



Request For Quotation

Description	: RFQ-001060 - Customized Inventory for O'Gala 2023
Date of Issue	: 31 Jul 2023
Date of Submission of Quotation	: 3 Aug 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	Mug IBA Branded Customized; 300 ml; White; Broad Shp; Porcelain Mug	30.00 EACH
2	Keychain Acrylic; H3.5xW5cm; Transparnt; Crystal; Customized key chain with IBA CED Logo along with a box	1,000.00 EACH
3	Ball Pen Metallic & Solid body Nib; Silver; IBA CED branded customized metal pen (black color engraved with silver)	20.00 EACH
4	Notebook Leatherette Cover with Logo Printing; 8.3"x5.5"; Black; IBA CED branded customized notebook with embossed logo with 100 pages (50 leaves). As per the given sample.	20.00 EACH
5	Water Bottle IBA Branded; 600ml; Metal; IBA CED logo Branded with Cardbox.	20.00 EACH
6	Goody Bag Fabric, Tote bag; W35"xL40"; with Printing	20.00 EACH
7	Cardboard Box Customized 3-D gift box on hard board and paper; 10x10x4; Customized gift box with IBA CED branding. Size 10X10X4	20.00 EACH
8	Candle Customized candles; Customized candles with IBA CED logo	30.00 EACH
9	Writing Pad IBA Branded; A5; 50 pages (25 leaves)	100.00 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.



Institute of
Business Administration
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