



Institute of  
Business Administration  
Karachi

## Work Order

Leadership and Ideas for Tomorrow

**IBA Karachi**  
IBA MAIN CAMPUS  
KARACHI  
Pakistan

**Approval Status:** Approved

<b>Purchase Order</b> IBA-0000000972	<b>Issue Date</b> 12, September, 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> Computer Science		

**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	ANNUAL REPORT PRINTING OF ANNUAL REPORT  SIZE: 11"X8" (CLOSED SIZE)  TITLE CARD: 310GSM MATT LAMINATED  PRINTING: 4+4 COLOR WITH UV SPOT  CREASE: 02 CREASES (01 FRONT & 01 BACK)  BINDING: HOT GLUE STITCH BINDING  PAGES: 130 APPROX  GRAMMAGE: 135GSM ART PAPER  ENVELOP: 135 GSM ART PAPER WITH PRINTING  PRINTING: AT LEAST 4 COLOR MACHINE	2000.00 EA	274.00	548000	30-Nov-18

**Total:** 548000.00

**% GST:** Inclusive All Taxes

**Total PO Amount:** 548000.00

**Amount in Words:** Five Lakh Fourty Eight Thousand 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

Oct 17/18