



Institute of  
Business Administration  
Karachi

Leadership and Ideas for Tomorrow

## Request For Quotation

**Description** : RFQ-001667 - Gift Box Items Marcom

**Date of Issue** : 26 Feb 2024

**Date of Submission of Quotation** : 4 Mar 2024 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	Notebook 75gsm Paper inner paper,50 leaves with spiral; 8.5"x6.5"; Leatherette Cover with Logo Printing embossed; 7*10 inch (4+2+4); Black; - CED branded customized notebook with logo -100 pages (50 leaves).	30.00 EACH
2	Ball Pen IBA Branded; 0.8 mm Tip; Stylus; Ball Pen Metallic & Solid body Nib (OGALA sample); IBA CED branded customized metal pen (blue color)	50.00 EACH
3	USB Flash Drive 8 GB; USB: 8GB/16GB	50.00 EACH
4	Wallet IBA Embossed logo; Standard; Black; Leather; Leather Wallet Black, embossed CED logo	20.00 EACH
5	Water Bottle IBA Branded; 600ml; Metal; Bottle Glass bottle with black leather cover, blue cap, IBA logo on one side, CED logo on another side.	20.00 EACH
6	Acrylic Glass Matt Velvet fabric at bottom, with Round Edges; 3.4"x3.4"; Transparnt; Coaster: 3.5 inch, CED branded with pouch,	20.00 EACH
7	Souvenir Box 12x10x2; Black; Souvenir Box (Small) for Notebook, Ball Pen & USB)	30.00 EACH
8	Souvenir Box 12x10x2; Black; Souvenir Box (Large) for Ball Pen, USB, Wallet, Glass Bottle & Acrylic Coaster	20.00 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.