



IBA Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

WORK ORDER

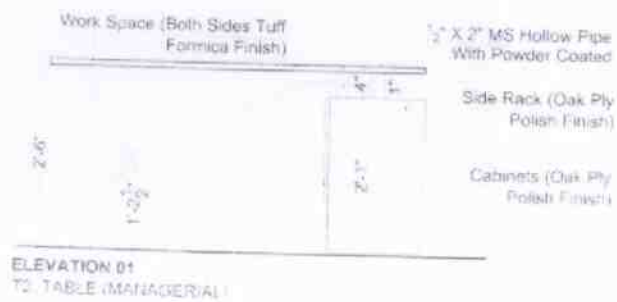
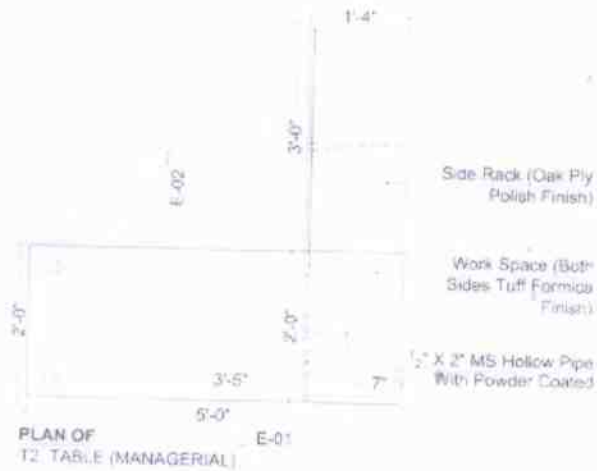
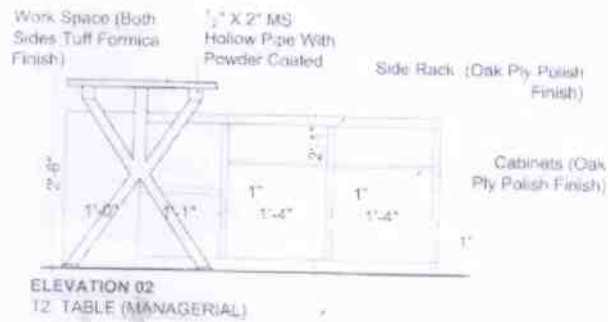
To : M/s Honesty Furnishers
Order No : IBA-MC/PD/FF/208/0040/2016-17
Date of Issue : January 02, 2017
Date of Delivery : February 15, 2017
30 days after approval of samples
Place of Delivery : IBA, Main Campus
Total Amount : **Rs.334,620.00 (Including GST)**
(Rupees Three Hundred Thirty Four Thousand Six Hundred Twenty Only)

S. No.	Item Name	Specification	Quantity	Rate	Amount (Rs.)
				(Rs.)	(Rs.)
1	Office Tables with side tables NEW	Work Station with top 1" thick made of high pressure laminate (0.6 mm thick Tuff by Fomite) pressed on particle board with 2mm thick PVC edging resting on 2" x 1/4" MS strip powder coated from one side and on side rack from other side. Side rack made of particle board pressed with HPL and lipped with PVC edging. Complete as per drawing and cable management.	1	33,300.00	33,300.00
2	Revolving Chair	Functional, ergonomic and eminently aesthetic of manually adjusted controls. Fully Synchronized knee tilt (European-type) mechanism for full body hugging lumbar support regardless of the degree of inclination. Front pivoted for extra stability Fixed position angle control at desired position. Extra torsion adjustment control. Translucent mesh black imported from USA (Matrix Mesh) for extra comfort and flexibility to provide perfect posture support to the user. Lumbar height adjustment-precision point of support for individual body formation with adjustable PU pad (2- 2 1/2" travel). Guaranteed PU Master Molty-Excel Foam with black breathable Mesh Fabric	2	19,400.00	38,800.00

		seat. Adjustable seat height-gas lifts type and swivel. 5-prong pressure die cast Aluminum/Nylon with reinforced fiber glass base of 660mm Dia for added seating support. Twin wheel castors, which meet requirements of BIFMA and DIN standards.			
3	Guest Chairs	Provide and supply visitor chair of master or equivalent Aura ECO VC with AI fabric	4	7,700.00	30,800.00
4	Filing Cabinets	Top 1" thick made of high pressure laminated (0.6 mm thick Tuff by formite) pressed on particle board with 2mm thick pvc edging. CTURE MADE OF laminated board with PVC edging with premium quality hard ware for sliding shutters. Size: 5'-0" x 2'-0" x 2' - 6"	1	24,700.00	24,700.00
5	Small sofa 4 seater with small table	Specification of Sofa Wooden Frame Upholstery with Premium Quality Foam & Fabric / Leatherette / Cloth Color: Grey 6mm Thick Stainless Steel Strip Length: 1300mm Width : 600mm Height: 425 mm Arm Rest Height: 600mm Back Height: 800mm As per Sample Specification of Table Material: Tempered Glass and chrome plating leg Appearance: Modern Folded: No Size: 1100*600 Glass Thickness: 10mm	03 sets	52,800.00	158,400.00
Total				Rs. 286,000.00	
17% GST				Rs. 48,620.00	
Total Amount				Rs. 334,620.00	

DRAWINGS

1. Office Tables with side tables NEW



2. Revolving Chair

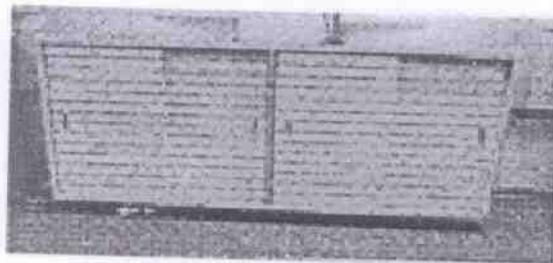
Office Chairs - Mesh
HBC



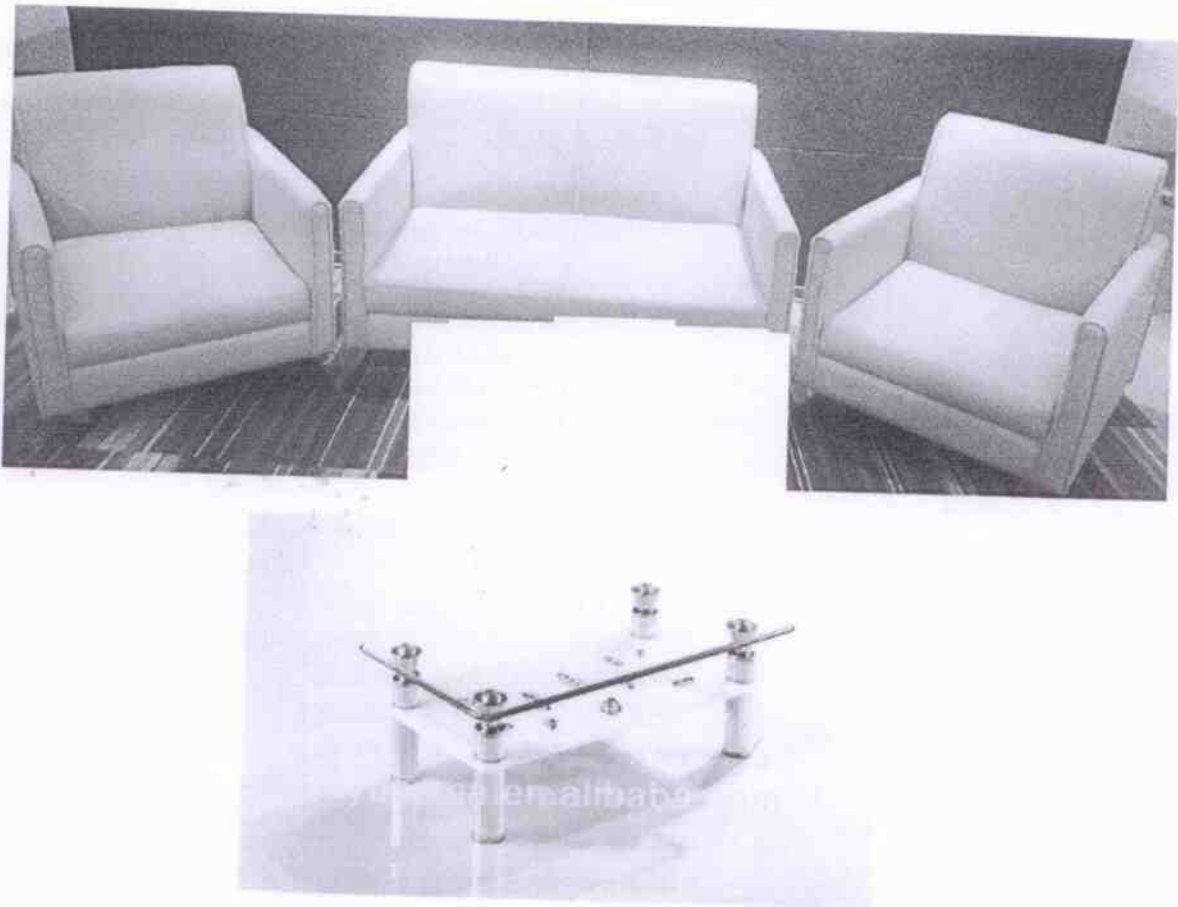
3. Guest Chairs



4. Filing Cabinets




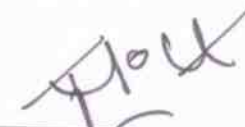
5. Small sofa 4 Seater with small table



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 Finance Department.
10. Advance Payment subject to Bank Guarantee
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 Purchase Order will be levied accordingly.
13. Technical article of furniture items including mattress and their specification must be as same as existing sample at VFR, IBA Staff Town.
14. M/s Inspire Trading Co. must ensure that specified article/items should be presented for approval before start of work. Unavailability of article/items at the time of Work Order or material shortage due to any reason whatsoever would lead to forfeiture of Bid Security.
15. Furniture's material / design and texture in finished form & complete in all respect will be same as the items available in, VFR, IBA Staff Town.


Manager Purchase & Stores


Registrar