

Request for Quotation (Goods)

Description : From Req ID - 0000000067
Date of Issue : 1-Nov-17 04:07 PM
Date of Submission of Quotation : 3-Nov-2017 02:07 PM
Place of Delivery : IBA, Stores, Campus, University
Road, Karachi.
Contact Person & Telephone : Department, IBA Campus, ,

Sr #	Description	Quantity
1	GOODY BAG (with award logo (ICRC and CEJ) Size: 5.5"x 8" Color: Beige Grammage: 115 gsm Brazil craft paper Printing : 2x2 both side IBA & CEJ logos Base: Art Card base 310 gsm pasted on base, Pasting : Hot glue	100
2	NOTEBOOK (with Award Logo (ICRC and CEJ) Size: 4.5" x 8.25" Title Top PVC Sheet Title Card: 300 gsm Art Card, Title Card Printing : 2 color Leaves: 63 leaves Grammage Pages: 75 gsm imported offset paper Binding: Spiral single wire (white) As per Sample	100
3	BALL PEN - BLUE As Per Sample with Award Logo (ICRC and CEJ))	100
4	MUG wltH award logo (CEJ and ICRC) Material: Ceramic Height: 9.5 cm, Diameter: 8.2 cm Handle Length: 7.0 cm, Handle Depth: 3.5 cm Base color: Orange Printing: Both sides single color logos with box As per specimen	100
5	KEY CHAIN with award logo (CEJ and ICRC) Leather key chain As per Sample	100
6	INVITATION CARD WITH ENVELOPES with designing 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	50

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Terms & Conditions:

1. Sales tax registration certificate with last month return copy (FBR and / or SRB) must be provided at the time of submission of quotation.
2. Material of this order is subject to final inspection at the time of delivery.
3. 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.
4. Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
5. General Sales Tax will be paid on applicable items only.
6. Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
7. The rate / item cost is final and no change what so ever will be accepted.
8. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
9. Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason.
10. Invoice, Purchase Order & Delivery Challan should be submitted to Finance Department.
11. Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
12. No subletting in any case / item / form will be allowed.
13. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
14. Stamp duty 0.25% for goods against total value of Purchase Order will be levied accordingly.
15. 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.