



RFQ

Description : Printing & Supply of Envelope
Date of Issue : September 15, 2017
Date of Submission of Quotation : September 21, 2017 @ 11:30 am
Place of Delivery : IBA, Main Campus
Contact Person & Telephone : Mr. Amir Zain (Purchase Executive)
021-38104700 (Ext. 2152)

Sr #	Description	Quantity
1.	IBA Examination Department White Envelope Grammage: 115gsm offset paper with inner gloss lamination Size: 10.1" length x 12.5" width (close size) Color: 01 color printing with hot glue pasting of 3 cm Top Flap size: 6cm with duplex / double adhesive tape Tape Size: 5.5cm width x 25.7cm length Bottom Flap Size: 2cm with pasting Centre Flap Size: 2cm with pasting Packing: 100 Envelopes in each Packet	6000 Envelopes

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. Material 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 material 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. Specimen(s) and image(s) are available at Purchase Office for reference.
14. CDs / specimen should be returned to the Purchase Office.
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. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
17. Stamp duty 0.35% for goods against total value of Work Order will be levied accordingly.
18. 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.