



**IBA Institute of  
Business Administration  
Karachi**

*Leadership and Ideas for Tomorrow*

### WORK ORDER

To : M/s Darbar Caterers & Decorators  
 Order No : IBA-MC/PD/Misc/208/0028/2016-17  
 Nature of Work : Rental Services of Catering & Decoration, Convocation-2016  
 Complete Venue Setup & Refreshment / Hi-Tea  
 arrangement on Convocation Day  
 Date of Issue : December 02, 2016  
 Date of Completion : December 02, 2016 (venue should be ready and handover to  
 admin department on night of December 02, 2016 at 11:00pm)  
 Date of Event : December 03, 2016  
 Place of Event/Delivery : IBA, Main Campus  
 Total Amount : **Rs. 1,677,214.74 (Including Tax)**  
**(Rupees One Million Six Hundred Seventy Seven Thousand Two  
 Hundred Fourteen & Paise Seventy Four Only)**

S. #	Description	Qty	Days	Rate (Rs.)	Amount (Rs.)
<b>(a) Complete Venue Setup Including:</b>					
1	(a) Frill Marquee with wall panels to cover entire Convocation Pandal (Cricket Ground) Size: 48600 sq.ft (approx.)	1	3	100,000.00	300,000.00
	(b) Air Condition System minimum 80ton i.e. (4 ton x 20 Floor Standing) with complete in all respect to provide cooling for control of temperature in the Marquee of Convocation 48600 sq.ft covered area Complementary Two Mobile Chiller will be provided		1	5,500.00	110,000.00
2	Presidential Chair	1	1	999.00	999.00
3	VVIP Chairs	8	1	999.00	7,992.00
4	Head Table to seat 6 persons on stage with Stairs (Two Sides) Stairs should be in Wooden & in good quality (with flower array / decoration and with table cover and skirting)	1	1	8,000.00	8,000.00
5	Stage Size: 36' x 24'	1	3	5,000.00	15,000.00
6	Stage Carpet Color = Beige Color (Picture Attached) on stage	36'x24'	2	2,000.00	4,000.00
7	Two Seater Sofas (100 for Guest & VVIP in Main Pandal & 25 for Refreshment area)	125	1	600.00	75,000.00

<b>(b) Chairs (foamy back &amp; seat)</b>					
8	<b>(a) With Off -White Covers</b>	1100	1	65.00	71,500.00
9	(b) With Green Ribbon and Off White Covers	200	2	65.00	26,000.00
10	(c) With Yellow Ribbon and Off White Covers	50	2	65.00	6,500.00
11	(d) With Blue Ribbon and Off White Covers	450	2	65.00	58,500.00
12	Pedestal Louver Fans (Good Quality & Soundless)	100	1	200.00	20,000.00
13	Center Tables with cover	45	1	150.00	6,750.00
14	Spotless (Beige Color) Carpeting in main venue - Cricket Ground. (Opposite to Stage till First line of Guest) – Picture attached. Red runners in walk ways where required.	1	1	40,000.00	40,000.00
<b>Sub Total (a &amp; b)</b>				<b>750,241.00</b>	
<b>(c) Lighting &amp; Luminaries:</b>					
15	Lightning in Convocation marquee (Cricket Ground) & Refreshment area (canopy style)	1	1	75,000.00	75,000.00
16	Lightning in behind Tabba Block for Group Photo session.	1	1	10,000.00	10,000.00
17	Lightning in Parking Area, Opposite IBA Main Gate, Gate 2, 3, and Gate 1, on way of Gate 3A to Convocation	1	1	20,000.00	20,000.00
	Spot lighting at Fouji Foundation Building, Adamjee Building, Auditorium and Library	1	1		
<b>Sub Total (c)</b>				<b>105,000.00</b>	
<b>(d) Refreshment setup: (Main Lawn)</b>					
18	a) VVIP guests enclosure (round table set-up) <b>including crockery &amp; cutlery</b>	100	1	180.00	18,000.00
19	b) Guests/ Faculty enclosure (buffet set-up)	400	1	160.00	64,000.00
20	c) Students / Parents enclosure (buffet set-up)	1300	1	160.00	208,000.00
21	Tea / Coffee Dispenser	10	1	200.00	2,000.00
<b>Sub Total (d)</b>				<b>292,000.00</b>	
<b>(e) Refreshment Menu:</b>					
1	Fruit Cake (renowned and famous operating bakery of Karachi)	1800	1	30.00	54,000.00
2	Aaloo Samosa	1800	1	30.00	54,000.00

3	Spring Roll (small)	1800	1	40.00	72,000.00
4	Hot Gulab Jamun	1800	1	30.00	54,000.00
5	Tea	1800	1	25.00	45,000.00
6	Coffee	1800	1	25.00	45,000.00
<b>Sub Total (e)</b>				<b>324,000.00</b>	
<b>Total (a &amp; b) + (c) + (d) + (e)</b>				<b>1,471,241.00</b>	
<b>SST</b>				<b>205,973.74</b>	
<b>Grand Total Amount</b>				<b>1,677,214.74</b>	

### **TERMS & CONDITIONS**

1. Competent authorities reserve the right to reject or accept any quotation / tender according to SPPRA rules & regulations.
2. Material of this order is subject to final inspection at the time of delivery.
3. 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.
4. Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
5. General Sales Tax will be paid on applicable items only.
6. Penalty at the rate of 2% per month on actual will be imposed on delayed delivery.
7. The rate / item cost is final and no change what so ever will be accepted.
8. Government tax(es), levi(es) and charges(s) will be charged at actual as per SRO.
9. Advance Payment subject to Bank Guarantee of nationalized Bank preferably National Bank of Pakistan.
10. No increase in the value of above mentioned items will be accepted on account of either unit price, total price and any and all other charges of supply and or any other head of account shall be allowed. However, Govt. Taxes, duties and levies will be charged/deducted as per SRO.
11. Successful bidder should provide 5% Performance Security of total value of Work Order in the form of payorder or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract..
12. Physical inspection will be carried out by IBA authority.
13. Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
14. Invoice / bill should be submitted to Finance Department along with Work Order, Delivery Challan and satisfactory note.
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. Stamp duty 0.35% for Services against total value of Work Order will be levied accordingly.
17. No sub-letting in any case and form will be acceptable.

### **NOTE**

- Round table setup for 08 persons each table.
- Complete decoration arrangement including Luminary, Cutlery, Crockery, Bearer & allied support services.
- Kanats will be erected according to the need and requirement.

- Marque / Wall panels / Kanat / Pole Cover should be of mono color preferably beige color.
- IBA will penalize 25% of the item value on substandard delivery of following items/services;

S. No		Description
1		<b><u>Marquee Setup</u></b>
	i	No Patches
	ii	No Holes
	iii	Stage
	iv	Chairs
	v	Sofa
	vi	Carpet
	vii	Not DE colored
2		<b><u>Crockery &amp; Cutlery</u></b>
	i	Clean
	ii	Without Cracks
	iii	Quantity
3		<b><u>Food</u></b>
	i	Quality
	ii	Quantity
	iii	Freshness
4		<b><u>Services Staff</u></b>
	i	Uniform
	ii	Support Bearers
	iii	Minimum Fifteen supporting staff



<u>Air Condition, Pedestal Fans &amp; Luminaries</u>		
5	i	All ACs & pedestal fans should be on optimum performance.
	ii	Luminaries well illuminated.

#### IMPORTANT

1. Complete setup in all respect i.e., decoration, electrification, luminaries, sheds, seating arrangement crockery / cutlery and allied make-up will be provided as per Work Order descriptions.
2. All edible items will be property of the IBA.
3. Endorsement of deliveries will be made by Manager Purchase & Stores.
4. Sufficient numbers of well dressed butlers for service are required according to numbers of guests to serve the refreshment. M/s Darbar Caterers & Decorators must ensure smooth and upto mark services without any deficiency and mishaps.
5. Complete set up must be ready by 11:00 pm, December 02, 2016.
6. Well dressed butlers for service are required according to numbers of guests to serve the refreshment.
7. Crockery, cutlery and water items should be of high quality.
8. Electricity will be available in main lines at IBA, premises. It will be the responsibility of decorator/service provider to provide wire/cable and extend upto the connection points as and where required through their own cable/wire.
9. All the decoration, catering and luminaries / electrical items must be removed by the service provider after conclusion of the event upto December 04, 2016 by 4:00pm which ever occurred later. Penalty of Rs. 1000/- per day will be imposed if any items found present at IBA premises on December 5, 2016 onwards.
10. Dumping of goods / items is prohibited.

  
Manager Purchase & Stores

  
Registrar

Dec 02/16