



IBA Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

PURCHASE ORDER

To : M/s S. M. Saeed & Brothers
Order No : IBA-MC/PD/FUR/206/0189/2016-17
Date of Issue : June 30, 2017
Date of Delivery : July 7, 2017
Place of Delivery : IBA, Main Campus
Total Amount : **Rs.317,725.00 (Including GST)**
(Rupees Three Hundred Seventeen Thousand Seven Hundred Twenty Five Only)

S#	Items	Qty	Rate	Amount
1	Revolving Chair Brand: Master Offisys Sleek and stylish polypropylene armrests. Fixed position angle control system at 2 positions. Extra torsion adjustment control. Guaranteed PU Master Molty Excel Foam seat and backrest. Flexibility in choice of upholstery fabric & leatherette. High frequency compression process on multi-layered veneer shell, anatomically designed for posture support. 5-prong pressure die-cast Aluminum / Nylon with reinforced glass base for added seating support. Twin wheel castors, which meet requirements for BIFMA and DIN standards. Adjustable seat height-gas lifts type and swivel. The S-shape backrest is designed according to the contour of the human spine to provide optimum lumbar. As per Sample	30 units	9,052.00	271,560.00
Total				Rs. 271,560.00
17% GST				Rs. 46,165.00
Total Amount				Rs. 317,725.00

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. Liquidity damages 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
11. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
12. Stamp duty 0.35% for Goods against total value of Purchase Order will be levied accordingly.


Sr. Manager Purchase & Stores

July 03, 2017


G.M. Admin