



**IBA** Institute of  
**Business Administration**  
**Karachi**

**WORK ORDER**

***Leadership and Ideas for Tomorrow***

M/s The Times Press (Pvt) Ltd  
Order No : IBA-MC/PD/P&S/208/0038/2016-17  
Date of Issue : December 15, 2016  
Date of Delivery : 15 working days after getting final approval  
Place of Delivery : IBA, Main Campus  
Total Amount : **Rs.393,120.00 (Including GST)**  
**(Rupees Three Hundred Ninety Three Thousand One Hundred Twenty Only)**

S. #	Description	Qty	Rate	Amount
			Rs.	Rs.
1	<b>Printing of Annual Report 2015-2016</b> <b>Size :</b> 11" x 8" (closed size) <b>Title Card</b> 310gsm matt lamination <b>Printing</b> 5+5 color with UV Spot <b>Crease:</b> 02 creases (01 front & 01 back) <b>Binding</b> Hot glue stitch binding <b>Pages</b> 130 approx <b>Grammage</b> 135gsm art paper matt lamination <b>Envelope</b> 135gsm art paper	1500 Copies & Envelops	224.00	336,000.00
	<b>Total</b>			<b>Rs. 336,000.00</b>
	<b>GST 17%</b>			<b>Rs. 57,120.00</b>
	<b>Total Amount</b>			<b>Rs. 393,120.00</b>

**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
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 Work Order.
15. Stamp duty 0.35% for Goods against total value of Work Order will be levied accordingly.



Manager Purchase & Stores

Dec 15 / 16



Deputy Registrar Dr. Shahid Mir  
15/12/16