



## **RFQ**

Tender # : PS/04/2011-12  
Description : GEM Survey Report Printing  
Date of Issue : December 1, 2011  
Date of Submission of Quotation : December 15, 2011  
Date of Delivery : 07 days after confirmation of final approval but within Dec 23, 2011  
Place of Delivery : IBA, Main Campus  
Contact Person & Telephone : Mr. Muhammad Hanif (Purchase Executive)  
111-422-422 (Ext. 263)  
038104700 (Ext. 2150)

<b>S. #</b>	<b>Description</b>	<b>Quantity</b>
1	<p><b><u>GEM SURVEY REPORT PRINTING</u></b></p> <p><b><u>Title Cover:</u></b> Size : 8.25 x 11.50 inch (Closed size) Title Card : 310gsm artcard with matt lamination Printing : 04+04 color Crease : 02 crease (01 front &amp; 01 back) Binding : Hot glue</p> <p><b><u>Pages:</u></b> Size : 8.25 x 11.50 inch (Closed size) Number of Pages : 80 pages (approx) Grammage : 115 gsm matt finish paper Printing : 04+04 color printing Binding : Hot glue stitch binding Packing : 20 booklet per pack</p> <p><b><u>Envelope:</u></b> Size : 11.5 x 8.5 inch (Closed size) top Flap 02 inch Grammage : 115gsm art paper Printing : 04 color Binding : Glue seal of edges 1 cm Packing : 20 envelopes per pack</p>	1000 Reports

**IMPORTANT:**      **The GEM Survey Report must be delivered on or before December 23, 2011.**

**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 from National Bank of Pakistan.
- 11- Sample(s) and image(s) are available at Purchase Office for reference.
- 12- Earnest money of 2.5% of total charges will be deposited along with financial proposal in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi preferably from National Bank of Pakistan.
- 13- 5% Security Deposit of total amount preferably from National Bank of Pakistan will be provided by the party before award of Work Order.

**Note:**

- a) Price/rate should be quoted on tender document in sealed envelope.
- b) Tender document available from the Office of Purchase Officer, IBA Main Campus, University Road, Karachi.
- c) Copy right reserved with the IBA, Karachi.
- d) Films / Plates and other related printing item should deposited to Purchase Office.