



Institute of  
Business Administration  
Karachi

Leadership and Ideas for Tomorrow

## Work Order

Approval Status: Approved

**IBA Karachi**  
IBA MAIN CAMPUS  
KARACHI  
Pakistan

Approval Status: Approved

<b>Purchase Order</b> IBA-0000003974	<b>Issue Date</b> 10, October, 2019	
<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 S. # DESCRIPTION QTY DAYS RATE (RS.) AMOUNT (RS.) (A) COMPLETE VENUE SETUP INCLUDING: 1 (A) FRILL MARQUEE WITH WALL PANELS TO COVER ENTIRE CONVOCATION PANDAL (CRICKET GROUND) SIZE: 64800 SQ.FT (APPROX.) 1 3 200,000.00 600,000.00 (B) AIR CONDITION SYSTEM (NOISE LEVEL 60 DB). COMPLETE IN ALL RESPECT TO PROVIDE COOLING FOR TEMPERATURE CONTROL IN THE MARQUEE OF CONVOCATION 64800 SQ.FT COVERED AREA (CRICKET GROUND): 1 JOB 1 650,000.00 650,000.00  I. 160 TONS I.E. (4 TON X 40 FLOOR STANDING UNITS) WITH GENERATOR (DIESEL PROVIDED BY IBA, KARACHI). (NOISE LEVEL 60 DB). THE GENERATOR SHOULD BE SOUND PROOF ENSURING THAT IT DOESN'T COST DISTURBANCE (NOISE LEVEL 60 DB). II. VEHICLE MOUNTED SOUND PROOF HIGH BLOW UNITS 100 TONS / I.E. (25 TON X 4 HIGH BLOW UNITS) WITH	1.00 EA	2908281.00	2908281	7-Dec-19

**Main Campus:** University Road, Karachi. Postal Code: 75270 UAN: 111-422-422 Tel: (92-21) 38104700 Fax: (92-21) 38103007  
**City Campus:** Garden/Kiyani Shaheed Road, Karachi. Postal Code: 74400 Tel: (92-21) 38104701 Fax : (92-21) 38103008

**Website:** www.iba.edu.pk **Email:** info@iba.edu.pk

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S. No.	Item / Description Specification	Qty. (UOM)	PO Price	Extended Amount	Delivery Date
	<p>GENERATOR (DEISEAL PROVIDED BY IBA, KARACHI)  THE GENERATOR SHOULD BE SOUND PROOF ENSURING THAT IT DOESN'T COST DISTURBANCE (NOISE LEVEL 60 DB).</p> <p>2 PRESIDENTIAL CHAIR 1 1 2,300.00 2,300.00</p> <p>3 VVIP CHAIRS 10 1 2,300.00 23,000.00</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' (HEIGHT 4FT) 1 3 66,300.00 198,900.00</p> <p>6 STAGE CARPET COLOR = BEIGE COLOR 36'X24' 2 9,000.00 18,000.00</p> <p>7 TWO SEATER SOFAS 150 1 2,000.00 300,000.00  (150 FOR GUEST &amp; VVIP IN MAIN PANDAL)</p> <p>CHAIRS LOW BACK (FOAMY BACK &amp; SEAT)</p> <p>8 (A) BLACK COVER - LOW BACK CHAIR 2300 1 65.00 149,500.00  (B) BLACK COVER - LOW BACK CHAIR 900 2 65.00 58,500.00</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) 1 JOB 1 60,000.00 60,000.00</p> <p>(B) LIGHTING &amp; LUMINARIES: 2,178,700.00</p> <p>12 INSTALLATION OF TRUSSING WITH PERKIN LIGHTS ON STAGE (TRUSSING SHOULD BE IN GOOD CONDITION) HEIGHT AND WIDTH AS PER STAGE SIZE: 36'X24' 1 JOB 1 100,000.00 100,000.00</p> <p>13 LIGHTNING IN CONVOCATION MARQUEE (CRICKET GROUND) &amp; REFRESHMENT AREA (CANOPY STYLE) 1 JOB 1 100,000.00 100,000.00</p> <p>14 LIGHTNING BEHIND TABBA BLOCK FOR GROUP PHOTO SESSION. 1 JOB 1 20,000.00 20,000.00</p> <p>15 LIGHTNING IN PARKING AREA,</p>				



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S. No.	Item / Description Specification	Qty. (UOM)	PO Price	Extended Amount	Delivery Date
	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 16 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 SUB TOTAL (B) RS. 395,000.00 TOTAL (A) + (B) RS. 2,573,700.00 13% SST RS. 334,581.00 GRAND TOTAL AMOUNT RS. 2,908,281.00				

**Total:** 2908281.00

**% GST:** Inclusive All Taxes

**Total PO Amount:** 2908281.00

**Amount in Words:** Twenty Nine Lakh Eight  
Thousand Two Hundred  
Eighty One 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

*[Signature]*  
3/10/19

## Work Order

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.

  
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**Senior Manager Purchase & Stores**

*Oct 19/19*

  
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**Acting General Manager Administration**

*10/10/19*