



**IBA** Institute of  
**Business Administration**  
**Karachi**

*Leadership and Ideas for Tomorrow*

**PURCHASE ORDER**

To : M/s Gujrat Steel (Pvt) Ltd  
Order No : IBA-MC/PD/EM/206/0225/2016-17  
Date of Issue : January 24, 2017  
Date of Delivery : February 28, 2017  
Place of Delivery : IBA, Main Campus  
Total Amount : **Rs.888,147.00 (Including GST)**  
**(Rupees Eight Hundred Eighty Eight Thousand One Hundred Forty Seven Only)**

S#	Items	Qty	Rate (Rs.)	Amount (Rs.)
1	<b>Steel File Cabinet</b> Size: 51"H x 18"W x 24"D Color: Off-white / Beige 4 drawer's filling cabinet Material CRC E.G. grade 1 imported, thickness 0.8mm to 2mm Drawer running on double ball bearing system All drawers have built-in handle and card frame Drawers have cradle for hanging craft pockets. Cabinet fitting with cylinder lock & keys in duplicate. Safety lock mechanism which allows one drawer to opens at one time Safety lock mechanism Over baked paint with complete process like degreasing, derusting & phosphating two under coat, two coat final baked paint Packed in polythene sheet	04 units	11,900.00	47,600.00
2	<b>Steel File Rack</b> Size: 6'H x 48"W x 15"Deep Color: Grey CRC E.G. grade 1, imported materials are used. Upright: 1/1-2" x 1/1-2" x 2mm thick Shelves Made of 1mm (20 Gauge)	09 units	9,900.00	89,100.00

	Shelving Size: 48"x15" with 5 shelves including top & bottom. Installed with back & side strip of rack. Load bearing capacity 80 to 90 kgs/pr Level. Adjustable shelving system. Corner plates are used to strength with upright 2mm thick. Galvanized nuts, bolts & washers are used. Oven baked paint at 150°C with complete process like degreasing, derusting & phosphating. Packed in polythene sheet			
3	<b>Compress Filling System with Fitting</b> Size: 84height x 120 width x 28 depth Each rack 6 shelve 5 compartment with track and heavy duty baring handle powder coated gray color sheet gauge 20swg MS angle 14 gauge unit approximately 2000kg loading capacity with staring wheel handle	08 units	77,800.00	622,400.00
<b>Total</b>			<b>Rs. 759,100.00</b>	
<b>17% GST</b>			<b>Rs. 129,047.00</b>	
<b>Total Amount</b>			<b>Rs. 888,147.00</b>	

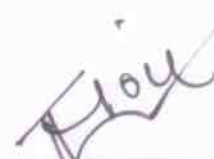
### Terms & Conditions:

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. 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. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
12. Stamp duty 0.35% for Goods against total value of Purchase Order will be levied accordingly.
13. The validity of the contract will be effective from the date of issue of Purchase Order.
14. All terms and conditions of tender vide # ME/03/16-17 will be the integral part of this agreement and can't be revoked.

15. Life Insurance / Security of worker will be the responsibility of manufacturers / companies / distributor / dealers / suppliers / firm. IBA will not be responsible for any mishap
16. Manufacturers / companies / distributor / dealers / suppliers / firm will provide all required / necessary labor(s) / transportation(s) / cartage(s) what so ever required to complete the work.
17. Any or all damage(s) during supply & fixing the item(s) will be made good/replace by the manufacturers / companies / distributor / dealers / suppliers / firm at his cost & expense with complete satisfaction of the IBA authority.
18. All logistics charges i.e. transportation/carriage/lifting to 4<sup>th</sup> floor of Fauji Foundation Building, IBA Main Campus fixing, labour will be borne by the manufacturers / companies / distributor / dealers / suppliers / firm at his own expense.

  
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Manager Purchase & Stores

Jan 24/17

  
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Registrar