

# Request for Quotation (Printing)

**Description** : 0001640/00663  
**Date of Issue** : 31-Oct-2018 02:24 PM  
**Date of Submission of Quotation** : 05-Nov-2018 02:00 PM  
**Place of Delivery** : IBA, Stores, Campus, University Road, Karachi.  
**Contact Person & Telephone** : Department, IBA Campus, ,

Sr #	Description	Item Specification	Quantity
1	CRYSTAL SHIELD MEMENTO	Description: White Acrylic Memento OBLONG SHAPE WITH CARDBOARD BOX Thickness: 12 mm Base: 6" X 1.75" Size: 7.25" X 5.5" Print: 4 Color Printing Text: Artwork will be provide at the final selection stage. For Reference: Text: "An Opportunity for Lifelong Learning and Success" through IBA IT NTHP Program Batch 2019" Material/Finish: White Acrylic Memento OBLONG SHAPE WITH CARDBOARD BOX	25
2	GOODY BAG (IBA BRANDED)	Description: Office GOODY BAG (BROWN) - LARGE Size: L 14.5" x W11.25" x B 3" Printing: Text: "An Opportunity for Lifelong Learning and Success" through IBA IT NTHP Program Batch 2019 Logo: IHSAN TRUST LOGO and IBA Logo 4- Color Paper: 115 gsm Brazilian Craft Paper Handle: Twill String long with black eyelets hole over Art	50

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		Card base Quantity: 75 Base: Art Card will be according to the size of bag Pasting: Hot glue	
3	GOODY BAG (IBA BRANDED)	Description: Office GOODY BAG (BROWN) - SMALL Size: 8" x 5.5" x 3" Printing: Text: "An Opportunity for Lifelong Learning and Success" through IBA IT NTHP Program Batch 2019 Logo: IHSAN TRUST LOGO and IBA Logo 4- Color Paper: 125 gsm Brazilian Craft Paper Handle: Twill String long with black eyelets hole over Art Card base Quantity: 150 Base: Art Card, Size: 7.5" x 2", 310 gsm pasted on base Pasting: Hot glue	100
4	KYECHAIN	KEY-CHAIN WITH BOX As per Sample available at Purchase Office Material: Wooden Size: 64mm x 38mm Thickness: 10mm Both Sides Engraved: IBA & SAQS LOGOS With Ring Dia: 29mm Inner Box: Art Card Box (Impact Proof) Beige Color with Molded Velvet For Enclosing Key Chain Outer Case Fancy Art Card 300gsm, Beige Color, IBA Logo Printed Artwork will be provide at the final selection stage.	100



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5	MUG (IBA BRANDED) WITH BOX	Description: Ceramic / Porcelain (High Quality Glazed Finished) Height: 9½ cm Dia: 8½ cm Handle Length: 6½ cm Handle Depth: 3½ cm Printing: IBA Logo 2-Color, both sides Text: Artwork will be provided for printing on MUG at the final selection stage. Box: Impact Proof Card Box with IBA Logo printed	100
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## 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. Specimen for above cited items are available in Purchase Office for ready reference during office timings.
17. Printing will be in accordance to the IBA Brand Manual.
18. Stamp duty 0.35% for Goods against total value of Work Order will be levied accordingly.
19. Printer must provide "Sales tax registration certificate with last month return copy both FBR and / or SRB" at the time of submission of quotation.