

**Description** : RFQ-PR- 2656 - Mugs, Notepad, Pen, Tote Bag  
**Date of Issue** : 11 Nov 2022  
**Date of Submission of Quotation** : 14 Nov 2022 3:30:00 PM  
**Place of Delivery** : IBA Karachi, Main Campus, Karachi  
**Contact Person & Telephone** : Procurement Department,  
 IBA Main Campus, University Road, Karachi.  
 Extension: 2152

Sr#	Description	Quantity + UOM
1	Porcelain Mug Colour: White, Volume: 300 ml, Broad Shape Customized Color Printing on all sides With Artcard Box	90 Mugs
2.	Tote Bag Height (without Handle): 16" Width: 15", Handle: 10" Material: Jute, Colour: Beige Printing: Both Sides 4 colour Heat Printing (Logos & Designs)	90 Bags
3.	Ball Pen Metallic & Solid body Nib Type: Blue ballpoint Digital Printing (Logo & Text) Note: Vendor Should Submit Sample for approval before printing	90 Pens
4.	Writing Pad Size: A5, Top Spiral Binding Pages: 75 leaves (70 gsm) Offset paper, Printing Title: 260 Art Card Printing: 04 Color Note: Vendor Should Submit Sample for approval before printing	90 Pads

#### Terms & Conditions:

- Sales tax registration certificate with last month's return copy (FBR and/or SRB) must be provided at the quotation's submission time.
- Material of this order is subject to final inspection at the time of delivery.
- We reserve the right to cancel any or all of the above items if the material is not per our specifications or if the delivery is delayed.
- Payment will be made through crossed Cheque after the receipt of the bill and delivery of the above item.
- General Sales Tax will be paid on applicable items only.
- Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
- The rate/item cost is final, and no change whatsoever will be accepted.
- Government Tax(es), Levi(es) and Charge(s) will be charged at actual as per SRO.
- Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason.
- The invoice should be submitted to Purchase & Stores Department.
- Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
- No subletting in any case/item/form will be allowed.
- All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates/denomination of Purchase / Work Order.
- Stamp duty of 0.35% for goods against the total value of the Purchase Order will be levied accordingly.
- IBA, also reserve the right to issue Purchase Order for any single item to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.