



Institute of  
Business Administration  
Karachi

## Work Order

Leadership and Ideas for Tomorrow

**IBA Karachi**  
IBA MAIN CAMPUS  
KARACHI  
Pakistan

**Approval Status:** Approved

|   |  |                        |
|---|--|------------------------|
| <b>Purchase Order</b><br>IBA-0000003468       | <b>Issue Date</b><br>01, September, 2019                 |                        |
| <b>Payment Terms</b><br>30 Days               | <b>Ship Via</b><br>ROAD                                  |                        |
| <b>Buyer</b><br>Purchase Department           | <b>Phone</b><br>+922138104700<br>Ext 2150, 2152,<br>2112 | <b>Currency</b><br>PKR |
| <b>Requestor Department</b><br>Administration |  |                        |

**Supplier:** V00272

Brothers Air  
Conditioning  
Kehkashan Mall Rehmania Masjid  
tariq Road PECHS 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      | SLA FOR OPERATION & MAINTENANCE<br>OVERALL OPERATION & MAINTENANCE<br>OF HVAC, ELECTRICAL AND ALLIED<br>SYSTEM FACILITIES INSTALLED AT<br>AMAN TOWER & JS AUDITORIUM AT CITY<br>CAMPUS<br>SCOPE OF SERVICES<br>A. DULY LICENSED BY THE PAKISTAN<br>ENGINEERING COUNCIL (PEC) IN THE<br>APPROPRIATE CATEGORY RELEVANT<br>TO THE VALUE OF THE<br>WORKS/SERVICES.<br>B. DULY ENLISTED/PREQUALIFIED WITH<br>THE OWNER (IF APPLICABLE).<br>C. ALL SERVICES TO BE SUPPLIED<br>UNDER THIS CONTRACT SHALL HAVE<br>THEIR ORIGIN IN ELIGIBLE COUNTRIES<br>AS INSTRUCTIONS TO BIDDERS AND ALL<br>EXPENDITURES MADE UNDER THE<br>CONTRACT WILL BE LIMITED TO SUCH<br>GOODS AND SERVICES.<br>D. FOR PURPOSE OF THIS CLAUSE,<br>"ORIGIN" MEANS THE PLACE WHERE<br>THE GOODS ARE MINED, GROWN OR<br>PRODUCED OR FROM WHERE THE<br>SERVICES ARE SUPPLIED. GOODS ARE<br>PRODUCED WHEN, THROUGH<br>MANUFACTURING, PROCESSING OR<br>SUBSTANTIAL AND MAJOR ASSEMBLING<br>OF COMPONENTS, A COMMERCIALY<br>RECOGNIZED PRODUCT RESULTS THAT<br>IS SUBSTANTIALLY DIFFERENT IN BASIC<br>CHARACTERISTICS OR IN PURPOSE OR<br>UTILITY FROM ITS COMPONENTS. | 12.00 EA   | 585000.00 | 7020000         | 31-Aug-20     |

**Main Campus:** University Road, Karachi. Postal Code: 75270 UAN: 111-422-422 Tel: (92-21) 38104700 Fax: (92-21) 99261508

**City Campus:** Garden/Kiyani Shaheed Road, Karachi. Postal Code: 74550 Tel: (92-21) 38104701 Fax: (92-21) 38103008

**Website:** www.iba.edu.pk **E-mail:** info@iba.edu.pk

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|        | <p>E. THE ORIGIN OF GOODS AND SERVICES IS DISTINCT FROM THE NATIONALITY OF THE BIDDER.</p> <p>F. ECONOMICAL, TROUBLE FREE AND COMPLETE OPERATION AND MAINTENANCE OF ALL HVAC UNITS ALONG WITH ITS ASSOCIATED EQUIPMENT AND ENTIRE ELECTRICAL SYSTEMS OF JS AUDITORIUM &amp; AMAN TOWER INCLUDING STEP DOWN TRANSFORMERS, HT &amp; LT PANELS.</p> <p>G. FREQUENT CHECKING &amp; PERIODIC MAINTENANCE OF THE ALLIED VALVES &amp; FITTINGS OF THE PACKAGE UNITS, FLOOR STANDING ACS AND SPLIT TYPE AC.</p> <p>H. FREQUENT CHECKING &amp; PERIODIC MAINTENANCE OF THE INSULATION &amp; CONDITION OF THE DUCTING SYSTEM ASSOCIATED WITH THE AC UNIT</p> <p>I. OPERATION AND MAINTENANCE OF PA SYSTEM &amp; SOUND SYSTEM IN ACCORDANCE WITH OEM RECOMMENDATIONS.</p> <p>J. FREQUENT CHECKING &amp; MAINTENANCE OF EXHAUST FANS.</p> <p>K. FREQUENT CHECKING &amp; MAINTENANCE OF ALL ELECTRICAL COMPONENTS AND INSTALLATIONS.</p> <p>L. FREQUENT CHECKING, MAINTENANCE&amp; CALIBRATION OF THE INSTRUMENTS RELATED TO PLANT OPERATION.</p> <p>M. SUPPLY OF PARTS AND CONSUMABLES REQUIRED FOR EQUIPMENT OPERATION AND MAINTENANCE WILL BE PAID AT ACTUAL SUBJECT TO PRIOR APPROVAL FROM IBA AT AN APPROPRIATE RATE IN ACCORDANCE WITH PREVAILING MARKET RATE. MINOR REPAIR WORKS MEANS INSTALL NEW COMPRESSOR OF THE AC UNITS ONLY UPTO 4TON COOLING CAPACITY, RELOCATING/INSTALLING NEW AC UNITS OF UPTO 4-TON WITH 10FT PIPING WORK, REPLACEMENT OF LIGHTING LAMPS/TUBE, FANS, SWITCHES, SMALL EXHAUST FAN. ALL OTHER REPAIR &amp; INSTALLATION WORKS WILL BE CHARGED AT ACTUAL SUBJECT TO PRIOR COST APPROVAL BY IBA.</p> <p>N. MAINTAIN DAILY/WEEKLY /MONTHLY LOG SHEETS OF THE APPROVED</p> |            |          |                 |               |





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|        | <p>FORMAT TO RECORD THE PERFORMANCE OF THE PLANT IN ACCORDANCE WITH OEM RECOMMENDATIONS &amp; PROVIDE IT TO OWNER FOR RECORD KEEPING.</p> <p>O. OPERATION AND MONITORING OF ALL DIESEL GENERATORS AND MAINTAINING DAILY LOG SHEET. DIESEL CONSUMPTION REPORT.</p> <p>REGULAR INSPECTION OF FACILITY'S LIGHTING AND OTHER INTEGRATED SYSTEM.</p> <p>P. CLEANING OF ALL ELECTRICAL FIXTURES AND DB ON REGULAR BASIS.</p> <p>Q. CHECK AND MONITOR OPERATING CONDITION, OPERATING CODE, LAST DIAGNOSTIC, LCHW SET POINT, CURRENT LIMIT SET POINT, NOS OF STARTS, RUNNING HRS, VOLTAGE, CURRENT, OIL LEVEL, CHW TEMP IN &amp; OUT, CW TEMP IN &amp; OUT, CW PRESSURE IN &amp; OUT, MAINTAINING A DAILY LOG, CHILLER USE/SEQUENCING, CHILLED WATER RESET SETTINGS &amp; FUNCTION, EVAPORATOR AND CONDENSER TUBES, MOTOR AMPERAGE LOAD LIMIT, COMPRESSOR AND ASSEMBLY, COMPRESSOR OIL SYSTEM, ELECTRICAL CONNECTIONS, REFRIGERANT CONNECTIONS OF THE CHILLERS IN ACCORDANCE WITH OEM RECOMMENDATIONS.</p> <p>R. CONDUCT VISUAL INSPECTION OF COOLING TOWERS. CHECK &amp; MONITOR FAN MOTOR, SUCTION SCREEN, WATER FLOAT SWITCH, VIBRATION, TOWER STRUCTURE, BELTS &amp; PULLEYS, WATER SAMPLES, LUBRICATION, MOTOR SUPPORT AND FAN BLADES, MOTOR ALIGNMENT, DRIFT ELIMINATORS, LOUVERS, FILL, NOZZLES, BEARINGS, MOTOR CONDITION AND TOWER CLEANING IN ACCORDANCE WITH OEM RECOMMENDATIONS.</p> <p>S. CONDUCT VISUAL INSPECTION OF PUMPS, VALVES AND ALL MECHANICAL JOINTS. CHECK AND MONITOR PUMP USE/SEQUENCING, WATER, LUBRICATION, PACKING/MECHANICAL SEALS, MOTOR/PUMP ALIGNMENT, MOUNTINGS, BEARINGS, STRAINERS, EXPANSION TANKS, EXCHANGERS, CYCLE VALVES AND MOTOR CONDITION IN ACCORDANCE WITH OEM</p> |               |          |                    |                  |

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|        | <p>RECOMMENDATIONS.</p> <p>T. CONDUCT VISUAL INSPECTION OF AHUS, FCUS &amp; SELF CONTAINED UNITS. CHECK AND MONITOR VOLTAGE, CURRENT, CONDENSER AND ENTERING/LEAVING AIR TEMPERATURE, COOLING COIL/ EVAPORATOR AND ENTERING/LEAVING AIR TEMPERATURE, SAFETY DEVICE, OIL ACIDITY, COMPRESSOR NOISE, LOW/HIGH PRESSURE, AIR FILTER, BLOWER MOTOR BEARING, FAN BELT, THERMOSTAT, ACTUATOR, STRAINER, INSULATION, DRAIN TRAY AND LINES, ELECTRICAL COMPONENTS AND VIBRATIONS IN ACCORDANCE WITH OEM RECOMMENDATIONS.</p> <p>U. CONDUCT VISUAL INSPECTION OF STEP DOWN TRANSFORMER, HT &amp; LT PANELS AND DBS. CHECK AND MONITOR VOLTAGE, CURRENT, FIXED/MOVING CONTACTS OF HT PANELS, TIGHTNESS OF CABLE CONNECTIONS, PROPER CLEANING OF DUST IN ACCORDANCE WITH OEM RECOMMENDATIONS.</p> <p>V. CHECK AND MONITOR THE ENTIRE ELECTRICAL DISTRIBUTION SYSTEM OF JS AUDITORIUM &amp; AMAN TOWER. RECTIFICATION OF FAULTS AND RESTORATION OF THE SYSTEM IN ACCORDANCE WITH OEM RECOMMENDATIONS.</p> <p>W. CHECK AND MONITOR PH VALUE OF CHILLED/HOT WATER, QUALITY OF WATER, FILTER, CHILLED &amp; COOLING WATER PUMPS, GAS LEAKAGES AND SAFETY STOP VALVES, HEAT TRANSFER TUBES, FURNACE, BURNER, VACUUM PUMP, PRESSURE SENSOR, BUZZER, PLC BATTERY, ELECTRIC PANEL, CUT OFF VALVE AND VACUUM BUTTERFLY VALVE IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE OEM.</p> <p>X. CONTRACTOR WILL PROVIDE THE MAINTENANCE PROGRAM WHICH PROVIDES THE REQUIREMENTS FOR:</p> <p>I. MAINTENANCE PLANNING</p> <p>II. MAINTENANCE PROCEDURES</p> <p>III. PREVENTIVE MAINTENANCE REPORTS</p> <p>IV. PREDICTIVE MAINTENANCE REPORTS</p> <p>V. MONTHLY FUEL CONSUMPTION</p> |            |          |                 |               |

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|        | <p>REPORT OF DG SETS<br/>VI. CHILLER WATER TEST REPORTS</p> <p>ITEM # DESCRIPTION TOTAL COST<br/>INCLUSIVE OF ALL TAXES<br/>PER HOUR TOTAL MONTHLY COST<br/>WITH ALL TAXES TOTAL ANNUAL COST<br/>WITH ALL TAXES<br/>COST WITH ALL TAXES RS. RS.<br/>RS.<br/>ABSORPTION CHILLER 753.00<br/>275,000.00 3,300,000.00<br/>1-<br/>OVERALL OPERATION AND<br/>MAINTENANCE COST OF ABSORPTION<br/>CHILLERS AND ALL<br/>ASSOCIATED/ALLIED/AUXILIARY<br/>EQUIPMENT/DEVICES/ASSEMBLIES AS<br/>PER SCOPE OF WORK. (INCLUDING OF<br/>ALL TAXES)</p> <p>NOTE: WORKING TIMING<br/>THE CURRENT PREVAILING OFFICE<br/>TIME IS AS FOLLOWS:<br/>08.00 A.M TO 08.00 P.M<br/>(7 DAYS IN A WEEK / 365 DAYS IN YEAR)</p> <p>ANY EXTRA HOURS SHALL BE CHARGE<br/>ON SAME RATE.<br/>2- ELECTRIC CHILLER 137.00 50,000.00<br/>600,000.00</p> <p>OVERALL OPERATION AND<br/>MAINTENANCE COST OF ELECTRIC<br/>CHILLERS AND ALL ASSOCIATED /ALLIED<br/>/AUXILIARY<br/>EQUIPMENT/DEVICES/ASSEMBLIES AS<br/>PER SCOPE OF WORK. (INCLUDING OF<br/>ALL TAXES)</p> <p>NOTE: WORKING TIMING<br/>THE CURRENT PREVAILING OFFICE<br/>TIME IS AS FOLLOWS:<br/>08.00 A.M TO 08.00 P.M<br/>(7 DAYS IN A WEEK / 365 DAYS IN YEAR)</p> <p>ANY EXTRA HOURS SHALL BE CHARGE<br/>ON SAME RATE.<br/>PACKAGE UNITS N/A N/A N/A<br/>3- SPLIT ACS &amp; FLOOR STANDING ACS<br/>137.00 50,000.00 600,000.00<br/>OVERALL OPERATION AND<br/>MAINTENANCE COST OF SPLIT ACS<br/>FLOOR STANDING ACS AND ALL</p> |            |          |                 |               |



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|--------|--|---------------|----------|--------------------|------------------|
|        | <p>ASSOCIATED/ALLIED/AUXILIARY EQUIPMENT/DEVICES/ASSEMBLIES AS PER SCOPE OF WORK. (INCLUDING OF ALL TAXES)</p> <p>NOTE: WORKING TIMING<br/>THE CURRENT PREVAILING OFFICE TIME IS AS FOLLOWS:<br/>08.00 A.M TO 08.00 P.M<br/>(7 DAYS IN A WEEK / 365 DAYS IN YEAR)</p> <p>ANY EXTRA HOURS SHALL BE CHARGE ON SAME RATE.</p> <p>4- ELECTRICAL FACILITIES 370.00<br/>135,000.00 1,620,000.00<br/>OVERALL OPERATION AND MAINTENANCE COST OF ELECTRICAL FACILITIES INCLUDING STEP DOWN TRANSFORMER, HT PANEL, MAIN LT PANEL, SUB ELECTRIC PANEL, MAIN DBS, SUB DBS AND ALL ASSOCIATED/ALLIED/AUXILIARY EQUIPMENT/DEVICES/ASSEMBLIES AS PER SCOPE OF WORK. (INCLUDING OF ALL TAXES)</p> <p>NOTE: WORKING TIMING<br/>THE CURRENT PREVAILING OFFICE TIME IS AS FOLLOWS:<br/>08.00 A.M TO 08.00 P.M<br/>(7 DAYS IN A WEEK / 365 DAYS IN YEAR)</p> <p>ANY EXTRA HOURS SHALL BE CHARGE ON SAME RATE.</p> <p>5- DG SETS 137.00 50,000.00<br/>600,000.00<br/>OVERALL OPERATION AND MONITORING COST OF DG SETS AND ALL ASSOCIATED/ALLIED/AUXILIARY EQUIPMENT/DEVICES/ASSEMBLIES AS PER SCOPE OF WORK. (INCLUDING OF ALL TAXES)</p> <p>NOTE: WORKING TIMING<br/>THE CURRENT PREVAILING OFFICE TIME IS AS FOLLOWS:<br/>08.00 A.M TO 08.00 P.M<br/>(7 DAYS IN A WEEK / 365 DAYS IN YEAR)</p> <p>ANY EXTRA HOURS SHALL BE CHARGE ON SAME RATE.</p> <p>6- PA SYSTEM &amp; SOUND SYSTEM 69.00<br/>25,000.00 300,000.00<br/>OVERALL OPERATION AND</p> |               |          |                    |                  |





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|--------|---|------------|----------|-----------------|---------------|
|        | <p>MAINTENANCE COST OF PA SYSTEM AND ALL ASSOCIATED/ALLIED/AUXILIARY EQUIPMENT/DEVICES/ASSEMBLIES AS PER SCOPE OF WORK. (INCLUDING OF ALL TAXES)</p> <p>NOTE: WORKING TIMING THE CURRENT PREVAILING OFFICE TIME IS AS FOLLOWS:<br/>08.00 A.M TO 08.00 P.M<br/>(7 DAYS IN A WEEK / 365 DAYS IN YEAR)</p> <p>ANY EXTRA HOURS SHALL BE CHARGE ON SAME RATE.<br/>GRAND TOTAL AMOUNT INCLUSIVE OF SST RS. 1,603.00 RS. 585,000.00 RS. 7,020,000.00</p> |            |          |                 |               |

**Total:** 7020000.00  
**% GST:** Inclusive All Taxes  
**Total PO Amount:** 7020000.00  
**Amount in Words:** Seventy Lakh Twenty Thousand 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



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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**