

Ref no: IBA/CEIF/2017-18/

RFQ

Description : CEIF – Diary / Small note book
Date of Issue : January 11, 2018
Date of Submission of Quotation : January 16, 2018
Place of Delivery : IBA, City Campus
Contact Person & Telephone : Ms.Sarwat Ashon (Senior Program Manager)
021-38104701 (Ext. 1851)
sahson@iba.edu.pk

Sr #	Description	Quantity
1	Small note book specification Diary size 5.50 x 3.50 inch approx. Top cover 300 gsm box board pasted black ragzeen 80 leaves with 90 gsm with 1 color printing along attached with elastic bookmark Logo emboss on top cover, packing box black color card with 1 color Printing.	400/-

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 quality without assigning any reason.
9. Invoice /bill, Purshase 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. All Government taxes (including Income tax and stamp duty),levies and charges will be charged as per applicable rates/ demomination of Purchase/ Work Order.
13. Stamp duty 0.25% for goods against total value of Purchase 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.