



**Institute of  
Business Administration  
Karachi**

## Purchase Order

*Leadership and Ideas for Tomorrow*

**IBA Karachi**  
IBA MAIN CAMPUS  
KARACHI  
Pakistan

**Approval Status:** Approved

<b>Purchase Order</b> IBA-0000000069	<b>Issue Date</b> 20, November, 2017	
<b>Payment Terms</b> 30 Days	<b>Ship Via</b> ROAD	
<b>Buyer</b> Purchase Department	<b>Phone</b> +922138104700 Ext 2150, 2152	<b>Currency</b> PKR
<b>Requestor Department</b> Administration		

**Supplier:** V00088

Al Rashid  
Photo Studio  
Abid Apartment Shop No. 17,  
Gulshanelqbal  
Karachi  
Pakistan

**Ship To:** Store, IBA Main Campus, University Road

**Bill To:** Finance Department, IBA Main Campus  
University Road, Karachi  
Pakistan

S. No.	Item / Description Specification	Qty. (UOM)	PO Price	Extended Amount	Delivery Date
1	PHOTOGRAPHY SERVICES STILL PHOTOGRAPHY (DIGITAL) WITH 5 DSLR CAMERA SOFT COPIES: 1000 PICTURES (APPROX), NUMBER OF CDS: 6 1 JOB FOR ONE DAY	1.00 EA	22000.00	22000	2-Dec-17
2	VIDEOGRAPHY SERVICES VIDEO RECORDING (DIGITAL) WITH 3 HD CAMERA, FULL MIXING UNIT, HD MIXTURE UNIT SYSTEM, ONLINE EDITOR NUMBER OF DVDS: 2, NUMBER OF VCDS: 2 SYSTEM DVD WITH LIVE WEB STREAMING ON IBA WEBSITE (A) 1 JOB FOR TWO DAYS  (B) LIVE STREAMING ON CONVOCATION DAY	1.00 EA	50000.00	50000	2-Dec-17
3	PHOTO ALBUM PHOTO HD ALBUM ALBUM SIZE: 12"X 9" FOR 50 PICTURES APPROX. 13 HARD LEAVES, WITH TITLE & BACK COVERS LEATHERETTE MOLDED ALBUM (CRIMSON COLOUR) AS PER SAMPLE	2.00 EA	7500.00	15000	2-Dec-17
4	SMD SCREEN PLACEMENT OF P4 SMD SCREEN SIZE: 12' (WIDTH) X 12' (HEIGHT) INCLUDING TRUSSING, COMPLETE	2.00 EA	43500.00	87000	2-Dec-17

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S. No.	Item / Description Specification	Qty. (UOM)	PO Price	Extended Amount	Delivery Date
	OPERATION AND OPERATOR FOR OUTDOOR VISIBLE AT AFTERNOON SESSION NOTE: DEMO OF THE SMD MUST BE GIVEN A DAY BEFORE EVENT				

**Total:** 174000  
**13% GST:** 22620  
**Total PO Amount:** 196620.00  
**Amount in Words:** One Lakh Ninety Six Thousand Six Hundred Twenty 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 Invoice/Bill & delivery of above item(s).
4. General Sales Tax will be paid on applicable items only.
5. Liquidity damage 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 to be submitted to Finance Department.
10. Advance Payment subject to Bank Guarantee.
11. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase Order.
12. Stamp Duty 0.25% for Goods against total value of Purchase Order will be levied accordingly.



**Senior Manager Purchase & Stores**

21/11/17



**General Manager Administration**