



## RFO

Description : Printing & Supply of Business Review Letterhead from IBA-Pre-qualified Printers  
Date of Issue : September 11, 2014  
Date of Submission of Quotation : September 15, 2014  
Place of Delivery : IBA, Main Campus  
Contact Person & Telephone : Mr. Muhammad Hanif  
38104700 (Ext.2150)

S. #	Description	Qty
1	<b>Business Review Letterhead – Editor</b>  Paper: 80gsm offset (Long Grains) Size: A-4 size (210mm x 297 mm) Color: 02 color printing Packing : 250 pages per card box As per Sample	1000 letterhead

### 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 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 Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- 14- Stamp duty 0.2% for Goods against total value of Work Order will be levied accordingly.
- 15- 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.
- 16- IBA, also reserve the right to issue Work Order for any single items to different lowest responsive bidders or issue Work Order for all the items to any lowest responsive bidder.