



Institute of  
Business Administration  
Karachi

Leadership and Ideas for Tomorrow

## Request For Quotation

**Description** : RFQ-002285 - Sovenirs for 3rd Winter School

**Date of Issue** : 24 Oct 2024

**Date of Submission of Quotation** : 25 Oct 2024 3:00:00 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; Winter School Branded Mug 300 ml Color: Porcelain Imported Green Mug with 300 GSM Bleach Card Box Matt Laminated with 4 color printing	100.00 EACH
2	Goody Bag Fabric, Tote bag; 15"x12"; Fabric Tote bag Size: 12"x15" White with 4 color printing	100.00 EACH
3	Ball Pen Metallic & Solid body Nib; Silver; Winter School Metallic and Solid body Nib with 300 GSM Bleach Card Box Matt Laminated with 4 color printing	100.00 EACH
4	Writing Pad IBA Branded; A5; Winter School Branded Writing pad with Sipral Top Pages: 75 with 4 color printing Watermark on all pages Front and Back should be in Glossy Lamination  NOTE: -Sampling of all item is mandatory with-in Due Date and Time. -Order is subject to approval of the samples of all items.	100.00 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/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.