



**Institute of
Business Administration
Karachi**

Leadership and Ideas for Tomorrow

Work Order

Approval Status: Approved

IBA Karachi
IBA MAIN CAMPUS
KARACHI
Pakistan

Purchase Order IBA-0000000084	Issue Date 29, November, 2017
Payment Terms 30 Days	Ship Via ROAD
Buyer Purchase Department	Phone +922138104700 Ext 2150, 2152
Requestor Department Administration	Currency PKR

Supplier: V00938

Manzoor
Sons
Caterers
Decorators
Manzoor Mension Burns Road
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	CONVOCATION – TENTAGE AND DECORATION DECORATION & CATERING SERVICES FOR CONVOCATION-2017 AS PER ATTACHED DETAILS.	1.00 EA	2648245.00	2648245	2-Dec-17

Total: 2648245.00

0% GST: Inclusive All Taxes

Total PO Amount: 2648245.00

Amount in Words: Twenty Six Lakh Fourty Eight Thousand Two Hundred Fourty Five Only.

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 Purchase Department.
10. Advance Payment subject to Bank Guarantee

Work Order

11. Specimen(s) and image(s) are available at Purchase Office for reference.
12. CDs / specimen should be returned to the Purchase Office.
13. 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.
14. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
15. Stamp duty 0.35% for Goods against total value of Work Order will be levied accordingly.
16. IBA, also reserve the right to issue Work Order for any single items to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.
17. The terms and conditions of the AGREEMENT have been read over to the parties which they admit to be correct and abide by the same.
18. All terms and conditions of tender will be the integral part of this agreement and can't be revoked.



Senior Manager Purchase & Stores

050029/17



General Manager Administration

PO # 0000000084

Decoration & Catering Services for Convocation-2017

Re-Tender # ES/01/17-18

				M/s Manzoor Sons	
S. #	Description	Qty	Days	Rate (Rs.)	Amount (Rs.)
(A) Complete Venue Setup Including:					
1	(a) Frill Marquee with wall panels to cover entire Convocation Pandal (Cricket Ground) Size: 48600 sq.ft (approx.)	1	3	125,000.00	375,000.00
	(b) Air Condition System Complete in all respect to provide cooling for temperature control in the Marquee of Convocation 48600 sq.ft covered area (Cricket Ground): i. 160 tons i.e. (4 ton x 40 Floor Standing Units) and	1 Job	1	6,500.00	260,000.00
	ii. Vehicle mounted High Blow Units 50 tons i.e. (25 ton x 2 high blow units)			60,000.00	120,000.00
2	Presidential Chair	1	1	1,500.00	1,500.00
3	VVIP Chairs	8	1	2,250.00	18,000.00
4	Head Table to seat 6 persons on stage with Stairs (Two Sides) Stairs should be in Wooden & in good quality (with flower array / decoration and with table cover and skirting)	1	1	24,000.00	24,000.00
5	Stage Size: 36' x 24'	1	3	9,600.00	28,800.00
6	Stage Carpet Color = Beige Color	36'x24'	2	8,640.00	17,280.00

7	Two Seater Sofas (125 for Guest & VVIP in Main Pandal & 25 for Refreshment area)	150	1	500.00	75,000.00
Chairs (foamy back & seat)					
8	(a) Off -White Covers	1300	1	65.00	84,500.00
	(b) Green Ribbon and Off White Covers	200	2	65.00	26,000.00
	(c) Yellow Ribbon and Off White Covers	50	2	65.00	6,500.00
	(d) Blue Ribbon and Off White Covers	550	2	65.00	71,500.00
9	Pedestal Metallic Circulation Fans (Good Quality & Soundless)	150	1	250.00	37,500.00
10	Center Tables with cover / Glass Top	45	1	400.00	18,000.00
11	Spotless (Beige Color) Carpeting in main venue - Cricket Ground. (Opposite to Stage till First line of Guest) – Picture attached. Red runners in walk ways where required.	1 Job	1	60,000.00	60,000.00
Sub Total (A)				1,223,580.00	
(B) Lighting & Luminaries:					
15	Lightning in Convocation marquee (Cricket Ground) & Refreshment area (canopy style)	1 Job	1	75,000.00	75,000.00
16	Lightning behind Tabba Block for Group Photo session.	1 Job	1	15,000.00	15,000.00
	Lightning in Parking Area, Opposite IBA Main Gate, Gate 2, 3, and Gate 1, on way of Gate 3A to Convocation	1 Job	1	75,000.00	75,000.00
17	Spot lighting for Tabba Academic Block, Student's Center, Main Abdullah Library, G&T Auditorium, Adamjee Academic Block and Fauji Foundation Buildings	1 Job	1	75,000.00	75,000.00
Sub Total (B)				240,000.00	
(C) Refreshment setup: (including crockery & cutlery)					
18	a) VVIP guests enclosure (round table set-up)	100	1	180.00	18,000.00

19	b) Guests/ Faculty enclosure (buffet set-up)	400	1	150.00	60,000.00
20	c) Students / Parents enclosure (buffet set-up)	1500	1	150.00	225,000.00
21	Tea / Coffee Dispenser	10	1	100.00	1,000.00
Sub Total (C)				304,000.00	
(D) Refreshment Menu:					
1	Fruit Cake Large Loaf (renowned and famous operating bakery of Karachi)	400	2000 persons	50.00	100,000.00
2	Chicken Samosa (D Shape)	4000	2000 persons	60.00	120,000.00
3	Chinese Roll 6"	4000	2000 persons	60.00	120,000.00
4	Hot Gulab Jamun	200kg	2000 persons	68.00	136,000.00
5	Tea	1500	2000 persons	25.00	50,000.00
6	Coffee	1000	2000 persons	25.00	50,000.00
Sub Total (D)				576,000.00	
Total (A) + (B) + (C) + (D)				2,343,580.00	
SST				304,665.40	
Grand Total Amount				2,648,245.40	

Important Note

1. For Rehearsal on dated November 30, 2017 venue should be readied by 12:00 noon. (marquee Setup, Stage, Student Chairs required)
2. For Convocation, venue should be readied and handed over to Admin Department on Night of December 1, 2017. (11:00 pm)
3. Complete decoration arrangement including Luminary, Cutlery, Crockery, Bearer & allied support services.
4. Round table setup for 08 persons each table.
5. Wall Panels will be pegged/erected according to the need and requirement.
6. Generator with Backup support will be provided by M/s Manzoor Sons.

7. AC should be started/operational at 10am till the end of Convocation on December 02, 2017.
8. Frill Marquee / Wall Panels / Kanat / Pole Cover should be beige color.
- a. Please provide sample of Marquee (**Net not acceptable**)
- b. IBA will penalize up to 9% of the item value on substandard delivery of following items/services:

S. No	Description
1.	Marquee <ol style="list-style-type: none"> No Patches No Holes Should be same as sample provided by the bidder Not DE colored
2.	Food <ol style="list-style-type: none"> Quality Quantity Heated
3.	Crockery & Cutlery (Ceramic & Stainless Steel) <ol style="list-style-type: none"> Neat & Clean Free from cracks
4.	Staff <ol style="list-style-type: none"> Should be proper uniform Minimum Fifteen supporting staff
5.	Furniture Quality plus Carpet <ol style="list-style-type: none"> Neat & Clean Not Repaired or Broken
6.	Air Condition & Pedestal Fans <ol style="list-style-type: none"> All Floor standing ACs & pedestal fans should be on optimum performance Good Condition Functional Noiseless Properly wired (adequately hidden under carpet etc) Clean
7.	Adequate lighting in all specified areas
8.	All facilities should be up and running by 10am on the convocation day (including Air Conditioning)

