



Institute of  
Business Administration  
Karachi

Leadership and Ideas for Tomorrow

## Work Order

Approval Status: Approved

**IBA Karachi**  
IBA MAIN CAMPUS  
KARACHI  
Pakistan

<b>Purchase Order</b> IBA-0000001171	<b>Issue Date</b> 29, October, 2018	
<b>Payment Terms</b> 30 Days	<b>Ship Via</b> ROAD	
<b>Buyer</b> Purchase Department	<b>Phone</b> +922138104700 Ext 2150, 2152, 2112	<b>Currency</b> PKR
<b>Requestor Department</b> Administration		

**Supplier:** V00938

Manzoor  
Sons  
Caterers  
Decorators  
Manzoor Mension Burns Road  
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	CONVOCATION – TENTAGE AND DECORATION TENTAGE & DECORATION FOR CONVOCATION 2018 1. REHEARSAL ON 29 NOV-2018 2. CONVOCATION ON 1ST DEC-2018 M/S.MANZOOR SONS S. # DESCRIPTION QTY DAYS RATE (RS.) AMOUNT (RS.) (A) COMPLETE VENUE SETUP INCLUDING: 1 (A) (A) FRILL MARQUEE WITH WALL PANELS TO COVER ENTIRE CONVOCATION PANDAL (CRICKET GROUND) 1 3 175,000.00 525,000.00 SIZE: 64800 SQ.FT (APPROX.) (B) AIR CONDITION SYSTEM COMPLETE IN ALL RESPECT TO PROVIDE COOLING FOR TEMPERATURE CONTROL IN THE MARQUEE OF CONVOCATION 64800 SQ.FT COVERED AREA (CRICKET GROUND): 1 JOB 1 480,000.00 I. 160 TONS I.E. (4 TON X 40 FLOOR STANDING UNITS) WITH GENERATOR (DIESEL PROVIDED BY IBA, KARACHI) II. VEHICLE MOUNTED WITH GENERATORS ECHO LESS HIGH BLOW UNITS 50 TONS / I.E. (25 TON X 2 HIGH BLOW UNITS) (DIESEL PROVIDED BY IBA, KARACHI)	1.00 EA	2012550.00	2012550	1-Dec-18

## Work Order

S. No.	Item / Description Specification	Qty. (UOM)	PO Price	Extended Amount	Delivery Date
	<p>2 PRESIDENTIAL CHAIR 1 1 2,250.00 2,250.00</p> <p>3 VVIP CHAIRS 8 1 2,250.00 18,000.00</p> <p>4 HEAD TABLE TO SEAT 6 PERSONS ON STAGE WITH STAIRS (TWO SIDES) STAIRS SHOULD BE IN WOODEN &amp; IN GOOD QUALITY (WITH FLOWER ARRAY / DECORATION AND WITH TABLE COVER AND SKIRTING) 1 1 36,000.00 36,000.00</p> <p>5 STAGE SIZE: 36' X 24' 1 3 9,600.00 28,800.00</p> <p>6 STAGE CARPET COLOR = BEIGE COLOR 36'X24' 2 9,000.00 18,000.00</p> <p>7 TWO SEATER SOFAS (150 FOR GUEST &amp; VVIP IN MAIN PANDAL) 150 1 1,500.00 225,000.00</p> <p>CHAIRS LOW BACK (FOAMY BACK &amp; SEAT)</p> <p>8 (A) BLACK COVER - LOW BACK CHAIR 2200 1 65.00 143,000.00</p> <p>(B) BLACK COVER - LOW BACK CHAIR 800 2 65.00 104,000.00</p> <p>9 PEDESTAL METALLIC CIRCULATION FANS 150 1 400.00 60,000.00 (GOOD QUALITY &amp; SOUNDLESS)</p> <p>10 CENTER TABLES WITH COVER / GLASS TOP 45 1 500.00 22,500.00</p> <p>11 SPOTLESS (MAROON COLOR) CARPETING IN MAIN VENUE - CRICKET GROUND. (OPPOSITE TO STAGE TILL FIRST LINE OF GUEST) - PICTURE ATTACHED. 1 JOB 1 60,000.00 60,000.00</p> <p>(B) LIGHTING &amp; LUMINARIES:</p> <p>12 LIGHTING IN CONVOCATION MARQUEE (CRICKET GROUND) &amp; REFRESHMENT AREA (CANOPY STYLE) 1 JOB 1 100,000.00 100,000.00</p> <p>13 LIGHTING BEHIND TABBA BLOCK FOR GROUP PHOTO SESSION. 1 JOB 1 15,000.00 15,000.00</p> <p>14 LIGHTING IN PARKING AREA, OPPOSITE IBA MAIN GATE, GATE 2, 3, AND GATE 1, ON WAY OF GATE 3A TO CONVOCATION 1 JOB 1 100,000.00 100,000.00</p> <p>15 SPOT LIGHTING FOR TABBA ACADEMIC BLOCK, STUDENT'S CENTER, MIAN ABDULLAH LIBRARY, G&amp;T AUDITORIUM, ADAMJEE ACADEMIC BLOCK AND FAUJI FOUNDATION BUILDINGS 1 JOB 1 75,000.00 75,000.00</p> <p>SUB TOTAL (B) RS. 290,000.00</p> <p>TOTAL (A) + (B) RS. 2,012,550.00</p>				



## Work Order

S. No.	Item / Description Specification	Qty. (UOM)	PO Price	Extended Amount	Delivery Date
	13% SST RS. 261,632.00 GRAND TOTAL AMOUNT RS. 2,274,182.00				

**Total:** 2012550.00  
**13% GST:** 261631.5  
**Total PO Amount:** 2274181.50  
**Amount in Words:** Twenty Two Lakh Seventy Four Thousand One Hundred Eighty One and paise Fifty Only.

### 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

Oct 29/18

# Decoration Services for Convocation-2018

Re-Tender # MISC/02/18-19

				M/s. Manzoor Sons	
S. #	Description	Qty	Days	Rate (Rs.)	Amount (Rs.)
<b>(A) Complete Venue Setup Including:</b>					
1	(a) (a) Frill Marquee with wall panels to cover entire Convocation Pandal (Cricket Ground) Size: 64800 sq.ft (approx.)	1	3	175,000.00	525,000.00
	(b) Air Condition System Complete in all respect to provide cooling for temperature control in the Marquee of Convocation 64800 sq.ft covered area (Cricket Ground): i. 160 tons i.e. (4 ton x 40 Floor Standing Units) with Generator (Diesel Provided by IBA, Karachi) ii. Vehicle mounted with Generators Echo less High Blow Units 50 tons / i.e. (25 ton x 2 high blow units) (Diesel Provided by IBA, Karachi)	1 Job	1		480,000.00
2	Presidential Chair	1	1	2,250.00	2,250.00
3	VVIP Chairs	8	1	2,250.00	18,000.00
4	Head Table to seat 6 persons on stage with Stairs (Two Sides) Stairs should be in Wooden & in good quality (with flower array / decoration and with table cover and skirting)	1	1	36,000.00	36,000.00
5	Stage Size: 36' x 24'	1	3	9,600.00	28,800.00
6	Stage Carpet Color = Beige Color	36'x24'	2	9,000.00	18,000.00
7	Two Seater Sofas (150 for Guest & VVIP in Main Pandal)	150	1	1,500.00	225,000.00
<b>Chairs Low Back (foamy back &amp; seat)</b>					
8	(a) Black Cover - Low Back Chair	2200	1	65.00	143,000.00
	(b) Black Cover - Low Back Chair	800	2	65.00	104,000.00
9	Pedestal Metallic Circulation Fans (Good Quality & Soundless)	150	1	400.00	60,000.00
10	Center Tables with cover / Glass Top	45	1	500.00	22,500.00
11	Spotless (Maroon Color) Carpeting in main venue - Cricket Ground. (Opposite to Stage till First line of Guest) – Picture attached.	1 Job	1	60,000.00	60,000.00
<b>(B) Lighting &amp; Luminaries:</b>					
12	Lighting in Convocation marquee (Cricket Ground) & Refreshment area (canopy style)	1 Job	1	100,000.00	100,000.00
13	Lighting behind Tabba Block for Group Photo session.	1 Job	1	15,000.00	15,000.00
14	Lighting in Parking Area, Opposite IBA Main Gate, Gate 2, 3, and Gate 1, on way of Gate 3A to Convocation	1 Job	1	100,000.00	100,000.00
15	Spot lighting for Tabba Academic Block, Student's Center, Mian Abdullah Library, G&T Auditorium, Adamjee Academic Block and Fauji Foundation Buildings	1 Job	1	75,000.00	75,000.00
<b>Sub Total (B)</b>				Rs. 290,000.00	
<b>Total (A) + (B)</b>				Rs. 2,012,550.00	
<b>13% SST</b>				Rs. 261,632.00	
<b>Grand Total Amount</b>				Rs. 2,274,182.00	