



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description : RFQ-000783 - Souvenirs-ORIC

Date of Issue : 23 Feb 2023

Date of Submission of Quotation : 27 Feb 2023 12:00:00 AM

Place of Delivery : IBA Karachi, Main Campus,
Karachi

Contact Person & Telephone : Purchase Department, IBA Main Campus,
University Road, Karachi.
021-38104700
Extension : 2153

Sr#	Description	Quantity + UOM
1	Souvenir Box Material: Card Board with Matt Finishing; 8"x4.5"; Black; rectangle; As per the attached Pictures with strong thread and magnetic lock opening Material: Cardboard with Matt Finishing Board Thickness: 3.5 mm Die Cutting with black Strip on the Side Inner: Foam with Cutouts for Keychain, Pen, Travel Wallet Foam Should be covered with Velvet Printing: Customized print on Box at the Front Side As per sample, Note: Sample must be submitted with the Quotation	300.00 EACH
2	Keychain Steel round shaped Metallic Silver with revolving; 2"x1.3"; Silver; Round; Pictures are attached for reference with printing of logo Sample must be submitted with the Quotation	300.00 EACH
3	Wallet IBA Embossed logo; Standard; Black; Leather; Travel Wallet Pictures are attached for reference Size: 6.2 in x 4.4 in Color : Brown is preferred Sample must be submitted with the Quotation	300.00 EACH
4	Ball Pen Metallic & Solid body Nib; Silver; Pictures are attached for reference with printing IBA logo Sample must be submitted with the Quotation	300.00 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.