



RFQ

Description : Provide & Supply of Notepad & Paper Bag
Date of Issue : April 2, 2016
Date of Submission of Quotation : April 6, 2016 at 2:30pm
Date of Delivery : 05 days after confirmation of final proof
Place of Delivery : IBA, Main Campus
Contact Person & Telephone : Mr. Muhammad Hanif (Purchase Executive)
38104700 (Ext. 2150)

S. No.	Description	Qty
1	Notepad Size: A5 Leaves: 100 leaves Grammage Pages: 80gsm artpaper Title : 300gsm artcard Title Printing : 4 color Pages Printing : 4 Color with Rule Binding: Spiral (Top Side)	200 pads
2	Paper Bag Size: 9" x 13" x 4" (L x W x B) Color : Brown Grammage : 115gsm Printing : Both side IBA-FCS logo Material : Craft Brazil Paper Imported (as per sample) Handle : Twill String long both sided with black eyelets hole over Art Card base. Base: Art Card base Size : 9 x 4 pasted on base Pasting : Hot glue Specimen: Available at Purchase Office. Material will be approved by IBA authority before making	200 bags

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- 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 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.