



Request For Quotation

Date of Issue	: 12 Apr 2023
Date of Submission of Quotation	: 18 Apr 2023 6:00:00 PM
Place of Delivery	: Stores, IBA Main Campus, University Road, Karachi.
Contact Person & Telephone	: Purchase Department, IBA Main Campus, University Road, Karachi. PAK 02138104700 Extension : 2154

Sr#	Description	Quantity + UOM
1	<p>Book Binding ; ; ; Treatment and preservation of archival magazine from 1930–1965.</p> <p>Size: 8.5"x11" (A4 size) Number of magazines: 06 Number of pages to be preserved: 297</p> <p>Size: 10.5"x14" (legal size) Number of magazines: 04 Number of pages to be preserved: 242</p> <p>Scope of work includes:</p> <ol style="list-style-type: none">1. Sorting the fragile document.2. Vacuum cleaning for removing the dust, bookworms, and bugs from the document.3. Document condition assessment for conservation/treatment4. Scientific analysis (pH testing)5. Archival preservation of both sides of documents by using imported archival polyester fiber sheets with an imported archival acid-free adhesive.6. Make ready the document for digital archiving.7. Artifact re-housing / rebinding with non-rusty stapling/archival thread. <p>NOTE: A site visit is mandatory before providing the Quotation.</p> <p>13% SST will charge.</p>	10.00 EACH

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 Invoice/Bill & delivery of above item(s).
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 I 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 I remove any item or article or reduce I enhance quantity without assigning any reason.
9. Invoice/Bill to be submitted to Purchase Department.
10. Advance Payment subject to Bank Guarantee.
11. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates I denomination of Purchase Order.
12. Stamp Duty 0.25% for Goods against total value of Purchase Order will be levied accordingly.