



Institute of  
Business Administration  
Karachi

Leadership and Ideas for Tomorrow

## RFQ

Description : Printing & Supply of Consumable Items  
Date of Issue : December 19, 2016  
Date of Submission of Quotation : December 22, 2016 at 11:00am  
Place of Delivery : IBA, Main Campus  
Contact Person & Telephone : Mr. Muhammad Hanif (Purchase Executive)  
38104700 (Ext. 2150)

S. #	Description	Qty
1	<b><u>Answer Sheet Supplement</u></b> High finish 68gsm (approx) 13 x 16.50 (open size) 13 x 8.25 (closed size) 1+1 color printing 04 pages in each 100 copies in each packet <b><u>Please Note:</u></b> Every Answer Sheet Supplement has different serial number 100001	12000 copies
2	<b><u>IBA Letter Head</u></b> 80gsm offset (Long Grains) A-4 size (210mm x 297 mm) 02 color printing (200 Letter Heads in each packet) As per Sample	13000 nos
3	<b><u>I.D. Card Ribbon</u></b> Maroon Color with printing of IBA Logo and clips (best quality) Packing: 50 strips in polythen bag As per sample	1000 nos

### 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 damages 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.