



# Request For Quotation

<b>Description</b>	: <b>RFQ-000372 - 1648-Library Documents Digitization</b>
<b>Date of Issue</b>	: <b>13 May 2022</b>
<b>Date of Submission of Quotation</b>	: <b>19 May 2022 12:00:00 PM</b>
<b>Place of Delivery</b>	: Stores, IBAMain Campus, University Road, Karachi.
<b>Contact Person &amp; Telephone</b>	: Purchase Department, IBAMain Campus, University Road, Karachi. 021-38104700 Extension : 2155

Sr#	Description	Quantity + UOM
1	<p>Documents' Digitisation</p> <p>Scanning of Institutional Documents for Digital Repository. Total number of pages to be scanned: Approximately 74,000 (Seventy-Four Thousand) pages of varying sizes.</p> <p>Scope of Work; The IBA library requires creation of scanned documents which include Program Announcements, Graduate Directories, Conference Proceedings, etc. to be reproduced as digital files. The digitized files will aid in the archiving of information contained in the original items for institutional digital archives in iRepository.</p> <p>The delivered files shall be coherently and logically named with the following requisites:</p> <p>Requisite;</p> <ul style="list-style-type: none"> <li>- HD resolution images.</li> <li>- DPI setting: 900-1200 DPI or higher.</li> <li>- Fully colored.</li> <li>- Scan as PDF document (each book as an individual document, and loose papers separately) without open the binding.</li> </ul> <p>Service/Work Location: IBA premises.</p>	1.00 Job

## Terms & Conditions:

1. Material of this order is subject to final inspection at the time of delivery by IBA ICT department or IBA Library.
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 of 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 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 of denomination of Purchase Order.
12. Stamp Duty 0.35% for Goods against total value of Purchase Order will be levied accordingly.