



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-0000000276	Issue Date 31, January, 2018
Payment Terms 30 Days	Ship Via ROAD
Buyer Purchase Department	Phone +922138104700 Ext 2150, 2152
Requestor Department Administration	Currency PKR

Supplier: V00758
Inspire
Trading Co
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	WORK STATION WORK STATION MASTER ALUMINUM WORKSTATION, TOTAL BASED ON CUSTOMIZATION AS PER APPROVED STANDARD OF SIZE. ANODIZED ALUMINUM PANEL (SILVER COLOR), ARCH SHAPE PANEL END POST, PANEL FINISH ABOVE THE WORKTOP IN TACKABLE BOARD WITH THE APPROVED BEST QUALITY FABRIC COLOR MO-437 WITH GLASS & UNDER THE WORKTOP PANEL IN FORMITE LAMINATE # 7417, PANEL HEIGHT AND WIDTH AS PER PROVIDED DRAWING, PANEL SECTION IN ALUMINUM PROFILE, POLE FOR PANEL IN ALUMINUM WITH THE BALANCER FOR HEIGHT ADJUSTMENT, PANEL TOP TRIM COVER IN ALUMINUM (SILVER COLOR) AND BALANCER ON BOTTOM OF PANEL FOR HEIGHT ADJUSTMENT. PANEL CENTRE BEAM FOR WORKTOP HOLDING WITH COUNTER TOP BRACKET. WORKTOP SIZES AS PER PROVIDED DRAWING, WORKTOP THICKNESS 1 INCH IN LAMINATE FINISH WITH PVC LIPPING ON EDGES WIRE CAP ON WORKTOP. IMPORTED M.S. POWDER COATED LEG. ACCESSORIES:- · IMPORTED KEY BOARD TRAY, · IMPORTED MOBILE CPU HOLDER. · MOBILE DRAWER COMPLETE IN ¾" THICK IN FORMITE LAMINATE FINISH (INCLUDING DRAWER INNER SIDE) WITH	4.00 EA	60500.00	242000	2-Mar-18



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S. No.	Item / Description Specification	Qty. (UOM)	PO Price	Extended Amount	Delivery Date
	PVC LIPPING ON EDGES, CENTRAL LOCK, BALL BEARING CHANNELS & MASTER HANDLES. RACE WAY IN ALUMINIUM FOR WIRE MANAGEMENT WITH PUNCHED CORNER POST ON PANEL & FIXTURE FOR CORNER WIRING.				
2	OFFICE SIDE TABLE SIZE: 3'¼" X 16" X 2'½" SPECIFICATION: ALL ROUND OAK WOOD FINISHED BEADING WITH TWO SLIDING DOORS & 2 DRAWERS, AND 6 MM THICK CLEAR GLASS TOP WITH MACHINE POLISH EDGES. DRAWERS & DOORS LOCKS (KGI OR EQUIVALENT) S.S. KNOBS & DOOR HANDLES (AS PER SAMPLE) FORMITE # 7417	3.00 EA	10900.00	32700	2-Mar-18
3	BOOK SHELF SIZE: 6'(H) X 3'(L) X 15"(D) MADE STANDING CABINET WITH 5 SHELVES, COMPLETE OAK ¾", ALL ROUND OAK WOOD BEADING, FINISHED DESIGN AS PER APPROVED DESIGN (FORMITE # 7417)	3.00 EA	9500.00	28500	2-Mar-18
4	WORK DESK SIZE: 2'-5" X 8' X 1.5' SPECIFICATION: FOLDING WITH HONGES TYPE, ROUND OAK WOOD BEADING, FINISHED LASANI LAMINATION FORMICA (FORMITE # 7417)	1.00 EA	16500.00	16500	2-Mar-18
5	MEETING TABLE FOR 8 PERSONS WORKTOP IN LAMINATE FINISH (FORMITE # 7417) ON 1" THICK MDF WITH PVC LIPPING ON EDGES, IMPORTED M.S. POWDER COATED FRAME STRUCTURE WITH ALUMINUM CHROME FINISH LEG. SIZES 30"H X 36"W X 96"L. AND 03 # OF TOP CENTER FIXED POP-UP BOX.	1.00 EA	60500.00	60500	2-Mar-18

Total: 380200.00

17% GST: 64634

Total PO Amount: 444834.00

Amount in Words: Four Lakh Fourty Four Thousand Eight Hundred Thirty Four Only.

Terms & Conditions:

1. Material of this order is subject to final inspection at the time of delivery.

Work Order

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

Jan 31/18