



## RFQ

Description : Provide & Supply of Mugs & Mug Bags  
Date of Issue : June 21, 2016  
Date of Submission of Quotation : June 24, 2016 @ 11:00 am  
Place of Delivery : IBA, Main Campus  
Contact Person & Telephone : Mr. Amir Zain (Purchase Executive)  
021-38104700 (Ext. 2152)

Sr #	Description	Quantity
1.	<b>Provide &amp; Supply of Mug</b> Material: Ceramic / Porcelain (High Quality Glazed Finished) Height : 9½ cm, Diameter : 8½ cm Handle Length : 6½ cm, Handle Depth : 3½ cm Printing : IBA Logo Two Colour, both sides Box : Impact Proof Corrugated Box with IBA Logo printed As per sample available at Purchase Office	200 mugs
2.	<b>Provide &amp; Supply of Mug Bag</b> Size: 8" x 5.5" x 3"(as per design), Colour: Brown Printing: Both side IBA logo Material: Brazilian Craft Paper, 125 gsm Handle: Twill String long both sided with black eyelets hole over Art Card base. Base: Art Card base Size : 7.5" x 2" to be pasted on base Pasting: Hot glue As per sample available at Purchase Office Material will be approved by IBA authority before making	200 bags

### 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. Liquidity damage 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 0.25% for goods against total value of Purchase 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.