



RFQ

Description : Printing & Supply of Essay Script & Envelops
Date of Issue : March 18, 2015
Date of Submission of Quotation : March 24, 2015 at 3:00 pm
Date of Delivery : 07 days after confirmation of final approval of dummy
Place of Delivery : IBA, Main Campus
Contact Person & Telephone : Muhammad Hanif
38104700 (Ext. 2150)

S. #	Description	Qty
1	Testing Essay Script Copy Offset 70gsm (approx) 13.5" x 17" (open size) 13.5" x 8.50" (closed size) 02 pin centre binding, 2+1 color printing on front page 32 rules single line printing on every page Margin width 1" on left side of each page 01 ruled double line on top Blank distance 1" Top Blank distance 1" Lower 08 pages / 04 double leaf in each Essay Script Copy 100 copies in each packet <i>Sample is available in Purchase Office</i>	10,000 copies
2	IBA Testing Department Brown Large Envelope Brown Craft Paper Fine Quality Grammage : 120gsm approx 45cm length x 34cm width (close size) 02 color printing with hot glue binding of 3cm pasting Top Flap Size : 1.25inch Bottom Flap Size : 1 inch with pasting (100 Envelopes in each Packet) <i>Sample is available in Purchase Office</i>	5000 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- 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.
- 14- All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- 15- Stamp duty 0.2% for Goods against total value of Purchase Order / Work Order will be levied accordingly.
- 16- 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.