DESCRIPTION: **MINOR (CIVIL WORKS) REPAIR AND MAINTENANCE WORKS**

DATE OF ISSUE: 03 August 2015

DATE OF SUBMISSION: 07 August 2015

PLACE OF WORK: IBA MAIN CAMPUS

CONTACT PERSON: AZFAR ABBASI (SR EXECUTIVE R & M)

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| **S#** | **Description** | **Approx QTTY** | **Rates** | **Amount(Rupees)** |
| 1 | **Dismantling / demolition / removal of masonry**  Works Dismantling / cutting / removal of existing masonry walls, floors and wall chipping, partitions, glass partitions, doors, windows, false ceilings, including removal of debris from site and handing over IBA properties to IBA rep etc complete in all respect or as instructed | 150 sq ft |  |  |
| 2 | **Masonry work**  Providing and laying block 12x8x6 (machine made block) masonry including digging of soil upto 4 inches , including curing, finishing racking out joints, scaffolding, lifting, hoisting etc complete in all respect as per site requirement / drawing or as instructed by Maintenance Department. | 150 sq ft |  |  |
| 3 | **Plaster Work**  Providing and applying at any height cement and sand plaster ½ inch (1:4) to walls, roof, floor surfaces etc., making edges and corners including preparation of surface before plastering finishing scaffolding curing etc complete in all respect as specified as approved by the Maintenance Department. | 300 sq ft |  |  |
| 4 | Removing and re-fixing of existing Aluminum windows adjusted to sizes | One job |  |  |
| 5 | Providing and Fixing wooden Panel doors of size 3x6 ½ with frames (chowkats) | One job |  |  |
| Total Amounts (with or without Taxes please mention) | |  |  |  |

**Terms and Conditions:**

* Material / quantities of this order is subject to final inspection at the time of delivery and calculations
* IBA reserve the right to cancel any or all of the above the above items if work / material is not in accordance with our specifications or if the delivery is delayed
* Payment will be made through crossed cheque after the receipt of the bill and delivery of material/works
* Penalty @ of 2 % per month on actual will be imposed in delayed delivery
* The rate / item cost is final and no change what so over will be accepted
* Govt tax (es), levy (ies) and charges will be charged at actual as per SRO
* Competent Authority reserves the right to change / alter / remove any item or article reduce / enhance quantity without assigning any reason
* Invoice / Bill & work order etc should be submitted to Finance Department
* Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan
* No subletting in any case / items / form will be allowed
* That upon termination of this agreement the contractor shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time
* All Government taxes (including income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of work order
* Stamp Duty @ 0.3 % against total value of work order will be levied accordingly.
* All equipment, ladders for any heights, plungers, brushes, buckets etc. will be brought by the vendors
* The vendor will responsible for taking all safety measures during working of his staff at any height / surfaces