



Request For Quotation

Description : **RFQ-002106 - Store Items - 219 (Envelopes)**
Date of Issue : **15 Aug 2024**
Date of Submission of Quotation : **19 Aug 2024 11:00:00 AM**
Place of Delivery : Stores, IBA Main Campus, University Road, Karachi.
Contact Person & Telephone : Purchase Department IBA Main Campus, University Road, Karachi.
03122669895
Extension : 2150

Sr#	Description	Quantity + UOM
1	IBA Letter Head 80gsm offset (Long Grains) A-4 size (210mm x 297 mm) 02 color printing (200 Letter Heads in each packet) As per Sample	10,000.00 EACH
2	IBA Envelop A-4 size 75gm offset 31cm x 25.5cm x 5cm (flap) 02 color printing with hot glue binding of 1 cm pasting Flap size : 5cm (100 Envelopes in each Packet) As per Sample	8,000.00 EACH
3	IBA Envelop Large size Paper : 75gm offset Size : 38.5cm x 31cm Flap size : 5cm Printing : 02 color printing Pasting : hot glue binding of 1 cm pasting Packing : 100 Envelopes in each Packet As per Sample	3,000.00 EACH
4	IBA Envelop Small (Postal Size) 75gm offset 23.5cm x 10.5cm x 3.5cm (Flap) 02 color printing with hot glue binding of 1 cm pasting Flat size : 5 cm (100 Envelopes in each Packet) As per Sample	5,000.00 EACH

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 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.



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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 0.35% for Goods against total value of Purchase Order will be levied accordingly.