



Request For Quotation

Description	: RFQ-0000065 – Printing Materials
Date of Issue	: 26 Oct 2021 12:00PM
Date of Submission of Quotation	: 02 Nov 2021 12:00PM
Place of Delivery	: IBA Karachi, Main
Contact Person & Telephone	: Purchase Department, IBA Main Campus, University Road, Karachi.021-38104700 Extension: 2154

Description	Quantity + UOM
Envelop IBA A4 (75gsm) Size: 31cm x 25.5 x 5cm (Flap) 02 Color Printing with Hot Glue Binding Packing : 100 Envelops in Each Pack	4000.00 Each
IBA Letter Head Size : A4 , Paper 80gsm Printing : 02 Color Packing : 500 Letterhead in each Pack	5000.00 Each
Writing Pad Size: 8.5"x11" (A4) 25 leaves /50 Pages 75 Gsm Paper Offset Printing As per Sample	1000.00 Each

Terms & Conditions:

- Material of this order is subject to final inspection at the time of delivery.
- 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.
- Payment will be made through crossed cheque after the receipt of the Invoice/Bill & delivery of above item(s).
- General Sales Tax will be paid on applicable items only.
- Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
- The rate I item cost is final and no change whatsoever will be accepted.
- Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
- Competent Authority reserves the right to change/ alter I remove any item or article or reduce I enhance quantity without assigning any reason.
- Invoice/Bill to be submitted to Purchase Department.
- Advance Payment subject to Bank Guarantee.
- All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates I denomination of Purchase Order.
- Stamp Duty 0.35% for Goods/Services against total value of Purchase Order will be levied.