



**Institute of
Business Administration
Karachi**

WORK ORDER


Leadership and Ideas for Tomorrow

To : M/s New Vision
Order No : IBA-MC/PD/P&S/208/0037/2016-17
Date of Issue : December 08, 2016
Date of Delivery : December 15, 2016
Place of Delivery : IBA, Main Campus
Total Amount : **Rs.4,633.20 (Including GST)**
**(Rupees Four Thousand Six Hundred Thirty Three & Paisa
Twenty Only)**

S.#	Specification	Qty	Rate	Amount
1	IBA Letter Head 80gsm offset (Long Grains – AA brand or equivalent) A-4 size (210mm x 297 mm) 02 color printing (200 Letter Heads in each packet)	3600 letterheads	1.10	3,960.00
Total			Rs. 3,960.00	
17% GST			Rs. 673.20	
Total Amount			Rs. 4,633.20	

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. 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 Purchase Order / Work Order will be levied accordingly.
16. IBA, also reserve the right to issue Purchase Order for any single items to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.


Manager Purchase & Store


Registrar

Dec 08/16