



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description	: RFQ-001036 - Stationery For CEE-Training Progs
Date of Issue	: 14 Jul 2023
Date of Submission of Quotation	: 20 Jul 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; or Equivalent -Yellow & Pink Color required	500.00 EACH
7	Lamination Sheet for I.D Card Ibico; 125 Micron; packet; or Equivalent	20.00 PACKET
8	Transparent Plastic Sheet A4; Hard;	500.00 EACH
9	Stationery Pouch zipper;	500.00 EACH
10	File Folder Rexine Folder; 25d; Navy Blue;	200.00 EACH
11	File Folder Rexine Folder; 38d; Black; IBA-CEE should be Embossed	30.00 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.