



## RFQ

Description : Printing & Supply of Goody Bag, Flyer & Note Book  
Date of Issue : September 8, 2017  
Date of Submission of Quotation : September 13, 2017@ 2:30 pm  
Place of Delivery : IBA, Main Campus  
Contact Person & Telephone : Mr. Amir Zain (Purchase Executive)  
021-38104700 (Ext. 2152)

Sr #	Description	Quantity
1.	<b>Goody Bag Beige</b> Size: 5.5" x 8" (closed size) Color: Beige Grammage: 115 gsm Brazil craft paper Printing : 2x2 both side IBA & CEJ logos Handle: Twill String long both sided with black eyelets holes Base: Art Card base 310 gsm pasted on base, Pasting : Hot glue Material will be approved by IBA authority before making Sample is available at Purchase Office for ready reference	400 bags
2.	<b>Goody Bag White</b> Size: 10.5" x 11.5" Color: White Grammage: 300 gsm Bleach Card white Printing : Single color both sides CEJ logo Handle: Twill String long both sided with black eyelets holes Base: Art Card base 310 gsm pasted on base, Pasting : Hot glue Material will be approved by IBA authority before making Sample is available at Purchase Office for ready reference	400 bags
3.	<b>Flyer</b> Size : 8" x 11" Printing: 4+ 4 color Folding: Two Fold Grammage : 128gsm Art Paper UV Coating on both sides Packing : 100 flyer in each packet Sample is available at Purchase Office for ready reference	400 flyers
4.	<b>Notepad</b> Size: 4.5" x 8.25" Title Top PVC Sheet Title Card: 300 gsm Art Card, Title Card Printing : 2 color Leaves: 63 leaves Grammage Pages: 75 gsm imported offset paper Pages Printing : 1 + 1 Color Binding: Spiral single wire (white) Sample is available at Purchase Office for ready reference	400 pads
5.	<b>Notepad</b> Size: 5.5" x 8.75"	400 pads

	<p>Title Card: 300 gsm front &amp; back Fancy Art Card (Orange Color) Title Printing : 1 color Leaves: 20 leaves Pages: 75 gsm imported offset paper Pages Printing : 1 + 1 Color with Perforation Binding: Pin Sample is available at Purchase Office for ready reference</p>	
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**Summary:**

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**Terms & Conditions:**

1. Sales tax registration certificate with last month return copy (FBR and / or SRB) must be provided at the time of submission of quotation.
2. Material of this order is subject to final inspection at the time of delivery.
3. 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.
4. Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
5. General Sales Tax will be paid on applicable items only.
6. Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
7. The rate / item cost is final and no change what so ever will be accepted.
8. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
9. Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason.
10. Invoice / Bill should be submitted to Finance Department.
11. Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
12. No subletting in any case / item / form will be allowed.
13. Specimen(s) and image(s) are available at Purchase Office for reference.
14. CDs / specimen should be returned to the Purchase Office.
15. All rights reserved with IBA. No part or the logo can be printed / copies / transferred in any form without the permission of the IBA authority.
16. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
17. Stamp duty 0.25% for goods against total value of Purchase Order will be levied accordingly.
18. IBA, also reserve the right to issue Purchase Order for any single items to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.