

RFQ

Description : Photography & Video Services for Convocation 2014
 Date of Issue : November 7, 2014
 Date of Submission of Quotation : November 10, 2014 @ 3:00 pm
 Date & Time of Event : (i) Rehearsal Day: Dec 5, 2014 from 3 pm to 6 pm
 (ii) December 6, 2014 from 2 pm to 7 pm
 Place of Event : IBA, Main Campus
 Contact Person & Telephone : Mr. Amir Zain (Purchase Executive)
 021-38104700 (Ext. 2152)

Sr #	Description	Quantity
1.	Still Photography (Digital) With High Resolution Digital Camera Soft Copies: 225 pictures (approx), Number of CDs: 6	1 Job
2.	Video Recording (Digital) With 3 High Resolution DVD Cameras Full Mixing Unit, AV7 Mixture, Online Editor Number of DVDs: 2, Number of VCDs: 2 System DVD with live web streaming	1 Job
3.	Photo Album For 20 pictures, Pocket Size: 5" x 7", 2 pockets in each page Leatherette Cover, Foam weeding, Colour: Crimson Stitched all around the size of album	2 Albums
4.	Printing of Photograph Size: 5" x 7"	50 Photos

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. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
13. Stamp duty 0.3% for services against total value of Work Order will be levied accordingly.
14. 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
15. All rights reserved with IBA for filming / developing / printing / copying / transferring etc in any form.