



RFQ

Description : Printing of SDP Certificates, Jackets & Writing Pad
Date of Issue : June 17, 2016
Date of Submission of Quotation : June 22, 2016
Place of Delivery : IBA, Main Campus
Contact Person & Telephone : Mr. Muhammad Hanif
38104700 (Ext.2150)

S. #	Description	Qty
1	SDP Certificate – with 02 signature Certificate on fancy card (as per sample) Grammage : 260gsm fancy card Certificate Size : 10.2” x 8.2” Printing : 04 color Packing : 100 certificate per packet	1000 Certificates
2	SDP Certificate Cover / Jacket Certificate Cover / Jacket on fancy card (as per sample) Grammage : 260gsm fancy card Certificate Size : 18.4” x 10.75” with die cutting Printing : 04 color Packing : 100 certificate cover / jacket per packet	800 Jackets
3	Provide, Supply & Printing of Writing Pad Size: A4 Leaves: 20 leaves Grammage Pages: 80gsm offset paper Title Cover: 80gsm matt paper Title Printing : 4 color Back Card: 260gsm art card Pages Printing : 1+1 Color with rule lines Space between ruling line: 1.5 cm Header Line: Double bold on regular Binding: Hot glue Pasting (Top) Perforation: 1cm from Top Packing: 40 pads per packet in craft paper	1000 Writing

Terms & Conditions:

- 1- Material of the 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 artwork 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.
- 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 0.2% for Goods against total value of Work Order will be levied accordingly.
- 15- 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.
- 16- The artwork/design of letterheads & foldable brochures will be discussed with concerned quarters as informed by Purchase Office before finalizing the same.