

# Request For Quotation

<b>Description</b>	: <b>RFQ-001691 - Printable items and stationery</b>
<b>Date of Issue</b>	: <b>4 Mar 2024</b>
<b>Date of Submission of Quotation</b>	: <b>7 Mar 2024 11:00:00 AM</b>
<b>Place of Delivery</b>	: Stores, IBA Main Campus, University Road, Karachi.
<b>Contact Person &amp; Telephone</b>	: Purchase Department IBA Main Campus, University Road, Karachi. 03122669895 Extension : 2150

Sr#	Description	Quantity + UOM
1	<p><b>Writing Pad</b> IBA Branded; Size: A4 Leaves: 25 leaves Grammage Pages: 80gsm offset paper Title Cover: 80gsm matt paper Title Printing : 4 color Back Card: 280gsm art card Pages Printing : 1+1 Color with rule lines Space between ruling line: 1 cm Header Line: Double bold on regular Binding: Hot glue Pasting (Top) Perforation: 1cm from Top Packing: 50 pads per packet in craft paper As per Sample</p>	700
2	<p><b>Ribbon for ID card</b> Maroon Color with printing of IBA logo and clips (best quality) Packing 50 strips in polythen bag As per Sample</p>	800
3	<p><b>Envelope</b> IBA Branded,; A4; White; Examination Envelope A4 White 75gsm offset 31cm x 25.5cm x 5cm (flap) 02 color printing with hot glue binding of 1cm pasting Flap size: 5cm Packing: 100 envelop in each packet As per Sample</p>	800
4	<p><b>Large Envelope</b> Paper : 75gm offset Size : 38.5cm x 31cm Flap size : 5cm Printing : 02 color printing Pasting : hot glue binding of 1 cm pasting Packing : 100 Envelopes in each Packet As per Sample</p>	800

5	<b>Envelop Small size</b> 75gm offset 23.5cm x 10.5cm x 3.5cm (Flap) 02 color printing with hot glue binding of 1 cm pasting Flat size : 5 cm (100 Envelopes in each Packet) As per Sample	800
6	<b>Stationery Pouch</b> Plastic Pouch with zipper with customized 2 color printing Size: 9.5 x 4 As per Sample	1,000

**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 0.35% for Goods against total value of Purchase Order will be levied accordingly.