



Request For Quotation

Description	: RFQ-000810 - Store Items - 115 (Letterhead)
Date of Issue	: 6 Mar 2023
Date of Submission of Quotation	: 9 Mar 2023 12:00:00 AM
Place of Delivery	: Stores, IBA Main Campus, University Road, Karachi.
Contact Person & Telephone	: Purchase Department IBA Main Campus, University Road, Karachi. 03122669895 Extension : 2150

Sr#	Description	Quantity + UOM
1	Envelope IBA Branded;; A3; White; IBA Envelop Large size 75gm offset 38.5cm x 31cm 5cm 02 color printing hot glue binding of 1 cm pasting 100 Envelopes in each Packet As per Sample	4,000.00 EACH
2	Envelope IBA Branded;; A4; White; IBA Envelop A-4 size 75gm offset 31cm x 25.5cm x 5cm (flap) 02 color printing with hot glue binding of 1 cm pasting Flap size : 5cm (100 Envelopes in each Packet) As per Sample	8,000.00 EACH
3	Letterhead IBA Branded;; IBA; IBA Letter Head 80gsm offset (Long Grains – AA brand or equivalent) A-4 size (210mm x 297 mm) 02 color printing (200 Letter Heads in each packet) As per Sample	10,000.00 EACH

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 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 0.25% for Goods against total value of Purchase Order will be levied accordingly.