

Request For Quotation

Description	: RFQ – On-Site Document Digitization
Date of Issue	: 04 August 2026
Date of Submission of Quotation	: 06 August 2026 12:00:00 PM
Place of Delivery	: Stores, IBA Main Campus, University Road, Karachi.
Contact Person & Telephone	: Purchase Department, IBA Main Campus, University Road, Karachi. 0322-3553032 Extension : 2155

Sr#	Description	Quantity + UOM
1	Document Digitization; - Scanning and Storing of Institutional Documents. - Estimated total number of pages/images (including both sides of the page) = 24,000 SCOPE OF WORK 1. On-Site Processing: Execute all scanning at IBA premises. Documents must not leave the site. 2. Document Preparation: Unpin/un-staple prior to scanning and re-pin/restore to original order post-scanning. 3. Scan Specifications: - o Format: Full-color, high-definition PDF (900–1200+ DPI). - o Duplex: Combine front and back sides into a single PDF file per document. 4. Storage & Delivery: Transfer all digitized files onto an external pocket drive provided by IBA Karachi. 5. Naming & Log Generation: Name files according to IBA’s prescribed taxonomy and maintain a detailed Excel master log/index corresponding to every scanned PDF file. 6. Vendor Provision: Vendor supplies all high-speed scanning hardware, software, and staff. Note: Per image inclusive of storing and excel entry/log, rates required. Service tax must be mentioned separately in proposal.	24,000.00 Images

Terms & Conditions :

1. Material/Services of this order is subject to final inspection at the time of delivery by end user at IBA.
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 within 30 working days through crossed cheque after the receipt of the Invoice/Bill & delivery of above item(s).
4. General Sales Tax will be paid on applicable items only.
5. Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
6. The rate I 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 I remove any item or article or reduce I enhance quantity without assigning any reason.
9. Invoice/Bill to be submitted to Purchase Department.
10. Advance Payment subject to Bank Guarantee.
11. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates
I denomination of Purchase Order.
12. Stamp Duty 0.35% for Goods against total value of Purchase Order will be levied accordingly.