



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description	: RFQ-001151 - IBA- WritingPads&RibbonIDCard
Date of Issue	: 31 Aug 2023
Date of Submission of Quotation	: 4 Sep 2023 11:00:00 AM
Place of Delivery	: Stores, IBA Main Campus, University Road, Karachi.
Contact Person & Telephone	: Purchase Department IBA Main Campus, University Road, Karachi. 03122669895 Extension : 2150

Sr#	Description	Quantity + UOM
1	Writing Pad IBA Branded; A4; Writing Pad IBA Branded; A4; Size: A4 Leaves: 25 leaves Grammage Pages: 80gsm offset paper Title Cover: 80gsm matt paper Title Printing : 4 color Back Card: 280gsm art card Pages Printing : 1+1 Color with rule lines Space between ruling line: 1 cm Header Line: Double bold on regular Binding: Hot glue Pasting (Top) Perforation: 1cm from Top Packing: 50 pads per packet in craft paper As per sample	1,500.00 EACH
2	Ribbon for ID card IBA Branded; Maroon; I.D. Card Ribbon Maroon Color with printing of IBA Logo and clips (best quality) Packing: 50 strips in polythen bag As per sample	1,600.00 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 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 0.35% for Goods against total value of Purchase Order will be levied accordingly.