


WORK ORDER


To : M/s Creative Arts
 Order No : IBA-MC/PD/P&S/208/0010/2017-18
 Date of Issue : August 16, 2017
 Date of Delivery : August 18, 2017
 Place of Delivery : IBA, Main Campus
 Total Amount : **Rs. 210,600.00 (Including GST)**
(Rupees Two Hundred Ten Thousand Six Hundred Only)

S.#	Specification	Qty	Rate	Amount
1	Brown Folder Size : 13 ½ x 10" Spine 1" back Front Size : Plastic Pocket (4" x 2.5") Inner Side : Paper & Pen plastic pocket (11"x5") Material : Rexene cum plastic Printing : IBA logo on Front (single color) Clip : Lever Clip Good Quality (As Per Sample)	1500 folders	120.00	180,000.00
Total				Rs. 180,000.00
17% GST				Rs. 30,600.00
Total Amount				Rs. 210,600.00

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 Work Order will be levied accordingly.


 Sr. Manager Purchase & Stores


 G.M. Admin