



**Institute of  
Business Administration  
Karachi**

*Leadership and Ideas for Tomorrow*

### **WORK ORDER**


To : M/s Al-Waqad Enterprises  
Order No : IBA-MC/PD/P&S/208/0087/2014-15  
Date of Issue : April 14, 2015  
Date of Delivery : 20 days after getting final measurement  
Place of Delivery : IBA, Main Campus  
Total Amount : **Rs.275,654.34 (Including GST)**  
**(Rupees Two Hundred Seventy Five Thousand Six Hundred  
Fifty Four & Paise Thirty Four Only)**

| S. #         | Description  | Quantity | Rate (Rs.)            | Amount (Rs.) |
|--------------|--|----------|-----------------------|--------------|
| 1            | <b><u>TROUSER</u></b><br>Viscose summer suiting 'A' Quality or better. Dark Grey as per Sample & approval with complete stitching / tailoring  | 54 units | Rs.1,550.00           | Rs.83,700.00 |
| 2            | <b><u>SHIRT</u></b><br>Blended fabric wash n wear 65% x 35%, embroidered logo on chest and color Dark Grey 'A' Quality or better as per Sample. Computerized Name Tag Embroidered Vel - Cro Shirt collar | 54 units | Rs.1,250.00           | Rs.67,500.00 |
| 3            | <b><u>MOCCASINS (SERVICE)</u></b><br>Don Carlos Article DC-VT-000<br>Black color   | 27 pairs | Rs.2,890.00           | Rs.78,030.00 |
| 4            | <b><u>SOCKS</u></b><br>Dark Black. Dawson  | 54 pairs | Rs.118.00             | Rs.6,372.00  |
| Total        |  |          | <b>Rs. 235,602.00</b> |              |
| 17% GST      |  |          | <b>Rs. 40,052.34</b>  |              |
| Total Amount |  |          | <b>Rs. 275,654.34</b> |              |

#### **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 upto 15% 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. No subletting in any case / item / form will be allowed.
12. 5% of total amount should be submitted as Security Deposit before issue of Purchase Order.
13. Measurement will be strictly according to the provided list. Undersized / Oversized uniform and sub standard uniform will be returned.
14. 2% penalty per month of total cost will be imposed on the company / firm / tailor etc for delayed delivery.
15. No escalation in cost / price is accepted at any stage, after approval of Tender cost & award of Purchase Order.
16. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
17. Sample(s) and image(s) are available at Purchase Office for reference.
18. Stamp duty 0.3% for Goods against total value of Work Order will be levied accordingly.
19. Uniform article(s) size(s) will be the responsibility of supplier.
20. Shoe size(s) will be taken on shoe measurement wedge.

  
Manager Purchase & Stores

Apr 14 / 15

  
Registrar