



RFQ

Description : Designing, Composing & Printing of Convocation Cards
Date of Issue : October 03, 2014
Date of Submission of Quotation : October 10, 2014
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. #	Description	Qty
1	Invitation Cards Size : 6 x 8 inches (open size) : 6 x 4 inches (close size) Fold : Single Fold Card : 180gsm fancy card (white color) Printing : 05 + 05 color Packing : 100 Cards per packet As per Sample	1300 units
2	Envelopes - Invitation Cards Size : 6.25 x 4.25 inches x 1.25 inches (flap) Paper : 100gsm matt finish paper (off white color) Printing : 05 color Packing : 100 Envelopes per packet Kindly Note: Every envelope has different serial number 0001 to 1300 As per Sample	1300 units
3	Acknowledgement Cards Size : 4 x 2.75 inches Card : 180gsm fancy card Printing : 05 color printing Kindly Note: Every card has different serial number 001 to 350.	350 units
4	Envelopes - Acknowledgement Cards Size : 4.5 x 3.50 inches x 1 inch (flap) Paper : 100gsm matt finish paper Printing : 05 color Packing : 100 Envelopes per packet Kindly Note: Every envelope has different serial number 001 to 350	350 units
5	Car Parking Sticker Size : 4.5 x 3 inches 80gsm glossy Paper : sticker paper white base Printing : 05 color Packing : 100 Stickers per packet Kindly Note: Every sticker has different serial number 0001 to 1300.	1300 units

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 / copied / 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- All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- 19- Stamp duty 0.2% for Goods against total value of Work Order will be levied accordingly.