



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> IBA-0000002287	<b>Issue Date</b> 29, March, 2019	
<b>Payment Terms</b> 30 Days	<b>Ship Via</b> ROAD	
<b>Buyer</b> Purchase Department	<b>Phone</b> +922138104700 Ext 2150, 2152, 2112	<b>Currency</b> PKR
<b>Requestor Department</b> Administration		

**Supplier:** V01332

S. M. Saeed  
& Brothers  
Suit #S-10, Noman Arcade, Opp  
National Stadium, Block14  
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	WOODEN & ALUMINIUM FIXTURE THE JOB INCLUDES: • REMOVING OLD / RUPTURED SILICON FROM ALUMINUM FITTINGS/STRUCTURE OF GLASS CURTAIN WALLS • PROVIDING AND APPLYING NEW SILICON ON ALUMINUM FITTING/STRUCTURE JOINTS GLASS CURTAIN WALL JOINTS AND FREE SPACES BETWEEN GLASS AS PER MANUFACTURER RECOMMENDATION THE COST INCLUDES (BUILDING HEIGHT UP TO 25 METERS WITH SLOPE): • LABOR ; • SCAFFOLDING ; • PORTABLE STAIRS ; • ANY OTHER TOOLS  SILICON SEKA GERMAN WARRANTY: 1 YEAR WARRANTY	1.00 EA	480000.00	480000	10-May-19

**Total:** 480000.00

**13% GST:** 62400

**Total PO Amount:** 542400.00

**Amount in Words:** Five Lakh Forty Two  
Thousand Four Hundred  
Only.

**Terms & Conditions:**

1. Material / quantities of this order is subject to final inspection at the time of delivery and calculations by IBA Maintenance / Project Department
2. We reserve the right to cancel any or all the above items if material is not in accordance with

**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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- 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 & Work Order etc should be submitted to Purchase Department.
  10. Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
  11. No subletting in any case / item / form will be allowed.
  12. That upon termination of this agreement the contractor shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time
  13. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Work Order.
  14. Stamp duty 0.35% against total value of Work Order will be levied accordingly.
  15. All equipment, ladders for any heights, plungers, brushes, buckets etc. will be brought by the contractor.
  16. The contractor will responsible for taking all safety measures during working of his staff at any height / surfaces
  17. All surfaces where work was carried out required to be cleaned from related materials and stains.
  18. 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.
  19. All terms and conditions of tender will be the integral part of this agreement and can't be revoked.

  
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**Senior Manager Purchase & Stores**

  
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**General Manager Administration**

Apr 01/19