



# Request For Proposal

<b>Description</b>	: <b>RFQ-001513 - PR-0005331 - Services of a Digital Agency</b>
<b>Date of Issue</b>	: <b>9 Jan 2024</b>
<b>Date of Submission of Quotation</b>	: <b>16 Jan 2024 2:30:00 PM</b>
<b>Place of Delivery</b>	: Stores, IBA Main Campus, University Road, Karachi.
<b>Contact Person &amp; Telephone</b>	: Marketing & Communication Department, IBA Main Campus, University Road, Karachi. 021-38104700-01, Extension: 2087

Sr#	Description	Quantity
1	Creative and Design Planning, Strategy, Ideation, Concept, Mockup & KV; Content Development, Digital Advertising, Web, SEO, and Strategies  For two months. i.e. from 1 <sup>st</sup> February till 31 <sup>st</sup> March, 2024  Bidder's Qualification Criteria & Scope of Work are attached	2 months

## Terms & Conditions :

1. Receiving/Acceptance of Purchase Order: The Successful Bidder may sign a copy of the Work Order/Agreement as acknowledgement.
2. Competent Authority reserves the right to change/alter/remove any scope of work.
3. IBA may reject any quote that is not substantially responsive to the terms and conditions of the RFP.
4. Termination: Upon the termination of this agreement, the Service Provider shall be permitted to remove all its devices and equipment which may have been placed at premises from time to time.
5. Submission of Invoices: Invoice / Bill should be submitted to the Procurement Department.
6. Advance Payment: Advance Payment is subject to Bank Guarantee.
7. Validity of Bid: Thirty (30) days.
8. Conditional /Optional / Alternate Bids: Such bids will not be accepted.
9. Rules, Regulations & Policies: All rules, regulations, and policies will be governed under the SPPRA.
10. Price / Rate must be quoted in a proper format only and submitted in a sealed envelope.
11. General Sales Tax: will be paid on applicable items only by the Service Provider/Agency.
12. Arbitration: In case of any dispute, difference or/and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter hereof shall be referred to the Registrar of the IBA and CEO of the company/firm/agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
13. Government tax(es), levy(es), and charges(s): It will be charged at actual as per SRO.
14. IBA reserves the right to accept or reject any or all tender(s) or terminate proceedings at any stage under the rules & regulations framed by SPPRA. IBA also reserves the right to issue a Purchase Order for any single item to different lowest responsive bidders or issue a Purchase Order / Work Order for all the items to any lowest responsive bidder.
15. Discourage Child Labor: All staff must have CNIC and clearly mention to discourage work through child labour.
16. Stamp Duty: 0.35% against the total value of Work Order will be levied accordingly.
17. Currency: All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
18. Active Tax Payer: The Service Provider shall maintain its status as an active/filer taxpayer with taxation authorities while rendering services to IBA, Karachi.