



## RFQ

Description : Printing of CEE Letterhead  
Date of Issue : July 11, 2016  
Date of Submission of Quotation : July 14, 2016 at 11:00am  
Date of Delivery : July 25, 2016  
Place of Delivery : IBA, Main Campus  
Contact Person & Telephone : Mr. Muhammad Hanif (Purchase Executive)  
38104700 (Ext. 2150)

S. #	Description	Qty
1	<b>CEE Letterhead – Director</b> Paper : Manager off-white 80 gsm Size : A4 (210 x 297)mm Printing : 03 color Logo Embossing: 02 Logos Packing : 250 letterhaed per card box	2500 letterheads

### 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- Printing will be in accordance to the IBA Brand Manual.
- 17- Stamp duty 0.25% for Goods against total value of Work Order will be levied accordingly.
- 18- IBA, also reserve the right to issue Work / Purchase Order for any single item to different lowest responsive bidders or issue Work / Purchase Order for all the items to any lowest responsive bidder.