



RFQ

Description	:	Provide, Supply & Fixing of Convocation Backdrop & Banners
Date of Issue	:	November 30, 2015
Date of Submission of Quotation	:	December 2, 2015 at 11:00am
Date of Delivery	:	December 04, 2015
Place of Delivery	:	IBA, Main Campus
Contact Person & Telephone	:	Mr. Muhammad Hanif (Purchase Executive) 38104700 (Ext. 2150)

S. #	Description	Qty
1	<u>Backdrop (Mounted) for Convocation</u> Size : 30' x 13' Placing Area: Stage	1 Backdrop
2	<u>Backdrop (Mounted) for Photo Session</u> Size : 30' x 4' Placing Area: Tabba Block (Back Side)	1 Backdrop
3	<u>Banner (Mounted)</u> Size : 12' x 4' Placing Area: Gate # 4 (Top Side)	1 Banner
4	<u>Standees</u> Size : 2' x 5' (X Standees) Placing Area: Convocation & Refreshment Area	5 Standees

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 0.25% for Goods against total value of Work Order will be levied accordingly.