



**Institute of
Business Administration
Karachi**

WORK ORDER

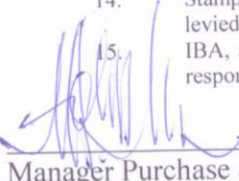
Leadership and Ideas for Tomorrow

To : M/s Madina Book Binding House
Order No : IBA-MC/PD/P&S/208/0096/2015-16
Date of Issue : April 18, 2016
Date of Delivery : 10 working days after getting volumes
Place of Delivery : IBA Library, Main Campus
Total Amount : **Rs.450,000.00 (Including GST)**
(Rupees Four Hundred Fifty Thousand Only)

S. #	Items	Qty	Rate	Amount
1	Book, Journals & Periodicals Material : Full Foamy Rexine Binding Hard Cover Gutta: 40 ounce Extra Paper : Two Sides glossy paper 115gsm Stitch: Infoldment & Juzbandi Printing : Embossed Gold Printing on Spine Color : Multiple color Spine : Maximum 2.5 inch spine for binding Others : Rough / Texture surface As per Sample	1000 volumes	Rs.450.00	Rs.450,000.00
Total			Rs. 450,000.00	
14% SST			Included	
Total Amount			Rs. 450,000.00	

Terms & Conditions:

- Material of this order is subject to final inspection at the time of delivery.
- 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.
- Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
- General Sales Tax will be paid on applicable items only.
- Penalty at the rate of 2% per month on actual will be imposed on delayed delivery.
- The rate / item cost is final and no change what so ever will be accepted.
- Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
- Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason.
- Invoice / bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- Advance Payment subject to Bank Guarantee
- Specimen(s) and image(s) are available at IBA Library for reference.
- 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.
- All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order
- Stamp duty 0.35% for Goods against total value of Purchase Order / Work Order will be levied accordingly.
- IBA, also reserve the right to issue Purchase Order for any single items to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.


Manager Purchase & Store


Registrar