IBA Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

RFQ

Description : Printing of CEE Calendar - 2016
Date of Issue : July 20, 2016
Date of Submission of Quotation : July 25, 2016 at 11:00am
Place of Delivery : IBA, Main Campus
Contact Person & Telephone : Mr. Muhammad Hanif
38104700 (Ext.2150)

S. #	Description	Qty
1	**CEE Academic Calendar Print** **Size :** 11" x 16.5" (open size) **Pages :** 04 Page **Fold:** Single Fold **Grammage :** 310gsm art card **Printing :** 04 + 04 color printing **Others:** Glossy Lamination **Packing :** 100 Academic Calendar per packet	1000 Calendar

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), levie(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 0.25% for Goods against total value of Work Order will be levied accordingly.
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