



RFQ

Description : Composing & Printing of Corporate Visiting Cards from IBA-Prequalified Printers
Date of Issue : September 4, 2014
Date of Submission of Quotation : September 13, 2014
Date of Delivery : 03 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	Composing & Printing of Corporate Visiting Cards Size : 3.50" x 2" Card : 260gsm alabaster Color : 02 color printing Packing : 100 cards per Packet As per Attached Snap Shots on page 02 & 03	500 Cards for each person

IMPORTANT:

- Validity of the Rate will be for ONE year.

Terms & Conditions:

- 1- Material of order(s) will be subject to final inspection at the time of delivery.
- 2- We reserve the right to cancel any or all the card 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 in contract for period ONE yaer.
- 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 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 0.2% for Goods against total value of Work Order will be levied accordingly.
- 15- **The contract agreement will be executed with the lowest responsive bidder for ONE year extendable for another year maximum upto THREE years with mutual consent.**



<p>■ C50 M100 Y100 K00</p> <p>■ C00 M00 Y00 K100</p> <p>Font (logo)</p> <p>Font (slogan)</p> <p>Font (name)</p> <p>Font (other information)</p>	<p>Helvetica</p> <p>Optima Italic</p> <p>Helvetica Neue Bold</p> <p>Helvetica Neue</p>
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Font (logo) Font (slogan)	Helvetica Optima Italic

IBA COLOR RATIO



CYAN 40%

Magenta 100%

Yellow 100%