

## **RFQ**

Description : Printing & Supply of Envelops  
 Date of Issue : October 30, 2014  
 Date of Submission of Quotation : November 6, 2014  
 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	<b>IBA Examination Brown Large Envelope</b>  <b>Paper :</b> Brown Craft Paper Fine Quality <b>Grammage :</b> 120gsm approx <b>Size :</b> 45cm length x 34cm width (close size) <b>Top Flap Size :</b> 6.5cm <b>Bottom Flap Size :</b> 4 cm with pasting <b>Centre Flap Size:</b> 3 cm with pasting <b>Printing:</b> 02 color printing <b>Binding:</b> Hot glue pasting with 3cm width <b>Packing :</b> 100 Envelopes in each Packet	5000 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 0.2% 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.