




RFQ

Description : Print & Supply of Leatherite Zip Folder
 Date of Issue : August 8, 2017
 Date of Submission of Quotation : August 11, 2017 at 11:00am
 Date of Delivery : 06 days after confirmation of final proof
 Place of Delivery : IBA, Main Campus
 Contact Person & Telephone : Mr. Muhammad Hanif (Sr. Purchase Executive)
 38104700 (Ext. 2150)

S. #	Description	Qty
1	<p><u>Provide, Supply & Print Leatherite Zip Folder</u></p> <p>Zipper Folder Size: 13.5" x 10" closed size Spine: 1" with convex overlapping & stitching Material: Leatherite with Hardboard & Foaming inner both side Color: Black Front Printing: Embossing Printing (CENTRE FOR EXCELLENCE IN JOURNALISM) on front side Stitching: Thread stitching around the edges of folder with zip</p> <p>Left Side Folder Name Window Pocket : 4.0" x 3.0" Paper Carry Pocket : 8.25" x 11.5" with 3" spine including zip& pocket PVC Card Holder in vertical shape</p> <p>Right Side Folder Writing Pad 8.25" x 11" 50 pages 75gsm offset 1+1 color printing on each page Flap: 9" x 8.5"</p> <p>Pen Holder: Stitched on Spine Pen: 0.5mm bal point pen plastic body push cap type. Color: Blue Ink (As Per Attached image)</p> 	125 Folder

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.
- 16- Specimen for above cited items are available in Purchase Office for ready reference during office timings.
- 17- Printing will be in accordance to the IBA Brand Manual.
- 18- Stamp duty 0.35% for Goods against total value of Work Order will be levied accordingly.
- 19- Printer must provide "Sales tax registration certificate with last month return copy both FBR and / or SRB" at the time of submission of quotation.