



Request For Quotation

Description	: RFQ-002305 - Rental Academic Gown-Convocation 2024
Date of Issue	: 5 Nov 2024
Date of Submission of Quotation	: 8 Nov 2024 12:00:00 AM
Place of Delivery	: Stores, IBA Main Campus, University Road, Karachi.
Contact Person & Telephone	: Purchase Department, IBA Main Campus, University Road, Karachi. 021-38104700 Extension : 2153

Sr#	Description	Quantity + UOM
1	Rental Academic Gown For Faculty, Management & Guest; ; ; ; Rental Academic Gown for 1. Professor (estimated qty = 15) with green ribbon 135x quantity for below requirement: Associate Professor in green Assistant Professor in green Lecturer in green 5. Teaching Fellow (If any) in black Date of Event: 7th December 2024 Date of Rehearsal: 5th December 2024 Delivery must be a day before event	150.00 EACH
2	Rental Academic Gown For Faculty, Management & Guest; ; ; ; Rental Academic Gown Material: Velvet Required for : 1. Chief Guest in Maroon Color 2. Guest of Honor in Green Color 3. Dean in green color 4. Others in green color Make sure the items are delivered a day before event	4.00 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.