



## RFQ

Description : Printing & Supply of ISB Brochure with Envelops  
Date of Issue : October 8, 2015  
Date of Submission of Quotation : October 12, 2015 at: 2:30pm  
Date of Delivery : 04 working days after getting final approval  
Place of Delivery : IBA, Main Campus  
Contact Person & Telephone : Mr. Muhammad Hanif  
38104700 (Ext.2150)

S. #	Description	Qty
01	<b>ISB Brochure with Envelops</b>  <b>Size : A4</b> <b>Printing : 05+ 05 color printing</b> <b>Folding : Two Fold</b> <b>Grammage : Artcard 280gsm</b> <b>Packing : 50 Brochure in each packet</b>  <b>Envelops</b> <b>Size : 7.75inch x 10.75inch (finish size)</b> <b>Flap : 7.75inch x 1.75inch</b> <b>Grammage : 75gsm offset paper</b> <b>Printing : 03 color</b> <b>Binding : Glue seal of edges 1 cm</b> <b>Packing : 50 envelopes per pack</b>	1000 brochure with envelops

### 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 upto 15% without assigning any reason.
- 9- Invoice / bill, Purchase 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- Sample(s) and image(s) are available at Purchase Office for reference.
- 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 Work Order will be levied accordingly.
- 15- Copyright All rights reserved with the IBA, Karachi. No part of any article can be published, print, copy or transferred to other format without written permission of the IBA authority.
- 16- All materials related to printing i.e. films, plates, CD etc should be submitted to Purchase Office after completion of printing.
- 17- IBA, also reserve the right to issue Work Order for any single items to different lowest responsive bidders or issue Work Order for all the items to any lowest responsive bidder.