



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

RFQ

Description : Printing & Supply of IBA History Box Book
Date of Issue : December 21, 2015
Date of Submission of Quotation : December 23, 2015 at: 11:00am
Date of Delivery : December 30, 2015 at 2:00pm
Place of Delivery : IBA, Main Campus
Contact Person & Telephone : Mr. Muhammad Hanif
38104700 (Ext.2150)

S. #	Description	Qty
01	IBA History Box Book Book Size : 9.50 x 7.50 x 1.75 (Thickness) Printing : 04 color printing Book Box: Compatible to enclosed the book Opening: Top Opening with ribbon knot Grammage : 400 bleach card	100 Box

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 quantity upto 15% 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- Sample(s) and image(s) are available at Purchase Office for reference.
- 13- All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- 14- Stamp duty 0.25% for Goods against total value of Work Order will be levied accordingly.
- 15- Copyright All rights reserved with the IBA, Karachi. No part of any article can be published, print, copy or transferred to other format without written permission of the IBA authority.
- 16- All materials related to printing i.e. films, plates, CD etc should be submitted to Purchase Office after completion of printing.
- 17- IBA, also reserve the right to issue Work Order for any single items to different lowest responsive bidders or issue Work Order for all the items to any lowest responsive bidder.