



## RFQ

Description : Provide & Supply of D-Ring File  
Date of Issue : January 25, 2017  
Date of Submission of Quotation : January 30, 2017  
Place of Delivery : IBA, Main Campus  
Contact Person & Telephone : Mr. Muhammad Hanif  
38104700 (Ext.2150)

S. #	Description	Qty
1	<b><u>CEE Rexene D-Ring File Folder</u></b> Size : 12.5" x 11.25" x 2.5" (Closed approx) D-Ring Size : 2.0" Rexene : Leatherite with foam wading Color : Black Front : Embossed Logo Top Centre : IBA Logo Middle Centre : Executive Education Bottom Centre : CEE Logo Inside Pocket Size : 11"x8" (D-Shape) Name Pocket (window style): 4"x3" with pen holder Inside tweed cloth machine stitching/sewing all over edges.	250

### 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- Liquidity damages 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 rights reserved with IBA. No part or the logo can be printed / copies / transferred in any form without the permission of the IBA authority.
- 14- Design and Artwork will be provided by IBA, Karachi.
- 15- All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- 16- Stamp duty 0.35% for Goods against total value of Purchase Order will be levied accordingly.
- 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.