



Institute of  
Business Administration  
Karachi

Leadership and Ideas for Tomorrow

## Request For Quotation

**Description** : RFQ-000829 - Booklet

**Date of Issue** : 10 Mar 2023

**Date of Submission of Quotation** : 14 Mar 2023 12:00:00 AM

**Place of Delivery** : Stores, IBA Main Campus, University Road, Karachi.

**Contact Person & Telephone** : Purchase Department IBA Main Campus, University Road, Karachi.  
03122669895  
Extension : 2150

Sr#	Description	Quantity + UOM
1	Printing of Booklet Business Review Book; 6.5"x9.2"; 4 Colors; ; Printing of Business Review Volume 17 Issue 2  Size: 6.50" x 9.25" (closed size) Title: 260 gsm Artcard with 4 color printing Pages: 152 pages (Approx) on 80gsm (single color) Binding: hot glue stitch binding Crease: 2 creases on front and back side Lamination: matt on tile page Packing: 50 books on artpaper packing Note: Dummy sample book on actual artwork to be approved before printing Printing of Envelopes: Size: 10.5 x 8 inch with die cut paper: 128gsm with matt lamination Printing: 02 color printing As per Sample	160.00 EACH

### 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 Invoice/Bill & delivery of above item(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 I 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 I remove any item or article or reduce I enhance quantity without assigning any reason.
9. Invoice/Bill to be submitted to Purchase Department.
10. Advance Payment subject to Bank Guarantee.
11. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates I denomination of Purchase Order.
12. Stamp Duty 0.25% for Goods against total value of Purchase Order will be levied accordingly.