IBA Institute of **Business Administration** Karachi Leadership and Ideas for Tomorrow

Request For Quotation

Description	RFQ-001346 - Store Items - 166 (Envelope A4- Ribbon)	
Date of Issue	: 30 Oct 2023	
Date of Submission of Quotation	: 2 Nov 2023 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. 03122669895 Extension : 2150	

Sr#	Description	Quantity + UOM
1	Envelope IBA Branded,; A4; White; Examination Envelope A4 White 75gsm offset 31cm x 25.5cm x 5cm (flap) 02 color printing with hot glue binding of 1cm pasting Flap size: 5cm Packing: 100 envelop in each packet As per Sample	6,000.00 EACH
2	Ribbon for ID card IBA Branded; Maroon; Ribbon for ID card IBA Branded; Maroon; I.D. Card Ribbon Maroon Color with printing of IBA Logo and clips (best quality) Packing: 50 strips in polythen bag As per sample	5,000.00 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 0.35% for Goods against total value of Purchase Order will be levied accordingly.