

RFQ

Description : Composing & Printing of Convocation Certificates
 Date of Issue : October 02, 2014
 Date of Submission of Quotation : October 10, 2014
 Date of Delivery : 03 days after confirmation of final proof
 Place of Delivery : IBA, Main Campus
 Contact Person & Telephone : Mr. Muhammad Hanif (Purchase Executive)
 38104700 (Ext. 2150)

S. #	Description	Qty
01	<u>Certificates for Students:</u> 265mm x 195mm 180gsm / 195gsm (or equivalent) 02 color printing on Fancy Card	30 Certificates
02	<u>Employee Certificates:</u> 265mm x 195mm 180 gsm / 195gsm (or equivalent) 02 color printing on Fancy Card	21 Certificates
03	<u>Faculty Certificates:</u> 265mm x 195mm 180 gsm / 195gsm (or equivalent) 02 color printing on Fancy Card	4 Certificates
04	<u>Folder / Certificate Jacket:</u> 285mm x 240mm (closed size) 180gsm / 195gsm (or equivalent) 02 color printing on Fancy Card Die Cut: D-shaped to hold certificate	55 Jackets
05	<u>Citation (Honoris Causa)</u> Size: A4 Page: 04 page Card: 310gsm artwork 02+02 color Printing	2 Prints
06	<u>Certificate of Honoris Causa</u> Compatible to Citation Card: 310gsm artcard 02+02 color printing	2 Prints

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 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 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 0.2% for Goods against total value of Work Order will be levied accordingly.