



Institute of
Business Administration
Karachi

Work Order

Leadership and Ideas for Tomorrow

IBA Karachi
IBA MAIN CAMPUS
KARACHI
Pakistan

Approval Status: Approved

Purchase Order IBA-0000001192	Issue Date 05, November, 2018	
Payment Terms 30 Days	Ship Via ROAD	
Buyer Purchase Department	Phone +922138104700 Ext 2150, 2152, 2112	Currency PKR
Requestor Department Store		

Supplier: V01893

Askari
Printers &
Stationery
Suppliers
Shop#9, Azeem Market, Khokhar
Muhallah Hyderabad
Hyderabad
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	FILE COVER A-4 SIZE IBA FILE COVER 310GM ARTCARD 12 INCH X 22 INCH (OPEN SIZE) CREASE : 04CM CLIPS HOLE : 02 CLIPS : THIN GOOD QUALITY 02 COLOR PRINTING WITH CLIP (100 FILES IN EACH PACKET)	5000.00 EA	15.80	79000	26-Nov-18
2	IBA LETTERHEAD LETTER HEAD 80GSM OFFSET (LONG GRAINS) A-4 SIZE (210MM X 297 MM) 02 COLOR PRINTING (200 LETTER HEADS IN EACH PACKET)	10000.00 EA	1.80	18000	26-Nov-18
3	ENVELOPE A4 IBA ENVELOPE A4 IBA 75GM OFFSET 31CM X 25.5CM X 5CM (FLAP) 02 COLOR PRINTING WITH HOT GLUE BINDING OF 1 CM PASTING FLAP SIZE : 5CM (100 ENVELOPES IN EACH PACKET)	5000.00 EA	5.48	27400	26-Nov-18
4	ENVELOPE A3 IBA IBA ENVELOPE A-3 SIZE 75GM OFFSET 38.5CM X 31CM 5CM 02 COLOR PRINTING HOT GLUE BINDING OF 1 CM PASTING 100 ENVELOPES IN EACH PACKET	5000.00 EA	8.34	41700	26-Nov-18
5	RIBBON FOR ID CARDS	4000.00	7.00	28000	26-Nov-18

Work Order

S. No.	Item / Description Specification	Qty. (UOM)	PO Price	Extended Amount	Delivery Date
	RIBBON FOR ID CARD MAROON COLOR WITH PRINTING OF IBA LOGO AND CLIPS (BEST QUALITY) PACKING: 50 STRIPS IN POLYTHEN BAG AS PER SAMPLE	EA			

Total: 194100.00

% GST: Inclusive All Taxes

Total PO Amount: 194100.00

Amount in Words: One Lakh Ninety Four
Thousand One Hundred
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
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


General Manager Administration

Nov 06/18