




**Institute of
Business Administration
Karachi**

WORK ORDER

Leadership and Ideas for Tomorrow

To : M/s Faisal Trading Corporation
 Order No : IBA-MC/PD/LV/208/0103/2016-17
 Date of Issue : July 21, 2016
 Date of Delivery : 30 days after final measurement
 Place of Delivery : IBA, Main Campus
 Total Amount : **Rs.274,624.74 (Including GST)**
**(Rupees Two Hundred Seventy Four Thousand Six Hundred
 Twenty Four & Paise Seventy Four Only)**

<u>Office Attendants</u>				
S. #	Description	Quantity	Rate (Rs.)	Amount (Rs.)
1	<u>SOCKS</u> Dark Black. Dawson or equivalent	50	115.00	5,750.00
<u>Electrician, Carpenter and Plumbers & Generator Operators</u>				
1	<u>SOCKS</u> Black. Dawson Brand or equivalent	32	115.00	3,680.00
<u>Drivers</u>				
1	<u>SOCKS</u> Black : Dawson Brand or equivalent	46	115.00	5,290.00
2	<u>DRIVERS HAT</u> 	4	645.00	2,580.00
<u>Sanitary Worker</u>				
1	<u>SOCKS</u> Dark Brown. Dawson Brand or equivalent	38	114.00	4,332.00
<u>Gardener</u>				
1	Peak Caps (same as security) P-Caps of Navy Blue color with embodied "Security" in semi-circle on front face top and "IBA logo" below it. Colour: Navy Blue, With embroidered IBA Logo	20	170.00	3,400.00

Cook & Bearer of Boys Hostel				
1	<u>SOCKS</u> Black. Dawson Brand or equivalent	10	114.00	1,140.00
Winter Jackets				
1	Jackets with detachable Hood: <u>Material:</u> <ul style="list-style-type: none"> - 100% Water Proof TAFFTA of Navy Blue Color. - 125gm polyester wading - Lining cloth of Polyester / Satin - Polyester string with stopper and Caps. - Brass buttons. - Plastic Zip # 5. <u>Design:</u> <ul style="list-style-type: none"> - Full sleeves with 04 nos pockets 02 nos on chest & 02 nos on bottom with flap and button. - String on waist and bottom. - Shoulder strap. - Hood attached with collar zip detachment. - IBA embroidered logo. As per sample and swatches available at Purchase Office	97	2,150.00	208,550.00
Total			Rs. 234,722.00	
17% GST			Rs. 39,902.74	
Total Amount			Rs. 274,624.74	

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 shoes will be returned.
14. 2% liquidity damages 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 Work 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. Stamp duty 0.35% for Goods against total value of Work Order will be levied accordingly.
18. Jacket size(s) will be the responsibility of supplier.
19. Measurement sheet is attached.



Manager Purchase & Stores

22/7/16



22/7/16
Registrar (A Chng)