



RFQ

Description : Printing of Stationery Items
Date of Issue : March 14, 2015
Date of Submission of Quotation : March 18, 2015
Date of Delivery : 05 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 | <u>Examination Copy "T"</u> High finish 68gsm (approx) 13.5" x 16.50" (open size) 13" x 8.25" (closed size) 02 pin centre binding, 1+1 color printing 12 pages in each Examination Copy 'T' 100 copies in each packet <u>Kindly Note:</u> <i>Every Examination Copy "T" has different serial number</i> | 10000 nos |
| 2 | <u>IBA Letter Head</u> 80gsm offset (Long Grains) A-4 size (210mm x 297 mm) 02 color printing (200 Letter Heads in each packet) As per Sample | 5000 nos |
| 3 | <u>Quiz Paper</u> High finish 68gsm (approx) 13.5" x 8.25" (closed size) 1+1 color printing 500 Sheets Per Ream As per Sample | 50 packets |

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 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- CDs / specimen should be returned to the Purchase Office.
- 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 0.2% for Goods against total value of Purchase Order / Work 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.