Institute of Business Administration Karachi
Leadership and Ideas for Tomorrow

Request For Quotation

Description	:	**RFQ-004128 - Diary with Pen - CEDIR**
Date of Issue	:	**15 Oct 2026**
Date of Submission of Quotation	:	**16 Oct 2026 5:00:00 PM**
Place of Delivery	:	IBA Karachi, Main Campus, Karachi
Contact Person & Telephone	:	Purchase Department, IBA Main Campus, University Road, Karachi. PAK 02138104700 Extension : 2154

Sr#	Description	Quantity + UOM
1	Notebook Customized; A5; 80 Leaves (160 pages) Offset paper 90 GSM with customized printing single-color Diary Cover with complete UV Printing with Separator (UV Printed both sides) with pen loop with Craft paper box 300 GSM with single-color printing on both sides	500.00 EACH
2	Ball Pen IBA Branded; 0.8 mm Tip; Stylus; Color: Navy Blue with Engraving NOTE: -Samples are mandatory for quality approval. -Order is subject to approval of samples of all items.	500.00 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.