



Request For Quotation

Description : RFQ-003635 - Store Items - 328 (Stationery)

Date of Issue : 15 Apr 2026

Date of Submission of Quotation : 17 Apr 2026 6:00:00 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	Ball Pen 0.8 mm Tip; Blue; Clipper; or Equivalent	4,000.00 EACH
2	Ball Pen 0.8 mm Tip; Black; Clipper; or Equivalent	2,000.00 EACH
3	White Board Marker Dollar Dryerase; 2 mm Tip; Green; or Equivalent	500.00 EACH
4	Permanent Marker Dollar; 2 mm Tip; green; or Equivalent	100.00 EACH
5	Ball Pen 0.8 mm Tip; Red; Clipper; or Equivalent	1,000.00 EACH
6	Gem clip Exclusive; 36mm; PVC Coated; or Equivalent	200.00 PACKET
7	Gem clip Exclusive; 50mm; PVC Coated; or Equivalent	100.00 PACKET
8	Punch machine Opal 500; medium; 500; or Equivalent	30.00 EACH
9	Tape Masking / Paper Tape; 1"; White; roll; As per approved sample.	100.00 EACH
10	Highlighter Dollar; 5 mm Tip; yellow; or Equivalent	200.00 EACH
11	Post it pad Pronoti; 3"x3" S; yellow; or Equivalent	300.00 EACH
12	Office File Lever file; A4; Folder; As per approved sample.	400.00 EACH
13	Office File Management File; A4; Assorted; A320; As per approved sample.	300.00 EACH
14	Highlighter Dollar; 5 mm Tip; green; or Equivalent	200.00 EACH
15	Scale/ Ruler Steel Sord Fish; 12"; or Equivalent	50.00 EACH
	NOTE: -Samples are mandatory for quality approval. -Order is subject to approval of samples of all items.	

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.