



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Work Order

Approval Status: Approved

IBA Karachi
IBA MAIN CAMPUS
KARACHI
Pakistan

Purchase Order IBA-0000000083	Issue Date 18, December, 2017	
Payment Terms 30 Days	Ship Via ROAD	
Buyer Purchase Department	Phone +922138104700 Ext 2150, 2152	Currency PKR
Requestor Department Administration		

Supplier: V00547

Dawood Rent
A Car
Karachi
Karachi
Pakistan

Ship To: Store, IBA Main Campus, University Road

Bill To: Purchase Department, IBA Main Campus
University Road, Karachi
Pakistan

S. No.	Item / Description Specification	Qty. (UOM)	PO Price	Extended Amount	Delivery Date
1	VEHICLE RENTAL SERVICES SKILL DEVELOPMENT PROJECT (QEC) M/S. DAWOOD RENT A CAR SALOON CAR 1300 CC (AIR CONDITIONED) HONDA CITY KARACHI TO THARPARKAR DISTT. & THARPARKAR DISTT. TO KARACHI QUANTITY 01 CAR WITH DRIVER REGISTRATION # AYM-633 VEHICLE MAKE HONDA CITY MODEL 2010-122012 REGISTRATION YEAR 21-NOV-12 CHASIS # NFBGM1545CR131178 ENGINE # LI3Z14421115 ENGINE POWER 1300CC SEATING CAPACITY 4 4 PASSENGERS INCLUDING THE DRIVER RENT PER MONTH (RS.) RS. 75,000.00 RENT PER MONTH X 6 MONTHS = AMOUNT (RS.) RS. 450,000.00	1.00 EA	900000.00	900000	16-June-17

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S. No.	Item / Description Specification	Qty. (UOM)	PO Price	Extended Amount	Delivery Date
	<p>JEEP 4 X 4 (AIR CONDITIONED) 2000 CC TO 3000 CC ONLY PLY FOR THARPARKAR DISTT. QUANTITY 01 JEEP WITH DRIVER</p> <p>REGISTRATION # BC-0168 VEHICLE MAKE PAJERO MODEL 1990 TO 2000 1990 REGISTRATION YEAR 8-MAR-90 CHASIS # CL049WLJ400729 ENGINE # 4056CE-2402 ENGINE POWER 2477 CC SEATING CAPACITY 4 4 PASSENGERS INCLUDING THE DRIVER</p> <p>RENT PER MONTH (RS.) RS. 75,000.00 RENT PER MONTH X 6 MONTHS = AMOUNT (RS.) RS. 450,000.00 RENT PER MONTH X 6 MONTHS = TOTAL AMOUNT (RS.) RS. 900,000.00</p>				

Total: 900000

0% GST: Inclusive All Taxes

Total PO Amount: 900000.00

Amount in Words: Nine Lakh Only.

Terms & Conditions:

1. We reserve the right to cancel any or all the above items if services is not in accordance with our specification or if the delivery is delayed.
2. Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
3. General Sales Tax will be paid on applicable items only.
4. Liquidity damages at the rate of 2% per month on actual will be imposed on delayed delivery.
5. The rate / item cost is final and no change what so ever will be accepted.
6. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
7. Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason.
8. Invoice / bill, Purchase Order & Delivery Challan should be submitted to Purchase Department.
9. Advance Payment subject to Bank Guarantee
10. All rights reserved with IBA. No part or the logo can be printed / copies / transferred in any form

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without the permission of the IBA authority.

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 Work Order will be levied accordingly.
13. The terms and conditions of the AGREEMENT have been read over to the parties which they admit to be correct and abide by the same.
14. All terms and conditions of tender will be the integral part of this agreement and can't be revoked.
15. There will not be any limitation of minimum or maximum running Km of vehicle on day-to-day basis.
16. The Client, shall be liable to pay the hiring charges as per the agreement only. Contract charges include monthly charges of driver including Round Trip, maintenance etc. The Service Provider will pay Vehicle / Road Tax and challans to any limit. Fuel & Toll Tax is the responsibility of the Client.
17. Agreed rate as per agreement will not revise during the agreement period.
18. The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the Service Provider.
19. In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, Client would have a right to hire a vehicle from the market and the additional cost incurred the client will be borne by the Service Provider.
20. Generally, Vehicle should be utilized during the period from 08:00 hours to 21:00 hours; however, the vehicle will be utilized for preventive work or in case of urgency, continuously without any time limit. The vehicle must be available at any time on any day as desired by the Client. The vehicle and the driver should not be changed unless requested by the Client.
21. The Service Provider would ensure that the drivers employed have valid driving license of four wheel vehicle. The vehicle should be registered with the concerned authority of Central/State Govt. The Service Provider shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. The driver should be able to communicate and write in Urdu/Sindhi.
22. The Service Provider should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed, shall observe all the etiquette and protocol while performing the duty and, should must carry a mobile phone in working condition, for which no separate payment shall be made. Driver should be familiar with local routes and destinations including Tharparkar District.
23. As regard vehicle timings, the Service Provider will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the Client.
24. A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be counter signed by Client regularly for scrutiny.
25. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Service Provider to provide a substitute vehicle immediately of same make & model. In case,

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the substitute vehicle does not report on time/does not report at all, the Client would have the right to hire a vehicle from the market and the additional cost incurred by the customer will be borne by the Service Provider.

26. In case of failure of the Services in providing/making available of vehicle on account of any defect/fault/breakdown/not reporting, liquidated damages/ compensations or alternative arrangement with prior permission shall be made, not by way of penalty, shall be imposed and recovered from the Service Provider's bill without any notice.
27. The vehicle should be available/may be used for running in Karachi as well Outside Karachi including Tharparkar District as and when the Clients so desires.
28. The billing will be made on monthly basis. Bills preferably should be typed and in triplicate, and should be submitted to Client Finance office in the 1st week of the following month with Satisfactory Note of the Client.
29. In case of any accident, all the claims arising out of it shall be met by the Service Provider.
30. The Service Provider should approach the Client in case of any assistance or difficulty.
31. The Client will do physical verification of vehicles before entering into the contract. Also, the Client will interact with drivers for general awareness and knowledge about common routes in Karachi and Tharparkar District.
32. The Client is not bound to accept any quotation, nor award a contract/Work Order, nor be responsible for any costs associated with a Service Provider's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
33. Service Provider is required to provide affidavit that the firm is not Black Listed from any of the government / semi government / private organization / firm / agencies / department etc.
34. Firms / Companies must provide "Sales tax registration certificate with last month return copy both FBR and / or SRB" at the time of submission of bidding document.
35. Boarding & Lodging of the Driver(s) will be the responsibility of the Client without prejudice of public interest.
36. The contract may be valid for six (6) months and extendable with mutual consent. However, reviewed shall be made on every six month.


Sr. Manager Purchase & Stores


Gen. Manager Administration

2008/17