



Institute of  
Business Administration  
Karachi

Leadership and Ideas for Tomorrow

## Request For Quotation

**Description** : RFQ-001270 - 4740 - HP Original Toners

**Date of Issue** : 4 Oct 2023

**Date of Submission of Quotation** : 9 Oct 2023 12:00:00 PM

**Place of Delivery** : Stores, IBA Main Campus, University Road,  
Karachi.

**Contact Person & Telephone** : Purchase Department, IBA Main Campus,  
University Road, Karachi.  
0322-3553032  
Extension : 2155

Sr#	Description	Quantity + UOM
1	Toner For Printer For HP 402; 26A; Black; -HP original or genuine toners required. -Any substandard items delivery will not be accepted. -Sample should be submitted when required or necessary.	3.00 EACH

### Terms & Conditions :

1. Material of this order is subject to final inspection at the time of delivery by IBA ICT department or IBA stores or end user at IBA.
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 0.35% for Goods against total value of Purchase Order will be levied accordingly.