



## RFO

Description : Editing in IBA Official Video Documentary  
Date of Issue : September 15, 2017  
Date of Submission of Quotation : September 22, 2017 @ 2:30 pm  
Place of Delivery : IBA, Main Campus  
Contact Person & Telephone : Mr. Amir Zain (Purchase Executive)  
021-38104700 (Ext. 2152)

Sr #	Description	Quantity
1.	<b>Editing in IBA Official Video Documentary</b> <u>Nature of Editing:</u> Correction, Removal, Replacement, Colour Changing, Addition of pictures, videos, voice overs, information etc Duration: 11 minutes & 14 seconds	1 Job

### Terms & Conditions:

1. Sales tax registration certificate with last month return copy (FBR and / or SRB) must be provided at the time of submission of quotation.
2. Screening of this order is subject to final inspection at the time of delivery.
3. We reserve the right to cancel any or all the above items if editing is not in accordance with our specification or if the delivery is delayed.
4. Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
5. General Sales Tax will be paid on applicable items only.
6. Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
7. The rate / item cost is final and no change what so ever will be accepted.
8. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
9. Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason.
10. Invoice / bill should be submitted to Finance Department.
11. Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
12. No subletting in any case / item / form will be allowed.
13. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Work Order.
14. Stamp duty 0.25% for goods against total value of Work Order will be levied accordingly.
15. IBA, also reserve the right to issue Work Order for any single items to different lowest responsive bidders or issue Work Ninety-Nine Thousand Nine Hundred Order for all the items to any lowest responsive bidder.