



Request For Quotation

Description : RFQ-002728 - Diary & Pen | SBSIC 2025
Date of Issue : 8 May 2025
Date of Submission of Quotation : 12 May 2025 11:00:00 AM
Place of Delivery : Stores, IBA Main Campus, University Road, Karachi.
Contact Person & Telephone : Purchase Department IBA Main Campus, University Road, Karachi.
03323760498
Extension : 2150

Sr#	Description	Quantity + UOM
1	<p>Fancy Notebook with Box</p> <p>Size :6x8.5 inch</p> <p>Title cover leatherette cover black color 1600gsm gray board with die cut screen printing with Elastic</p> <p>Inside 100gsm offset paper with 1+1 color printing 200 pages. Black double Spiral binding.</p> <p>Five separators on 150gsm art paper with 5+5 color printing</p> <p>Inside cover page sticky pad (50 strips in each 5 color) 3x3 color full sticky notes and yellow sticky pad (3 x 2)</p> <p>Ball Pen in metallic & solid body Nib Silver color; Pen Black colour with SBS logos one color printing on pen</p> <p>Ball Pen should be enclosed with notebook through small elastic band</p> <p>All notebook along with pen packed in polytene with sticky top to cover the book</p> <p>Box size according to notebook.</p> <p>300gsm bleach card including five color printing on box.</p> <p>As per sample available at Purchase Office.</p>	300.00 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.