



**Institute of
Business Administration
Karachi**

Leadership and Ideas for Tomorrow

WORK ORDER

CEE 15 JUN 2015
Kamran Bilgrami

To : M/s Al-Waqad Enterprises
Order No : IBA-MC/PD/P&S/208/0107/2014-15
Date of Issue : June 23, 2015
Date of Delivery : June 25, 2015
Place of Delivery : IBA, Main Campus
Total Amount : **Rs.132,678.00 (Including GST)**
(Rupees One Hundred Thirty Two Thousand Six Hundred Seventy Eight Only)

S. #	Items	Qty	Rate Rs.	Amount Rs.
1	<u>CEE Rexene D-Ring File Folder</u> Size : 12.5" x 11.25" x 2.5" (Closed approx) D-Ring Size : 2.0" Rexene : Leatherite with foam wading Color : Black Front : Embossed Logo Top Centre : IBA Logo Middle Centre : Executive Education Bottom Centre : CEE Logo Inside Pocket Size : 11"x8" (D-Shape) Name Pocket (window style): 4"x3" with pen holder Inside tweed cloth machine stitching/sewing all over edges.	350 Folder	Rs.324.00	Rs.113,400.00
Total			Rs.113,400.00	
17% GST			Rs.19,278.00	
Total Amount			Rs.132,678.00	

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. Penalty 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 charges(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. Specimen(s) and image(s) are available at Purchase Office for reference.

12. 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.
13. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
14. Stamp duty 0.3% for Goods against total value of Work Order will be levied accordingly.



Manager Purchase & Stores

26/07/2015



Registrar