

## RFQ

Description : Fabrication, Fixation, Relocation & Repainting of Metal Signage  
 Date of Issue : September 13, 2014  
 Date of Submission of Quotation : September 17, 2014 @ 12:00 noon  
 Place of Delivery & Fixing : IBA, Main Campus  
 Contact Person & Telephone : Mr. Muhammad Amir Zain (Purchase Executive)  
 021-38104700 (Ext. 2152)

| Sr # | Description  | Quantity |
|------|--|----------|
| 1.   | <b>Fabrication &amp; Fixation of Metal Signage IBA at Admin Building</b><br>Material: Metal Sheet 18 Gauge<br>Four Colour (Crimson) Spray Paint, Fabrication in 2D effect<br>IBA Logo Size: Width: 4' x Height: 4'<br><u><b>Signage Name: Institute of Business Administration Karachi</b></u><br>4 Capital Letters: 14", shape as per IBA Brand Manual<br>36 Small Letters: 11", shape as per IBA Brand Manual<br><u><b>Signage Name: Leadership and Ideas for Tomorrow</b></u><br>3 Capital Letters: 10", shape as per IBA Brand Manual<br>26 Small Letters: 8", shape as per IBA Brand Manual<br>Installation Area: Centre top beam of front wall of Admin Building<br>Design, shape & colour of logo & alphabets will be in accordance to the IBA Brand Manual | 1 Set    |
| 2.   | <b>Dismantling, Repainting &amp; Re-fixing of Metal Signage of Admin Building</b><br>IBA Logo & Title: Institute of Business Administration Karachi<br>Current Location: Front wall of Admin Building<br>New Location: Outer Boundary Wall<br>Fixation: On back plate, Material: Alucobond, Color: White, Size: 4' x 12', with 2 poles of M.S. Pipe size: 3" x 12'   | 1 Set    |

### 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. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
13. Stamp duty 0.3% for services against total value of Work Order will be levied accordingly.
14. 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