



Institute of  
Business Administration  
Karachi

Leadership and Ideas for Tomorrow

### WORK ORDER

To : M/s Faisal Trading Corporation  
Order No : IBA-MC/PD/CW/208/0073/2016-17  
Date of Issue : April 12, 2017  
Date of Completion of Work : May 31, 2017  
Place of Execution of Work : Staff Town House # B-8  
Total Amount : **Rs.988,608.00 (Including Tax)**  
**(Rupees Nine Hundred Eighty Eight Thousand Six Hundred Eight Only)**

MASONRY / PLASTER WORK				
S#	Place	Approx. Qty (s/ ft)	Rate	Amount
1	<b>Plaster Repair Works</b> Providing and applying at any height cement and sand plaster (1:6) to walls, roof, beams etc., making edges and corners including preparation of surface before plastering finishing curing etc complete in all respect (including cost of all usable instruments / equipment) (Actual Quantities as per site requirement)	1000	Rs.46/-	Rs.46,000.00
2	<b>Dismantling / demolition / removal of masonry works</b> Dismantling / cutting / removal of existing masonry walls, floors / mosaics including wall chipping, partitions, false ceilings, including removal of debris from site and handing over IBA properties to IBA rep etc complete in all respect as per site requirements (Actual Quantities as per site requirement)	1200	Rs.26/-	Rs.31,200.00
REPAIR RENOVATION OF KITCHEN				
S#	Detail of Work	Approx. Qty	Rate	Amount
1	<b>Providing and fixing in position cabinets</b> of the following types consisting of ¾ inch thick MDF laminated board boxing, tuff Formica finished shutters, Partial wood frames / lipping / beading, lacquer polish to wood surfaces including all hardware and accessories complete in all respect as per approved shade / color; drawing or as			

	indicated by Maintenance Manager as per site requirements 1. Fixing of Doors with frame to structure 2. Hanging Cabinets 16 inch deep 24 inch high	22 r / ft 24 sq ft	Rs.725/- Rs.1,065/-	Rs.15,950.00 Rs.25,560.00
2	<b>Providing / fixing Tiles</b> (Imported China made Tiles basic price Rs 750/00 per sq meters) or equivalent Standard / Quality of size 10 x 13 in size above slabs and floors / walls including all costs of material / bonds grouting etc. complete in all respect as instructed by Maintenance Dept.	500 sq ft	Rs.210/-	Rs.105,000.00
3	<b>Providing and fixing SS kitchen sink</b> into marble slab (34x14) inch or in similar length x breadth) double bowl including all accessories such uPVC waste pipe, coupling bracket set, and all joints to service and drains plugging and screwing as necessary to the structure complete in all respect as per site requirement or instructions of Maintenance Department.	One	Rs.6,900/-	Rs.6,900.00
4	<b>Providing and fixing in position Marble slabs / counter tops</b> as per size and exiting drawing with cuttings for hob and kitchen sink of given size (Tippy or equivalent) with 2 inch skirting pasted with chemical jelly / bond	25 x 2 sq ft (approx.) as per site req	Rs.448/-	Rs.22,400.00
5	<b>Providing and fixing in Kitchen</b>  1x kitchen hot / cold water mixtures local made high neck with brass spindles stainless steel chrome finish etc (basic price Rs 2,500/00 per set) including all joints to service / plugging and screwing as necessary to the structure complete in all respect as per site requirement or instructions of Maintenance Department.	one	Rs.6,900/-	Rs.6,900.00

REPAIR RENOVATION OF BATHROOMS				
S #	Detail of Work	Qty	Rate	Amount
1	<b>Providing / Fixing Tiles</b> (Imported China made Tiles basic price Rs 750/00 per sq meters) or equivalent Standard / Quality of size 10 x 13 in size above slabs and floors / walls including all costs of material / bonds grouting etc. complete in all respect as instructed by Maintenance Dept.	500 sq ft	Rs.210/-	Rs.105,000.00
2	<b>Providing and fixing Western / English WC</b> one piece type (of approved local high quality and color; basic price Rs 4000/00 per single piece) with	3	Rs.9,590/-	Rs.28,770.00

	commode seat, flush tank, including fittings, flushing pipe, thimble, making all joints to services and drains; plugging and screwing as necessary to the structure complete in all respect as per site requirement			
3	<b>Providing and fixing Wash basin with pedestal</b> (of approved local high quality and color; basic price Rs 2500/00 per single piece) all accessories such as basin mixture, tee stop cock with check nuts, CP, Flexible pipe, uPVC waste pipe, waste coupling bracket set, CP bottle trap and silicon sealant, all joints to services and drain, plugging and screwing as necessary to the structure etc, complete in all respect as per site requirement	3	Rs.10,400/-	Rs.31,200.00

4	<b>Providing and fixing in Bathrooms:</b> Providing and fixing bathroom sanitary sets with accessories including fixing with rowel plug of approved quality complete in all respect <ul style="list-style-type: none"> <li>• 3xBathroom Shower sets local made brass spindles (7 pieces) as per approved quality / color (basic price Rs 4,500/00 per set) complete in all respect plugging and screwing as necessary to the structure etc, complete in all respect as per site requirement</li> <li>• 3xbathroom accessories set (Plastic or SS) 7 pieces each as per approved quality / color (basic price Rs 1,900/00 per set)</li> </ul>	3	Rs.14,900/-	Rs.44,700.00
5	Providing & fixing, jointing , testing of PPR pipe including specials fittings such as hanging system, socket, tees, elbow, bends, reducers, plugs and unions etc supported or buried in walls / floor or suspended from roof slab as per specification complete in all respect. <ol style="list-style-type: none"> <li>1. ¾ inch dia</li> <li>2. 1 inch dia</li> </ol>	200 r / ft 200 r / ft	Rs.170/- Rs.310/-	Rs.34,000.00 Rs.62,000.00

**CARPENTRY JOBS (PROVIDING AND FIXING INCLUDING REPAIR JOBS)**

S #	Detail of Work	Qty	Rate	Amount
1	Repair and maintenance of all existing doors / windows and Kitchen cabinets including scrubbing / polishing (lacquer or wood) and providing and fixing of hinges / tower bolts etc as per site requirement or as directed by maintenance department or site			



requirement			
Doors			
1x hanging door	17	Rs.1,800/-	Rs.30,600.00
Windows	10	Rs.1,450/-	Rs.14,500.00
Ventilators	5	Rs.1,000/-	Rs.5,000.00

2.	Providing and fixing 4 mm thick glasses in existing windows, ventilator etc (Ghani or equivalent) as per sizes complete in all respect as per site requirement	Rates will be as per sq ft provided	Rs.190/sft	-
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#### **REPAIR MAINTENANCE OF SEWERAGE LINES / MANHOLES**

S#	Detail of Work	Approx. Qty	Rate	Amount
1	Providing and fixing uPVC class "B" pipe for sewer system including excavation preparation of smooth bed and back filling complete in all respect 1. 6 inch dia	80 r / ft	Rs.510/-	Rs.40,800.00
2	Making / arrangement sewer / water supply connection with existing main water / sewer line complete in all respect as necessary for making the connection to building / toilets / kitchen 1. 4 inch dia	100 r / ft	Rs.450/-	Rs.45,000.00
3	Providing and fixing Man hole covers with base of sizes as under:			
	18 inch round shape	4	Rs.9,500/-	Rs.38,000.00
	12 inch square shape	5	Rs.5,500/-	Rs.27,500.00

#### **REPAIR MAINTENANCE OF NATURAL GAS LINE**

S#	Detail of Work	Approx. Qty	Rate	Amount
1	Providing and fixing jointing GI pipe lines for Gas supply medium quality IIL. Including special sockets, tee, elbow, bend, reducer plug and union etc.) Supported on walls or suspended from roof slab, including protective coating or black tapping complete in all respect as per available drawing or as directed. 1. ½ inch dia pipe fittings	40 r / ft	Rs.198/-	Rs.7,920.00
2	Providing and fixing gas cocks of approved quality of gas company including all accessories complete in all respect 2. ½ inch dia	02 in nos	Rs.400/-	Rs.800.00

#### **PATHWAY PAVERS OR GARDEN TILES (CLAY TYPE)**

S #	Detail of Work	Approx. Qty	Rate / rft	Amount
1	The sides alongside boundary walls and main pathway to be provided with Garden Tiles 1x1 ft. of approved design joined with cement etc complete in	100 r / ft	Rs.165/-	Rs.16,500.00

all respect.			
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<b>REPAIR AND MAINTENANCE OF MOSAIC FLOORS</b>				
<b>S#</b>	<b>Detail of Work</b>	<b>Approx. Qty</b>	<b>Rate / sq ft</b>	<b>Amount</b>
1	All House Mosaic Floor, repair / maintenance including grouting and Polishing Works complete in all respect	1500 sq ft	Rs.50.00	Rs.75,000.00
<b>Total</b>			Rs.867,200.00	
<b>Tax</b>			Rs.121,400.00	
<b>Total Amount</b>			Rs.988,608.00	

**Note:**

Please note that works/jobs must be executed according to BoQ & amount quoted in Tender Document. Any alteration/change/addition will be communicated in writing and payment will be made only on the basis of Work Order or if any over and excess works/jobs that Variation Order will be acknowledged.

Entry & endorsement in Measurement Book for all jobs done is mandatory. The Measurement Book is to be countersigned by Maintenance Supervisor on each occurrence / daily basis.

The work/jobs must be completed on or before May 31, 2017.

The terms and conditions and scope of work will however, remain same as per tender document vide Tender # CW/04/16-17. Schedule of Requirement / BoQ is attached.

**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 & Work Order etc should be submitted to Finance Department.

10. Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
11. No subletting in any case / item / form will be allowed.
12. That upon termination of this agreement the contractor shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time
13. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Work Order.
14. Stamp duty 0.35% against total value of Work Order will be levied accordingly.
15. All equipment, ladders / scaffoldings / platforms for any heights, plungers, brushes, application Rollers, buckets etc. will be brought by the contractors.
16. The contractor will responsible for taking all safety measures during working of his staff at any height / surfaces
17. All surfaces where work was carried out required to be cleaned from stains through related equipment / tools / materials etc.
18. 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.
19. All terms and conditions of tender will be the integral part of this agreement and can't be revoked.

  
Sr. Manager Purchase & Stores

Apr 17/17

  
G.M. Admin