



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

WORK ORDER

To : M/s Professional Engineers & Associates
Order No : IBA-MC/PD/CW/208/0071/2016-17
Date of Issue : November 17, 2016
Date of Completion of Work : January 27, 2017
Place of Execution of Work : IBA Boys Hostel, Main Campus
Total Amount : **Rs.873,054.00 (Including Tax)**
(Rupees Eight Hundred Seventy Three Thousand Fifty Four Only)

S#	Description of Items	Approx Qty	Unit	Rates (Rs.)	Amount (Rs.)
1	Providing, Supplying and Applying Weather shield Paint at textured or plain surfaces as per site requirements (preferably ICI) minimum two coats of approved shades to internal / external surfaces prepared smooth with sand paper, filling the depressions with relevant preferably ICI putty filling etc, complete in all respect as per assigned area or as instructed by Maintenance Department	22000	Sq ft	13.00	286,000.00
2	Providing, Supplying and Applying Matt (water based) (preferably ICI) minimum two coats of approved shades to internal / external surfaces prepared smooth with sand paper, filling the depressions with relevant preferably ICI putty filling etc, complete in all respect as per assigned area or as instructed by Maintenance Department.	32600	Sq ft	13.00	423,800.00
Total				Rs709,800.00	
Taxes				Rs163,254.00	
Total Amount				Rs873,054.00	

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Note:

Please note that works/jobs must be executed according to BoQ & amount quoted in Tender Document. Any alteration/change/addition will be communicated in writing and payment will be made only on the basis of Work Order or if any over and excess works/jobs that Variation Order will be acknowledged.


Entry & endorsement in Measurement Book for all jobs done is mandatory. The Measurement Book is to be countersigned by Maintenance Supervisor on each occurrence / daily basis.

The work/jobs must be completed on or before January 27, 2017.

The terms and conditions and scope of work will however, remain same as per tender document vide Tender # CW/01/16-17.

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 & Work Order etc 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. That upon termination of this agreement the contractor shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time
13. Physical inspection will be carried out by Manager General Maintenance and Manager Purchase & Store. Ordered material / paints is subjected to final inspection at the time of delivery at Boys Hostels validated by delivery challan by concern authorized dealer.
14. Material / quantities of this order is subject to final inspection at the time of delivery and calculations by IBA Maintenance / Project Department
15. IBA reserve the right to cancel any or all of the above items if work / material is not in accordance with our specifications or if the delivery is delayed
16. Competent Authority reserves the right to change / alter / remove any item or article reduce / enhance quantity without assigning any reason
17. No subletting in any case / items / form will be allowed
18. That upon termination of this agreement the contractor shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time
19. All equipment, ladders / scaffoldings / platforms for any heights, plungers, brushes, application Rollers, buckets etc. will be brought by the contractors.
20. The contractor will responsible for taking all safety measures during working of his staff at any height / surfaces
21. All surfaces where work was carried out required to be cleaned from stains through related equipment / tools / materials etc.
22. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Work Order.
23. Stamp duty 0.35% against total value of Work Order will be levied accordingly.


Manager Purchase & Stores


Registrar