



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Work Order

Approval Status: Approved

IBA Karachi
IBA MAIN CAMPUS
KARACHI
Pakistan

Purchase Order IBA-0000000798	Issue Date 08, August, 2018
Payment Terms 30 Days	Ship Via ROAD
Buyer Purchase Department	Phone +922138104700 Ext 2150, 2152, 2112
Requestor Department CED	Currency PKR

Supplier: V00551

Creative Arts
R-161, Sector 9, North Karachi
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>CED CATALOG PRINTING PRINTING & SUPPLY OF CATALOGUE FOR CED SIZE: 11"X8" (CLOSED SIZE)</p> <p>TITLE CARD: 310GSM MATT LAMINATED</p> <p>PRINTING: 5+5 COLOR WITH UV SPOT ON TITLE PAGE</p> <p>CREASE: 02 CREASES (01 FRONT & 01 BACK)</p> <p>BINDING: HOT GLUE STITCH BINDING</p> <p>PAGES: 104 APPROX</p> <p>GRAMMAGE: 128GSM ART PAPER MATT LAMINATED</p> <p>ENVELOP: 135 GSM ART PAPER WITH PRINTING</p> <p>PRINTING: AT LEAST 4 COLOR MACHINE</p>	350.00 EA	512.00	179200	13-Aug-18

Total: 179200.00

% GST: Inclusive All Taxes

Total PO Amount: 179200.00

Amount in Words: One Lakh Seventy Nine
Thousand Two Hundred
Only.

Work Order

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.
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