



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Work Order

IBA Karachi
IBA MAIN CAMPUS
KARACHI
Pakistan

Supplier: V00938
Manzoor
Sons
Caterers
Decorators
Manzoor Mension Burns Road
Karachi
Karachi
Pakistan

Approval Status: Approved

Purchase Order IBA-0000004271	Issue Date 08, November, 2019
Payment Terms 30 Days	Ship Via ROAD
Buyer Purchase Department	Phone +922138104700 Ext 2150, 2152, 2155
Requestor Department Administration	

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	<p>CONVOCATION – FOOD & DECORATION CATERING SERVICES FOR CONVOCATION DINNER - 2019</p> <p>S. # DESCRIPTION QTY DAY RATE AMOUNT (RS.) (RS.)</p> <p>(A) DINNER SETUP: (INCLUDING CROCKERY & CUTLERY)</p> <p>1 A) VVIP GUESTS ENCLOSURE (ROUND TABLE 8 SEATS / CHAIRS SET-UP) 12 1 50,000.00</p> <p>1. CRYSTAL CHAIRS SHOULD BE ARRANGED</p> <p>2. HAND SANITIZER SHOULD BE PLACED EACH TABLE</p> <p>3. MENU CARD SHOULD BE PLACED ON EACH TABLE</p> <p>4. TISSUE BOXES ON EACH TABLE</p> <p>5. TALLIES SHOULD BE PLACED IN FRONT OF EACH SERVING DISH</p> <p>6. FLOWER VASE ON EACH TABLE</p> <p>2 B) GUESTS/ FACULTY ENCLOSURE (BUFFET SET-UP) 700 1 100,000.00</p> <p>3 C) STUDENTS / PARENTS ENCLOSURE (BUFFET SET-UP) 1800 1 350,000.00</p> <p>4 WHITE COVER - LOW BACK CHAIR 400 1 25,000.00</p> <p>5 CROCKERY & CUTLERY ACCORDING TO 1.5 EACH PERSON ONE SETUP 1 -</p> <p>- DELUXE SERVING DISHES WITH BOTH</p>	1.00 EA	1983150.00	1983150	7-Dec-19

Work Order

S. No.	Item / Description Specification	Qty. (UOM)	PO Price	Extended Amount	Delivery Date
	SIDE OPENING 6 TEA / COFFEE DISPENSER 15 1 28,000.00 7 NO. OF BUFFET 40 1 8,000.00 8 BEARER SERVICES 70 1 60,000.00 9 LUMINARIES ACCORDING TO THE REQUIREMENT OF THE THEME ONE SETUP 1 - 10 COUNTERS/TABLE FOR COLD DRINKS, MINERAL WATER & JUICES 25 1 12,000.00 11 COCKTAIL TABLES WITH COVER 24 9,000.00 12 ICE & TUB TO CHILL THE BEVERAGES 35,000.00 - TUBS = 30 - ICE BLOCK = 25 SUB TOTAL (A) 677,000.00 (B) DINNER MENU FOR 3000 GRADUATES & GUESTS 1 CHICKEN KARAHAI 290KG (MIN.) 145,000.00 2 CHICKEN BIRYANI 288KG (MIN.) 177,000.00 (MAX. 8 KG DAIG OF EACH) 3 CHICKEN TIKKA 650 KG (MIN.) 300,000.00 4 GAJAR HALWA 270 KG (MIN.) 150,000.00 5 PALAK PANEER 100 KG (MIN.) 35,000.00 6 NAAN 700 NAN 10,000.00 7 TAFTAN 700 TAFTAN 20,000.00 8 CHAPPATI 100 CHAPPATI FOR VIP AREA 1,000.00 9 SALAD BAR 10 KG / STALL TIME X 10 STALLS = 100KG 20,000.00 CARROT (2KG), TOMATO (1KG), ONION (1KG), BEET ROOT (1 ½ KG), CUCUMBER (3KG), RADISH(1 KG), ICE BERG (1/2 KG) 10 TEA 200 LITERS 60,000.00 11 COFFEE 200 LITERS 110,000.00 12 GREEN TEA 200 LITERS 50,000.00 SUB TOTAL (B) RS. 1,078,000.00 TOTAL (A) + (B) RS. 1,755,000.00 13% SST RS. 228,150.00 GRAND TOTAL AMOUNT RS. 1,983,150.00 DETAILS SHEET IS ATTACHED FOR REFERENCE PLEASE.				

Total: 1983150.00
% GST:

Work Order

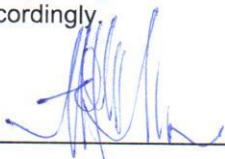
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Total PO Amount: 1983150.00

Amount in Words: Nineteen Lakh Eighty Three Thousand One Hundred Fifty Only.

Terms & Conditions:

1. Service / Material of this order is subject to final inspection at the time of completion / delivery.
2. We reserve the right to cancel any or all the above service / items if it 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 should be submitted to Purchase 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 0.25% for Goods against total value of Purchase Order will be levied accordingly.



Senior Manager Purchase & Stores

Nov 08 / 19



General Manager Administration