



IBA Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

WORK ORDER

To : M/s Hyder Printers
Order No : IBA-MC/PD/P&S/208/0090/2015-16
Date of Issue : March 25, 2016
Date of Delivery : 10 working days after getting final approval
Place of Delivery : IBA, Main Campus
Total Amount : **Rs.894,523.50.00(Including GST)**
**(Rupees Eight Hundred Ninety Four Thousand Five Hundred
Twenty Three & Paisa Fifty Only)**

| S. # | Description | Qty | Rate | Amount |
|---------------------|---|-------------------------------|-----------|-----------------------|
| 01 | <p><u>Designing, Composing & Printing of Program Announcement 2015-16:</u></p> <p>Size of Document: 11 x 8.5 (closed size) as per sample</p> <p>Type of Binding: 02 pin Binding / Hot Glue Stitch binding (non shearing)</p> <p>Type of Printing: 05 + 05 color printing</p> <p>Total Pages: 270 Pages total (Including Title page, rear page and 01 Map pull out page) as per sample</p> <p>Total Leaves: 135 Leaves (approx)</p> <p>Title Cover of Booklet: 310gsm art card 04 color printing, lamination, spot UV size (10.75 x 8.25) close size</p> <p>Grammage of Paper & Origin: 128gsm, matt finish paper(Indonesia)</p> <p>Total Photographs: Specs will be according to design & art work of 350 pictures and graphics</p> <p>Envelope: 02 color printing on 140gsm matt finish with pasting according to specimen</p> <p>Designing & Composing: Aesthetic Designing & Composing with the consent of concerned authorities.</p> | 1500 copies & envelopes | Rs.509.70 | Rs.764,550.00 |
| Total | | | | Rs. 764,550.00 |
| 17% GST | | | | Rs. 129,973.50 |
| Total Amount | | | | Rs. 894,523.50 |

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. Penalty 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. 1.8877 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.


Manager Purchase & Stores

Mar 25 / 16


Registrar