

Request For Quotation

Description : RFQ 000221- Printing of Letterhead & Envelops
Date of Issue : 08 Feb 2022 10:00AM
Date of Submission of Quotation : 14 Feb 2022 12:00PM
Place of Delivery : IBA Karachi, Main
Contact Person & Telephone : Purchase Department, IBA Main Campus,
 University Road,
 Karachi.021-38104700
 Extension: 2154

Description	Quantity + UOM
Printing of Letterhead Size: A4 80GSM Paper Printing: 02 Colors Packing: 500 Letterhead in each pack Note: Sample is placed in main store for review Sample must be approved before printing job	10,000 Each
Printing of Envelops Size: 31 x 25.5 x 5cm (Flap) Printing: 02 Colors printing with hot glue binding Packing: 100 Letterhead in each pack Note: Sample is placed in main store for review Sample must be approved before printing job	5,000 Each

Terms & Conditions:

- Material of this order is subject to final inspection at the time of delivery.
- 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.
- Payment will be made through crossed cheque after the receipt of the Invoice/Bill & delivery of above item(s).
- General Sales Tax will be paid on applicable items only.
- Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
- The rate I item cost is final and no change whatsoever will be accepted.
- Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
- Competent Authority reserves the right to change/ alter I remove any item or article or reduce I enhance quantity without assigning any reason.
- Invoice/Bill to be submitted to Purchase Department.
- Advance Payment subject to Bank Guarantee.
- All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates I denomination of Purchase Order:
- Stamp Duty 0.35% for Goods/Services against total value of Purchase Order will be levied.