



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow


WORK ORDER

To : M/s. Hyder Printers
Order No : IBA-MC/PD/PS/208/0019/2016-17
Date of Issue : September 19, 2017
Date of Delivery : 6 days after getting final approval
Place of Delivery : IBA, Main Campus
Total Amount : **Rs. 15,210.00 (Including Taxes)**
(Rupees Fifteen Thousand Two Hundred Ten only)

Sr #	Description	Qty.	Rate	Amount
1.	IBA File 310 gm Art Card 12 inch x 22 inch (open size) Crease: 4 cm, Clips hole: 2 Clips: Thin, Good Quality 2 color printing (100 Files in each Packet)	1000 files	13.00	13,000.00
17% GST				2,210.00
Grand Total				15,210.00

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. 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. Specimen should be returned to the Purchase Office.
12. 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.
13. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
14. Stamp Duty 0.35% for works against total value of Work Order will be levied accordingly.


Senior Manager Purchase & Stores

Sept 19, 17


General Manager Administration