



Institute of
Business Administration
Karachi

Purchase Order

Leadership and Ideas for Tomorrow

Approval Status: Approved

IBA Karachi
IBA MAIN CAMPUS
KARACHI
Pakistan

Purchase Order IBA-0000001515	Issue Date 10, December, 2018	
Payment Terms 30 Days	Ship Via ROAD	
Buyer Purchase Department	Phone +922138104700 Ext 2150, 2152, 2112	Currency PKR
Requestor Department Examination		

Supplier: V00758

Inspire
Trading Co
Karachi
Karachi
Pakistan

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	FILING CABINET STEEL FILE CABINETS SIZE: 51"H X 18"W X 24"D COLOR: GREY 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 AS PER SAMPLE	10.00 EA	12400.00	124000	31-Dec-18

Total: 124000.00

GST: 21080.00

Total PO Amount: 145080.00

Amount in Words: One Lakh Fourty Five
Thousand Eighty Only.

Purchase Order

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 Invoice/Bill & delivery of above item(s).
4. General Sales Tax will be paid on applicable items only.
5. Liquidity damage 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 to 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 Order.
12. Stamp Duty 0.25% for Goods against total value of Purchase Order will be levied accordingly.



Senior Manager Purchase & Stores



General Manager Administration

20/12/18