

Ref no: IBA/CEIF/2017-18/

## RFQ

Description : Booklet for WIFF 2018 Conference  
Date of Issue : March 1, 2018  
Date of Submission of Quotation : March 05, 2018  
Place of Delivery : IBA, City Campus  
Contact Person & Telephone : Ms.Sarwat Ashon (Senior Program Manager)  
021-38104701 (Ext. 1851)

Sr #	Description	Quantity
1	<p><b><u>Booklet for WIFF 2018 Conference</u></b></p> <p>1) Size A5 2) Open Size 8.5" X 11" 3) Close Size 8.5" X 5.5" 4) Title Printing 5+5 color with 310 Art Card with Matt lamination 5) Inner Printing 5+5 color with 128 Art Paper 6) Binding Hot Glue and Pasting 7) No. of Pages - 80</p>	500

### 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.