

RFO

Description	:	Designing, Composing & Printing of IBA CEE Family Business Series 2 from IBA-Prequalified Printers
Date of Issue	:	January 15, 2014
Date of Submission of Quotation	:	January 18, 2014
Date of Delivery	:	05 days after confirmation of final proof
Place of Delivery	:	IBA, Main Campus
Contact Person & Telephone	:	Mr. Muhammad Hanif (Purchase Executive) 38104700 (Ext. 2150)

S. #	Description	Qty
1	<u>Designing, Composing & Printing of CEE Family Business Series – 2 Brochure</u> Size : 8” x 8” (closed size) Pages : 12 pages (approx) Grammage : 128gsm matt finish Color : 05 + 05 color printing Binding : Centre pin binding (two pins) Packing : 50 Brochure per packet	2000 Brochures
2	<u>Envelope:</u> Size : 8.5 x 8.5 inch (Closed size) top Flap 02 inches Grammage : 80gsm offset paper Printing : 03 color Binding : Glue seal of edges 1 cm Packing : 50 envelopes per pack	1500 envelops

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- Stamp duty 0.2% for Goods against total value of Purchase Order / Work Order will be levied accordingly.
- 17- IBA, also reserve the right to issue Purchase Order for any single items to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.