



RFQ

Description : Printing & Supply of PDG HRM Brochure with Envelops
Date of Issue : October 5, 2015
Date of Submission of Quotation : October 8, 2015 at 2:30pm
Date of Delivery : 04 working days after getting final approval
Place of Delivery : IBA, Main Campus
Contact Person & Telephone : Mr. Muhammad Hanif
38104700 (Ext.2150)

S. #	Description	Quantity
01	<u>Designing, Composing & Printing of CEE PDG HRM Brochure</u> Size : 8" x 8" (closed size) Pages : 18 pages Grammage : 128gsm matt finish Color : 05 + 05 color printing Binding : Centre pin binding (two pins) Packing : 50 Brochure per packet	1500 Brochures
02	<u>Envelope:</u> Size : 8.5 x 8.5 inch (Closed size) top Flap 02 inches Grammage : 128gsm matt finish Printing : 03 color Binding : Glue seal of edges 1 cm Packing : 50 envelopes per pack	1000 Envelops

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 upto 15% 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 0.35% for Goods against total value of Work Order will be levied accordingly.
- 15- Copyright All rights reserved with the IBA, Karachi. No part of any article can be published, print, copy or transferred to other format without written permission of the IBA authority.
- 16- All materials related to printing i.e. films, plates, CD etc should be submitted to Purchase Office after completion of printing.
- 17- IBA, also reserve the right to issue Work Order for any single items to different lowest responsive bidders or issue Work Order for all the items to any lowest responsive bidder.