



## **RFQ**

Description : Designing & Composing of Flyers for CEE  
Date of Issue : December 3, 2014  
Date of Submission of Quotation : December 6, 2014  
Place of Delivery : IBA, Main Campus  
Contact Person & Telephone : Mr. Muhammad Hanif  
38104700 (Ext.2150)

S. #	Description	Qty
1	<b>Flyer of CEE Workshop</b>  <b>Size :</b> 8.50 x 11.75 (open size) <b>Pages:</b> Front & Back <b>Color :</b> 05+ 05 color <b>Software:</b> Free Hand (with softcopies in PDF format)  <b>Important:</b> Artwork design in a futuristic manner following the IBA brand policy.	40 flyers

### **Terms & Conditions:**

- 1- Material of the 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 artwork 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.
- 11- No subletting in any case / item / form will be allowed.
- 12- Sample(s) and image(s) are available at Purchase Office for reference.
- 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 0.2% for Goods against total value of Work Order will be levied accordingly.
- 15- 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.
- 16- The aesthetic artwork / designing of flyers will be provided as and when required during the year 2015 in the same charges as quoted by the firm / agency / designer.
- 17- The artwork/design of flyers will be discussed with concerned quarters as informed by Purchase Office before finalizing the same.