



RFQ

Description : Printing & Supply of Envelops
Date of Issue : March 29, 2016
Date of Submission of Quotation : April 2, 2016 at 2:30pm
Date of Delivery : 08 working days after getting final approval
Place of Delivery : IBA, Main Campus
Contact Person & Telephone : Mr. Muhammad Hanif
38104700 (Ext.2150)

S. #	Description	Qty
1	IBA Examination Brown Large Envelope Paper : Brown Craft Paper Fine Quality Grammage : 120gsm approx Size : 45cm length x 34cm width (close size) Top Flap Size : 6.5cm Bottom Flap Size : 4 cm with pasting Centre Flap Size: 3 cm with pasting Printing: 02 color printing Binding: Hot glue pasting with 3cm width Packing : 100 Envelopes in each Packet	6000 Envelops
	IBA Examination Department White Envelope Grammage : 115gsm offset paper with inner gloss lamination Size : 10.1" length x 12.5" width (close size) Color : 01 color printing with hot glue binding of 3cm pasting Top Flap size : 6cm with duplex / double adhesive tape Tape Size: 5.5cm width x 25.7cm length Bottom Flap Size : 2cm with pasting Centre Flap Size: 2cm with pasting Packing : 100 Envelopes in each Packet	3000 Envelops

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 0.25% for Goods 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.
- 17- 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.