



RFQ

Description : Print & Supply of Flyer, Poster & Standee
Date of Issue : October 9, 2017
Date of Submission of Quotation : October 10, 2017 @ 11:30 AM
Place of Delivery : IBA, Main Campus
Contact Person & Telephone : Mr. Muhammad Hanif (Sr. Purchase Executive)
021-38104700 (Ext. 2150)

Sr #	Description	Quantity
1.	<u>Print & Supply of Flyer</u> Size: 14" x 9" (single fold) Paper Grammage: 128 gsm matt finish paper Color: 5 + 5 color printing, Crease: For single fold Packing: 500 leaflet per soft packet (craft paper)	7000 Flyers
2.	<u>Print & Supply of Poster</u> Size: 17" x 22" (approx), Paper: Matt Finish Grammage: 128 gsm, Printing: 5 color Packing: 500 Posters per soft packet (craft paper)	1300 Posters
3.	<u>Print & Supply of Standees</u> Size: 2'-8" (width) x 6'-6" (height) Printing: 4 color Stands: Roll up Stand	05 Standees

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 Work Order.
17. Stamp duty 0.35% for work against total value of Work Order will be levied accordingly.