



Institute of  
Business Administration  
Karachi

Leadership and Ideas for Tomorrow

## Request For Quotation

**Description** : RFQ-001411 - Store Items - 171 (Stationary)

**Date of Issue** : 24 Nov 2023

**Date of Submission of Quotation** : 29 Nov 2023 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	Paper Cutter knif; Deli or Equivalent	100.00 EACH
2	Lamination Pouch 100 microns; A4; Transparnt; Packet	200.00 EACH
3	File Separator Set of 10 pieces; A4; Index; Citizen soft Card or Equivalent	600.00 SET
4	Permanent Marker Dollar; 2 mm Tip; blue; or Equivalent	150.00 EACH
5	Peon book (Mail book) HB; 50 Pages HB or Equivalent	20.00 EACH
6	Staple Gun Adjustable driving force.; Deli Brand or Equivalent	2.00 EACH
7	Office File Transparent, 2 sides open; A4; L-Shape; 20 MC or Equivalent	600.00 EACH
8	Dumper (Water Bank) Plastic;	20.00 EACH
9	Pointer Pen Dollar; 0.5 mm Tip; blue; Softliner;	150.00 EACH
10	Pointer Pen Dollar; 0.5 mm Tip; black; Softliner;	150.00 EACH
11	Pointer Pen Dollar; 0.5 mm Tip; green; Softliner;	50.00 EACH
12	Correcting Fluid Fluid Type; 20 ml; White; bottle;	30.00 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.