

RFQ

Description	Printing of Student Hand Book
Date of Issue	January 8, 2015
Date of Submission of Quotation	January 10, 2015
Date of Delivery	05 days after getting final approval
Place of Delivery	IBA, Main Campus
Contact Person & Telephone	Mr. Muhammad Hasif 38104700 (Ext 2150)

S. #	Description	Qty
1	Student Hand Book 2014-15 Size : 5.5" x 8.8" (closed size) Title : 260gsm Matt Finish Card Title Printing : 04 + 04 color printing Pages : 92 pages Grammage : 75gsm offset Pages printing : 04 + 04 color printing Binding : 3 pin binding with crease on both sides Packing : 50 handbook in each packet	500 handbooks

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 / items cost is final and no change what so ever will be accepted.
- 7- Government tax(es), levies and charges(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 upto 15% without assigning any reason.
- 9- Invoice / bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- 10- Advance Payment subject to Bank Guarantee.
- 11- No subletting in any case / item / form will be allowed.
- 12- Sample(s) and image(s) are available at Purchase Office for reference.
- 13- All rights reserved with IBA. No part of the logo can be printed / copies / transferred in any form without the permission of the IBA authority.
- 14- Design and Artwork will be provided by IBA, Karachi.
- 15- CDs / specimen should be returned to the Purchase Office.
- 16- All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- 17- Stamp duty (0.2% for Goods against total value of Purchase Order / Work Order) will be levied accordingly.
- 18- 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.