brand: Dollar or Equivalent	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.