



Institute of
Business Administration
Karachi

Work Order

Leadership and Ideas for Tomorrow

IBA Karachi
IBA MAIN CAMPUS
KARACHI
Pakistan

Approval Status: Approved

Purchase Order IBA-0000001361	Issue Date 20, November, 2018	
Payment Terms 30 Days	Ship Via ROAD	
Buyer Purchase Department	Phone +922138104700 Ext 2150, 2152, 2112	Currency PKR
Requestor Department Finance		

Supplier: V01843

Star Guest

House

Address Near Civil Hospital Opposite

PPHI office Gali N

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	<p>DECORATION SERVICES PHYSICAL FACILITIES (A): 3PM TO 9PM A) EVENT HALL (AIR CONDITIONED) RENTAL FOR 20 DAYS B) 35 CHAIRS C) UPS BACKUP FOR 8 (LIGHTS) AND 01 (PROJECTOR) D) GENERATOR BACKUP FOR AIR CONDITIONING, LIGHTS & PROJECTOR E) PROJECTOR WITH SCREEN MIC AND SPEAKER SYSTEM (PROJECTOR LUMENS 4500) F) AIR CONDITIONING TONNAGE/CAPACITY (6 TONS) G) WATER DISPENSER WITH 5 GALLON / 18.9 LITR BOTTLE OF AQUAFINA / NESTLE / CULLIGEN (QTY 01) H) ONE HELPER AGED 25-45 YEARS (PRESENT DURING THE MEETING) I) WHITE BOARD MOVABLE SIZE: 5' X 3' (QTY 01) SUB TOTAL AMOUNT (A): RS. 330,000.00 (INCLUDING TAXES)</p>	1.00 EA	330000.00	330000	28-Dec-18
2	<p>CATERING SERVICES CATERING DINNER (B): A) FOOD FOR 25 PEOPLE AND 20 DAYS ONLY FOR DINNER AT 8PM (APPROX.) I.E. 20 X 25 = 500 SERVINGS B) CHICKEN QORMA OR CHICKEN KARHAI (ALTERNATELY)</p>	1.00 EA	247500.00	247500	28-Dec-18

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S. No.	Item / Description Specification	Qty. (UOM)	PO Price	Extended Amount	Delivery Date
	C) MIX SABZI (CHANGE SABZI DAILY) D) CHAPATI E) CHICKEN BIRYANI / VEGETABLE BIRYANI (ALTERNATELY) F) SALAD G) RAITA H) SOFT DRINK (CHILLED) I) TEA X 2 TIMES PER DAY J) COOKIES X 2 TIME PER DAY (ACCORDING TO REQUIREMENT) CROCKERY & CUTLERY ALONG WITH TABLES / BUFFET, COVERS & ANCILLARY ITEMS SUB TOTAL AMOUNT (B): RS. 247,500.00 (INCLUDING TAXES)				

Total: 577500.00
% GST: Inclusive All Taxes
Total PO Amount: 577500.00
Amount in Words: Five Lakh Seventy Seven
 Thousand Five Hundred
 Only.

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 Purchase Department.
10. Advance Payment subject to Bank Guarantee
11. Specimen(s) and image(s) are available at Purchase Office for reference.
12. CDs / specimen should be returned to the Purchase Office.
13. All rights reserved with IBA. No part or the logo can be printed / copies / transferred in any form without the permission of the IBA authority.
14. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
15. Stamp duty 0.35% for Goods against total value of Work Order will be levied accordingly.
16. IBA, also reserve the right to issue Work Order for any single items to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.



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17. 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.
18. All terms and conditions of tender will be the integral part of this agreement and can't be revoked.



Senior Manager Purchase & Stores



General Manager Administration

Nov 26/18