



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description : RFQ-001150 - CEE-Stationery

Date of Issue : 30 Aug 2023

Date of Submission of Quotation : 7 Sep 2023 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; Black; Clipper; or Equivalent	700.00 EACH
2	Ball Pen 0.8 mm Tip; Blue; Clipper; or Equivalent	700.00 EACH
3	Pencil Dollar HB 2; or Equivalent	700.00 EACH
4	Sharpener Mercory 510; silver; 510; or Equivalent	700.00 EACH
5	Eraser for pencil Small; White; Art D-2001; or Equivalent	700.00 EACH
6	Highlighter Dollar; 5 mm Tip; yellow; 350 Pcs-Yellow highlighter 350 Pcs-Green highlighter or Equivalent	700.00 EACH
7	Lamination Sheet for I.D Card Ibico; 125 Micron; packet; or Equivalent	10.00 PACKET
8	Transparent Plastic Sheet A4; Hard;	500.00 EACH
9	Stationery Pouch zipper;	700.00 EACH
10	Ribbon for ID card IBA Branded; Maroon;	1,500.00 EACH
11	Flip Chart Paper 100gm, Offset; A1; White; 23.4x33.1;	450.00 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.