

Request for Quotation (Printing)

Description : **File Cover IBA Branded**
Date of Issue : 15-Sep-2021 11:52 AM
Date of Submission of Quotation : 21-Sep-2021 11:30 AM
Place of Delivery : IBA, Stores, Main Campus, University Road, Karachi.
Contact Person & Telephone : Purchase Department, IBA Main Campus, +922138104700, Ext 2150, 2152, 2155

Sr #	Description	Item Specification	Quantity
1	FILE COVER SIZE A-4	310gsm Artcard Size : 12.50"x22.50" (Open Size) Crease: 04cm Clips Hole : 02 hole with good quality thin clip Printing : 02 Color As per sample available at Purchase Office	4000

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 without assigning any reason.
9. Invoice / bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
10. Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
11. No subletting in any case / item / form will be allowed.
12. Specimen(s) and image(s) are available at Purchase Office for reference.
13. CDs / specimen should be returned to the Purchase Office.
14. 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.
15. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
16. Specimen for above cited items are available in Purchase Office for ready



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reference during office timings.

17. Printing will be in accordance to the IBA Brand Manual.

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

19. Printer must provide "Sales tax registration certificate with last month return copy both FBR and / or SRB" at the time of submission of quotation.