



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description : RFQ-000841 - Store Items - 116 (Stationary)

Date of Issue : 14 Mar 2023

Date of Submission of Quotation : 20 Mar 2023 6:00:00 PM

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

Contact Person & Telephone : Purchase Department, IBA Main Campus,
University Road, Karachi.
PAK
02138104700
Extension : 2154

Sr#	Description	Quantity + UOM
1	Eraser for pencil Small; White; Art D-2001; or Equivalent	500.00 EACH
2	Pencil Dollar HB 2; or Equivalent	3,000.00 EACH
3	Scissors Steel Deli 6059; 175mm; or Equivalent	100.00 EACH
4	Stapler pin Dollar; 24/6, M; or Equivalent	400.00 EACH
5	Stapler pin Waashim/Opal; 23/10; or Equivalent	50.00 EACH
6	Stapler Machine Opal; large; (HD-12S24); or Equivalent	5.00 EACH
7	Stapler Machine Opal; medium; (HD-45N); or Equivalent	150.00 EACH
8	Paper Weight	100.00 EACH
9	Correction Pen Pen Type; 7 ml; White; pen;	100.00 EACH
10	Ink for Stamp pad Crystal; 28.5gr; red; bottle;	5.00 EACH
11	Ruled Register HB Brand; 200 Pages; or Equivalent	30.00 EACH
12	Stapler Pin Remover Opal; SR35; or Equivalent	100.00 EACH
13	Ball Pen 0.8 mm Tip; Blue; Clipper; or Equivalent	2,000.00 EACH

Terms & Conditions :



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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.