



Request For Quotation

Description	: Rfq-000266 – Pen & Writing Pad
Date of Issue	: 03 Mar 2022 10:00AM
Date of Submission of Quotation	: 08 Mar 2022 12:00PM
Place of Delivery	: IBA Karachi, Main
Contact Person & Telephone	: Purchase Department, IBA Main Campus, University Road, Karachi.021-38104700 Extension: 2154

Description	Quantity + UOM
Ball Pen (IBA Branded) Material: Plastic Printing: Logo printing on Pen	100.00 Each
Writing Pad (IBA Branded) Size: A4 Total Pages: 50 pages of 75gsm With IBA logo & Water Mark logo of IBA	100.00 Each

Terms & Conditions:

- Material of this order is subject to final inspection at the time of delivery.
- 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.
- Payment will be made through crossed cheque after the receipt of the Invoice/Bill & delivery of above item(s).
- General Sales Tax will be paid on applicable items only.
- Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
- The rate I item cost is final and no change whatsoever will be accepted.
- Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
- Competent Authority reserves the right to change/ alter I remove any item or article or reduce I enhance quantity without assigning any reason.
- Invoice/Bill to be submitted to Purchase Department.
- Advance Payment subject to Bank Guarantee.
- All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates I denomination of Purchase Order.
- Stamp Duty 0.35% for Goods/Services against total value of Purchase Order will be levied.