

Request For Quotation

Description : RFQ-004099 - Souvenir
Date of Issue : 6 Oct 2026
Date of Submission of Quotation : 12 Oct 2026 11:00:00 AM
Place of Delivery : Stores, IBA Main Campus, University Road, Karachi.
Contact Person & Telephone : Purchase Department IBA Main Campus, University Road, Karachi.
03323760498 Extension : 2150

1. Sample available at Procurement Department
2. Vendor should submit samples along with quotation

Sr#	Description	Quantity + UOM
1	Notebook Leatherette Cover with Logo Printing; 8.3"x5.5"; Black; Leatherer black, spiral, color matt finish 1600 gsm, 200 pages 90 gsm1+1 color printing	70 EACH
2	USB Flash Drive 32 GB; 32 GB USB with leather cover printing	70 EACH
3	Ball Pen Metallic & Solid body Nib; Silver; Black color with engraving , metallic and solid body nib	70 EACH
4	Souvenir Box 13x10x2"; Black; 1600 gm gray baord, inside valvet cutout for placement, black matt finish and screen printing,	70 EACH
5	Visiting Card Holder Leather material with magnetic metallic flap; 4x2.5"; Card holder with screen printing	70 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/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.