

RFQ

Description : Printing of Plagiarism Policy from IBA-Prequalified Printers
 Date of Issue : February 21, 2014
 Date of Submission of Quotation : February 25, 2014
 Date of Delivery : 07 working days after getting final approval
 Place of Delivery : IBA, Main Campus
 Contact Person & Telephone : Mr. Muhammad Hanif
 38104700 (Ext.2150)

S. #	Description	Qty
1	Printing of Plagiarism Policy Size : 5" x 7.25" (close size) Title : 260gsm Matt finish Card with Lamination Title Pages : 04 Pages with 02 color printing Inner Pages : 100gsm offset, Indonesia, Qty Inner Pages : 24 pages (approx) with single color printing Binding : Hot Glue Stitch Binding Packing : 50 Booklets in each packet	1000 nos

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 rights reserved with IBA. No part or the logo can be printed / copies / transferred in any form without the permission of the IBA authority.
- 14- Design and Artwork will be provided by IBA, Karachi.
- 15- CDs / specimen should be returned to the Purchase Office.
- 16- All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- 17- Stamp duty 0.2% for Goods against total value of Purchase Order / Work Order will be levied accordingly.
- 18- IBA, also reserve the right to issue Purchase Order for any single items to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.