



## RFQ

Description : Print & Supply of Leatherette Zip Folder  
Date of Issue : September 15, 2017  
Date of Submission of Quotation : September 21, 2017 @ 2:30 pm  
Place of Delivery : IBA, Main Campus  
Contact Person & Telephone : Mr. Amir Zain (Purchase Executive)  
021-38104700 (Ext. 2152)

Sr #	Description	Quantity
1.	<p><b><u>Provide, Supply &amp; Print Leatherette Zip Folder</u></b> <b>Size:</b> 13.5' x 10" closed size, <b>Spine:</b> 1" with convex overlapping &amp; stitching <b>Material:</b> Leatherette with Hardboard &amp; Foaming inner both side <b>Front Color:</b> Brown <b>Engrave Printing</b> (Centre For Excellence In Journalism) &amp; CEJ Logo on front side <b>Stitching:</b> Thread stitching around the edges of folder with zip <b><u>Inner Left Side</u></b> <b>Name Window Pocket:</b> 4.0" x 3.0" <b>Paper Carry Pocket:</b> 8.25" x 11.5" with 3" spine including zip pocket PVC Card Holder in vertical shape <b><u>Inner Right Side</u></b> <b>Writing Pad:</b> 8.25" x 11", 50 pages 75 gsm offset 1+1 color printing on each page, <b>Flap:</b> 9" x 8.5" <b>Pen Holder:</b> Stitched on Spine <b>Pen:</b> 0.5 mm Ball Point pen plastic body push cap type, <b>Ink:</b> Blue</p>	125 Folders

### Terms & Conditions:

1. Sales tax registration certificate with last month return copy (FBR and / or SRB) must be provided at the time of submission of quotation.
2. Material of this order is subject to final inspection at the time of delivery.
3. 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.
4. Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
5. General Sales Tax will be paid on applicable items only.
6. Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
7. The rate / item cost is final and no change what so ever will be accepted.
8. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
9. Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason.
10. Invoice / bill should be submitted to Finance Department.
11. Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
12. No subletting in any case / item / form will be allowed.
13. Specimen(s) and image(s) are available at Purchase Office for reference
14. Specimen should be returned to the Purchase Office.
15. 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
16. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Work Order.
17. Stamp duty 0.35% for goods against total value of Work Order will be levied accordingly.