

# Request for Quotation (Goods)

**Description** : **Brown Envelop Exam- 000262/143**  
**Date of Issue** : 14-Dec-17 12:01 PM  
**Date of Submission of Quotation** : 19-Dec-2017 12:01 PM  
**Place of Delivery** : IBA, Stores, Campus, University  
Road, Karachi.  
**Contact Person & Telephone** : Department, IBA Campus, ,

Sr #	Description	Item Specification	Quantity
1	ENVELOPE	IBA Examination Brown Large Envelope  Paper : Brown Craft Paper Fine Quality Grammage : 120gsm approx Size : 45cm length x 34cm width (close size) Top Flap Size : 6.5cm Bottom Flap Size : 4 cm with pasting Centre Flap Size: 3 cm with pasting Printing: 02 color printing Binding: Hot glue pasting with 3cm width Packing : 100 Envelopes in each Packet	10000

### Terms & Conditions:

1. Sales tax registration certificate with last month return copy (FBR and / or SRB) must be provided at the time of submission of quotation.
2. Material of this order is subject to final inspection at the time of delivery.
3. 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.
4. Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
5. General Sales Tax will be paid on applicable items only.
6. Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
7. The rate / item cost is final and no change what so ever will be accepted.
8. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
9. Competent Authority reserves the right to change / alter / remove any item or



# Request for Quotation (Goods)

- article or reduce / enhance quantity without assigning any reason.
10. Invoice should be submitted to Purchase & Stores Department.
  11. Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
  12. No subletting in any case / item / form will be allowed.
  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 0.25% for goods against total value of Purchase Order will be levied accordingly.
  15. 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.