



Institute of  
Business Administration  
Karachi

Leadership and Ideas for Tomorrow

## Request For Quotation

**Description** : RFQ-003006 - Store Items - 288 (Stationary)

**Date of Issue** : 8 Aug 2025

**Date of Submission of Quotation** : 12 Aug 2025 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	Permanent Marker Dollar; 2 mm Tip; black; or Equivalent	100.00 EACH
2	Permanent Marker Dollar; 2 mm Tip; red; or Equivalent	50.00 EACH
3	Stapler Machine Opal; large; (HD-12S24); or Equivalent	3.00 EACH
4	Tape Scotch Tape Kola Brand; 1"; crstl white; roll; or Equivalent	500.00 EACH
5	Tape Scotch Tape Kola Brand; 2"; crstl white; roll; or Equivalent	300.00 EACH
6	Laser Printing Paper Ream BLC; A3; White; 80 gsm; or Equivalent	20.00 REAM
7	Glue Stick Dollar; 20gm; stick; or Equivalent	144.00 EACH
8	White Board Marker Dollar Dryerase; 2 mm Tip; Green; or Equivalent	200.00 EACH
9	Scissors Steel Deli 6059; 175mm; or Equivalent	100.00 EACH
10	Paper Cutter knif; NOTE: -Samples are mandatory for quality approval. -Order is subject to approval of samples of all items.	100.00 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/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.