

## **RFO**

Description : Printing of Visitor Passes from IBA Pre-qualified Printers  
 Date of Issue : January 24, 2014  
 Date of Submission of Quotation : January 28, 2014  
 Date of Delivery : 04 day after confirmation of Purchase Order  
 Place of Delivery : IBA, Main Campus  
 Contact Person & Telephone : Mr. Muhammad Hanif (Purchase Executive)  
 38104700 (Ext. 2150)

S. #	Description	Qty
1	<b>Printing of Visitor Passes</b>  <b>Size:</b> 2.80" x 4" <b>Grammage:</b> 80gsm offset <b>Color:</b> 2+1 color printing <b>Others:</b> Complete hard lamination & and clips (best quality) <b>As per Sample</b>	100 nos

### **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 bill and delivery of the above item.
- 4- General Sales Tax will be paid on applicable items only.
- 5- Penalty 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 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 / remove any item or article or reduce / enhance quantity upto 15% without assigning any reason.
- 9- Invoice / bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- 10- Advance Payment subject to Bank Guarantee.
- 11- No subletting in any case / item / form will be allowed.
- 12- Sample(s) and image(s) are available at Purchase Office for reference.
- 13- All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- 14- Stamp duty 0.2% for Goods & 0.3% for Services against total value of Purchase Order / Work Order will be levied accordingly.
- 15- Copyright All rights reserved with the IBA, Karachi. No part of any article can be published, print, copy or transferred to other format without written permission of the IBA authority.
- 16- All materials related to printing i.e. films, plates, CD etc should be submitted to Purchase Office after completion of printing.