

# Request for Quotation (Printing)

**Description** : 00003915/001203  
**Date of Issue** : 31-Jul-2019 09:23 AM  
**Date of Submission of Quotation** : 08-Aug-2019 02:00 PM  
**Place of Delivery** : IBA, Stores, Campus, University Road, Karachi.  
**Contact Person & Telephone** : Department, IBA Campus, ,

Sr #	Description	Item Specification	Quantity
1	INVITATION CARDS	Printing of Convocation Invitation Cards  Size : 10.25 x 7 inches (open size) : 5.12 x 7 inches (close size) Fold : Single Fold Card : 310gsm Art card (white color-Varnished) Printing : 05 + 05 color Packing : 100 Cards per packet Every card has different serial number 0001 to 2700 (Machine Numbering) As per Sample	2700
2	ENVELOPE INVITATION CARD	Printing of Envelopes for Invitation Cards  Size : 7.50 x 5.50 inches x 1.50 inches (flap) Paper : 128gsm matt finish paper (white color- Varnished) Printing : 05 color Printing Packing : 100 Envelops per packet Kindly Note: Every envelope has different serial number 0001 to 2700 (Machine Numbering) As per Sample	2700



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3	ACKNOWLEDGEMENT CARDS	Printing of Acknowledgement Cards  Size : 4 x 2.75 inches Card : 310gsm Art card (white color- Varnished) Printing : 05 color printing Kindly Note: Every card has different serial number 001 to 500 (Machine Numbering) As per Sample	500
4	ENVELOPES - ACKNOWLEDGEMENT CARDS	Printing of Envelopes - Acknowledgement Cards  Size : 3.50 x 4.50 inches x 1.50 inches (flap) Paper : 128gsm matt finish paper (white color- Varnished) Printing : 05 color Packing : 100 Envelops per packet Kindly Note: Every envelope has different serial number 001 to 500 (Machine Numbering) As per Sample	500
5	CAR PARKING STICKER	Printing of Car Parking Sticker  Size : 3 x 3 x 3 inches (Triangle) 80gsm glossy Paper : sticker paper white base Printing : 05 color Packing : 100 Stickers per packet Kindly Note: Every sticker has different serial number 0001 to 2700	2700



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		(Machine Numbering) As per Sample	
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## **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 quantity without assigning any reason.
9. Invoice / bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
10. Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
11. No subletting in any case / item / form will be allowed.
12. Specimen(s) and image(s) are available at Purchase Office for reference.
13. CDs / specimen should be returned to the Purchase Office.
14. All rights reserved with IBA. No part or the logo can be printed / copies / transferred in any form without the permission of the IBA authority.
15. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
16. Specimen for above cited items are available in Purchase Office for ready reference during office timings.
17. Printing will be in accordance to the IBA Brand Manual.
18. Stamp duty 0.35% for Goods against total value of Work Order will be levied accordingly.
19. Printer must provide "Sales tax registration certificate with last month return copy both FBR and / or SRB" at the time of submission of quotation.