



Request For Quotation

Description	: RFQ-002206 - PR-0007165 - Creative Agency for Convocation 2024
Date of Issue	: 20 Sep 2024
Date of Submission of Quotation	: 25 Sep 2024 2:30:00 PM
Place of Delivery	: Stores, IBA Main Campus, University Road, Karachi.
Contact Person & Telephone	: Purchase Department, IBA Main Campus, University Road, Karachi. 0333-3009636 Extension : 2152

Sr#	Description	Quantity + UOM
1	<p>Creative and Design Planning, strategy, ideation, concept, mockup & Kvs; For Convocation 2024</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Event Theme and Branding • Creative Content Development • On-Ground and Digital Promotion <p>Deliverables:</p> <ul style="list-style-type: none"> • Event Theme • Convocation Advertisement for Newspaper • Design Convocation Website • Guest Invitation Package • E-Invitation • Backdrops and Standees • Gold Medallists Banners • Signature Wall and Photobooth • Convocation Brochure • Designing of Shields and Certificates • Digital Deliverables <p>Bidder's Qualification Criteria & Detailed Scope of Work are attached</p>	1.00 EACH

Terms & Conditions :

1. Service is subject to final inspection at the time of completion.
2. We reserve the right to cancel any or all of the above items if the services are not per our specifications or if the service is delayed.
3. Payment will be made through a crossed Cheque after the receipt of the Invoice/Bill and completion of the above service(s).
4. General Sales Tax will be paid on applicable items only.
5. Liquidity damage 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 whatsoever 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 the quantity without assigning any reason.
9. Invoice/Bill to be submitted to Purchase Department.
10. Advance Payment is subject to Bank Guarantee.
11. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates/denomination of the Purchase Order.
12. Stamp Duty of 0.35% for Service against the total value of the Purchase Order will be levied accordingly.