

RFQ

Description : Printing & Supply of IBA Convocation Booklet
 Date of Issue : October 1, 2014
 Date of Submission of Quotation : October 3, 2014
 Place of Delivery : IBA, Main Campus
 Contact Person & Telephone : Mr. Muhammad Hanif
 38104700 (Ext.2150)

S. #	Description	Qty
1	<p><u>Brochure 2014:</u> Size : 11" x 8: (closed size) Title Cover : 260gsm matt card Color : 05 + 05 color printing Pages : 18 pages (approx) Paper Grammage : 128gsm matt paper Binding : 02 centre pin binding</p> <p><u>Packing:</u> 50 Brochure per soft packet (craft paper)</p> <p><u>Brochure Designing:</u> Software : Free hand</p> <p><u>Note:</u> Requirement: Designer should be spare full time at our IBA Main Campus during working hours till the finalization of booklet, after completion of designing work handover the colour dummy and editable CD to the IBA authority.</p>	1000

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 against total value of Work Order will be levied accordingly.