



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

WORK ORDER

To : M/s Hyder Printers
Order No : IBA-MC/PD/P&S/208/0016/2015-16
Date of Issue : August 19, 2015
Date of Delivery : August 22, 2015
Place of Delivery : IBA, Main Campus
Total Amount : **Rs.315,323.19 (Including GST)**
**(Rupees Three Hundred Fifteen Thousand Three Hundred
Twenty Three & Paise Nineteen Only)**

S.#	Specification	Qty	Rate	Amount
1	Brown Folder Size : 13 ½ x 10" Spine 1" back Front Size : Plastic Pocket (4" x 2.5") Inner Side : Paper & Pen plastic pocket (11"x5") Material : Rexene cum plastic Printing : IBA logo on Front (single color) Clip : Lever Clip Good Quality (As Per Sample)	1300 folders	Rs.124.64	Rs.162,032.00
2	Student Hand Book 2015-16 Size : 5.5" x 8.0" (closed size) Title : 260gsm Matt Finish Card Title Printing : 04 + 04 color printing Inner Pages : 92 pages (approx) Grammage : 75gsm offset Pages printing : 01+ 01 color printing Binding : 3 pin binding with crease on both sides Packing : 50 handbook in each packet	1300 books	Rs.58.97	Rs.76,661.00

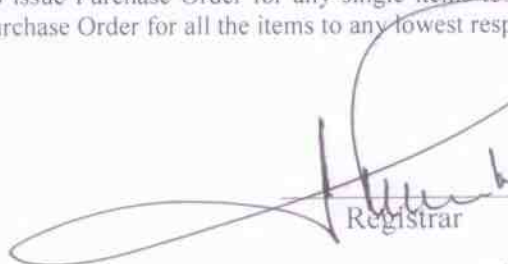
3	Plagiarism Policy Size : 5" x 7.25" (closed size) Title : 260gsm Matt finish Card with Lamination	1400 books	Rs.22.01	Rs.30,814.00
	Title Pages : 02 Pages with 03 color printing			
	Inner Pages : 100gsm offset, Indonesia,			
	Qty Inner Pages : 24 pages (approx) with single color printing			
	Binding : 2 pin binding with crease on both sides			
	Packing : 50 Booklets in each packet			
Total			Rs. 269,507.00	
17% GST			Rs. 45,816.19	
Total Amount			Rs. 315,323.19	

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 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 preferably National Bank of Pakistan.
11. No subletting in any case / item / form will be allowed.
12. Specimen(s) and image(s) are available at Purchase Office for reference.
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 Work Order.
15. Stamp duty 0.3% for Goods against total value of Work Order will be levied accordingly.
16. IBA, also reserve the right to issue Purchase Order for any single items to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.


Manager Purchase & Stores

Aug 19/15


Registrar