

Ref no: IBA/CEIF/2017-18/

RFQ

Description : Printing – WIFF 2018
Date of Issue : February 15 , 2018
Date of Submission of Quotation : February 18 , 2018
Place of Delivery : IBA, City Campus
Contact Person & Telephone : Ms.Sarwat Ashon (Program Manager)
021-38104701 (Ext. 1851)

S.No	Nature	Specifications	Quantity
1	Brochure	1)Size A3 Open & Close A4 2)Printing 5+5 color with 128 gm Art Paper 3)Matt Lamination Both side 4)Folding and creasing 5) 1 Page Inside – Form – 128 gm matt paper 5 color printing 1 Side	500
2	Poster	1)Size 17x22 2)Printing 5 color with 128 gm Art Paper 3) 4 Double Tapes back side	50
3	Invitation card	1)Size 9x4 2)Printing 5 color with 310 gm Art Card 3) Different types of Events / Program 4) Envelops – Outside 3 Logos	300
4	Dinner Card	1)Size 9x4 2)Printing 5 color with 310 gm Art Card	100
5	Cheques	1)Size (5x2) feet 2)Printing of 5 color with 3 Vinyl printing 3)Cutting and Pasting on Card Board	6
6	Agenda	1)Size 12x25 (3 Fold) 2)Printing 5+5 color with 260 Art Card with Matt lamination Both Side 3) Folding and creasing	550

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 quality without assigning any reason.
9. Invoice /bill, Purshase 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. All Government taxes (including Income tax and stamp duty),levies and charges will be charged as per applicable rates/ demomination of Purchase/ Work Order.
13. Stamp duty 0.25% for goods against total value of Purchase Order will be levied accordingly.
14. 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.