



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description : RFQ-001014 - Notebook
Date of Issue : 19 Jun 2023
Date of Submission of Quotation : 22 Jun 2023 11:00:00 AM
Place of Delivery : IBA Karachi, Main Campus,
Karachi
Contact Person & Telephone : Purchase Department IBA Main Campus,
University Road, Karachi.
03122669895
Extension : 2150

Sr#	Description	Quantity + UOM
1	Notebook Leatherette Cover with Logo Printing; 8.3"x5.5"; Black; Printing of Notebook Cover green color artificial leather 1600gsm grey board with 4 color UV digital printing with green elastic 210 inner pages 75gsm offset paper with 2+2 color printing 8 pages 4+4 color printing Box 350gsm bleach board with logo printing 4 color As per Sample available at Purchase Office	450.00 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 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.