

RFQ

Description	: Calligraphy
Date of Issue	: January 19, 2018
Date of Submission of Quotation	: January 24, 2018
Place of Delivery	: IBA, City Campus
Contact Person & Telephone	: Ms.Sarwat Ashon (Program Manager) 021-38104701 (Ext. 1851)

Sr #	Description	Item Specification	Quantity
1	HANDMADE (MULTI-COLOR) CALLIGRAPHY Size: 12" x 5.3" with border Acrylic Frame, Front Glass, Frame Mount & Stand Specimen available at CEIF Office	With Mounted Frame Acrylic Frame, Size: 16.5" x 7.1" Mount: Frame Paper 2" all around Frame Back Side: Size 2 mm MDF (should have hanging & stand options) and clips to easily open Front Glass: Size: 2 mm Glass Frame	40

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, 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. 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.