Institute of Business Administration Karachi
Leadership and Ideas for Tomorrow

Request For Quotation

Description	:	**RFQ-004238 - Complete book production including, designing, composing, layout and printing of Handbook of Pool Management for Islamic Banks**
Date of Issue	:	**16 Nov 2026**
Date of Submission of Quotation	:	**18 Nov 2026 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
1	Complete book production including, designing, composing, layout and printing of Handbook of Pool Management for Islamic Banks • **Trim size:** 8.5 × 11 inches (variable) • **Approximate Pages:** 100 pages including 20 coloured pages • **Paper for coloured pages:** 128 GSM art paper • **Paper for text pages:** 113 GSM art paper • **Font:** Minion Pro for standard body text • **Text printing:** 4-color, 2-color, and 1-color printing as required • **Cover printing:** 5-colour • **Binding:** Hardbound (Hard Back) with Hot Glue and Pin Binding • **Cover Board:** 1600 GSM Grey Board • **Cover Material:** 128 GSM Art Paper • **Cover finish:** Matte lamination with spot UV on the title/design area • **Packaging:** Individual plastic polyethene with top sticky for packing • IBA, Karachi will provide design by November 25, 2026. • The successful printer shall deliver all the required books on or before December 10, 2026.	250

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.