

Request for Quotation (Printing)

Description : **Cards & Envelops Printing**
Date of Issue : **17-Sep-2021 09:30 AM**
Date of Submission of Quotation : **21-Sep-2021 12:00 PM**
Place of Delivery : IBA, Stores, Main Campus, University Road, Karachi.
Contact Person & Telephone : Purchase Department, IBA Main Campus, +922138104700, Ext 2150, 2152, 2155

Sr #	Description	Item Specification	Quantity
1	INVITATION CARDS	10.25 x 7 inches (open size) 5.10 x 7 inches (close size) Fold: Single Fold Card: 310gsm Artcard (white color- Varnished) Printing: 05 + 05 color Packing: 100 Cardsper packet Every card has different serial number (Machine Numbering) As per Sample	300 Each
	ENVELOPE INVITATION CARD	Size: 7.40 x 5.20 inches x 1.50 inches (flap) Paper: 128gsm matt finish paper (white color- Varnished) Printing: 05 color Printing Packing: 100 Envelops per packet Kindly Note: Every envelope has different serial number (Machine Numbering) As per Sample	300 Each
	ACKNOWLEDGEMENT CARDS	Size: 4 x 3.5 inches Card: 310gsm Art card (white color- Varnished) Printing: 05 colorprinting Kindly Note: Every card has different serial number (Machine Numbering) As per Sample	300 Each
	ENVELOPES - ACKNOWLEDGEMENT CARDS	Size: 4.30 x 3.65 inches x 1.50 inches (flap) Paper: 128gsm matt finish paper (white color- Varnished) Printing: 05 color Packing: 100 Envelops per packet Kindly Note: Every envelope has different serial number	300 Each

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		(Machine Numbering) As per Sample	
	Car Parking Stickers	Size: 3.5 x 3.5 x 3.5 inches (Triangle) 80gsm Matt Paper: sticker paperwhite base Printing: 05 color Packing: 100 Stickersper packet Note: Every sticker has different serial number	300 Each

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 whatsoever 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 should be submitted to Purchase & Stores 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. 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 will be levied accordingly.
15. 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.
16. Certificate of genuine / originality will be provided by the supplier.