



**Institute of  
Business Administration  
Karachi**

*Leadership and Ideas for Tomorrow*

### WORK ORDER

To : M/s Hyder Printers  
Order No : IBA-MC/PD/P&S/208/0078/2016-17  
Date of Issue : May 8, 2017  
Date of Delivery : 10 working days after getting final approval  
Place of Delivery : IBA, Main Campus  
Total Amount : **Rs.799,000.20.00(Including GST)**  
**(Rupees Seven Hundred Ninety Nine Thousand & Paisa  
Twenty Only)**

S. #	Description	Qty	Rate	Amount
01	<p><b><u>Designing, Composing &amp; Printing of Program Announcement 2017-18:</u></b></p> <p><b>Size of Document:</b> 11 x 8.5 (closed size) as per sample</p> <p><b>Type of Binding:</b> 02 pin Binding / Hot Glue Stitch binding (non shearing)</p> <p><b>Type of Printing:</b> 05 + 05 color printing</p> <p><b>Total Pages:</b> 200 Pages total (Including Title page, rear page and 01 Map pull out page) as per sample</p> <p><b>Total Leaves:</b> 100 Leaves (approx)</p> <p><b>Title Cover of Booklet:</b> 310gsm art card 04 color printing, lamination, spot UV size (10.75 x 8.25) close size</p> <p><b>Grammage of Paper &amp; Origin:</b> 128gsm, matt finish paper(Indonesia)</p> <p><b>Total Photographs:</b> Specs will be according to design &amp; art work of 350 pictures and graphics</p> <p><b>Envelope:</b> 02 color printing on 150gsm matt finish with pasting according to specimen</p> <p><b>Designing &amp; Composing:</b> Aesthetic Designing &amp; Composing with the consent of concerned authorities.</p>	1700 copies & envelopes	Rs.401.71	Rs.682,906.15
<b>Total</b>			<b>Rs. 682,906.15</b>	
<b>17% GST</b>			<b>Rs. 116,094.05</b>	
<b>Total Amount</b>			<b>Rs. 799,000.20</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. A 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 Finance Department.
10. Advance Payment subject to Bank Guarantee.
11. CDs / specimen should be returned to the Purchase Office.
12. 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.
13. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
14. Stamp duty 0.35% for Goods against total value of Purchase Order / Work Order will be levied accordingly.
15. Any addition/reduction in page(s) quantity will be based on approved per page rate Rs. 1.90 exclusive of GST should be charged.
16. A dedicated full time Designer & Composer should be provided by the printer at their own remuneration, charges and expenses etc.

### **Important:**

1. A dedicated full time Designer & Composer should be provided by the printer at their own remuneration, charges and expenses etc.
2. Photographs scanning and printing to be of high quality.
3. Binding to be of high quality.
4. Timely Delivery.



Sr. Manager Purchase & Stores

May 08/17



G.M. Admin