



Institute of  
Business Administration  
Karachi

## Work Order

Leadership and Ideas for Tomorrow

Approval Status: Approved

**IBA Karachi**  
IBA MAIN CAMPUS  
KARACHI  
Pakistan

<b>Purchase Order</b> IBA-0000001169	<b>Issue Date</b> 29, October, 2018	
<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:** V00955

Master  
Mangement  
(Private) Ltd  
Karachi  
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	<p>CONVOCATION – FOOD &amp; DECORATION TENDER OF CONVOCATION DINNER 2018 LIST OF VENUE DECORATION RELATED ITEMS ARE ATTACHED.IT INCLUDES TABLE, CHAIRS AND BUFFET SETUP. MENU IS AS UNDER: 1.CHICKEN KARAHI/ CHICKEN QORMA 2.CHICKEN BIRYANI 3. CHICKEN TIKKA 4. CARROT HALWA 5. NAAN/TAFTAN 6. SALAD BAR 7. TEA/COFFEE/COLD DRINK/WATER</p> <p>M/S. MASTER MANAGEMENT (PVT.) LTD S. # DESCRIPTION QTY DAY RATE AMOUNT (RS.) (RS.) (A) DINNER SETUP: (INCLUDING CROCKERY &amp; CUTLERY) 1 A) VVIP GUESTS ENCLOSURE (ROUND TABLE 8 SEATS / CHAIRS SET-UP) 12 1 2,200.00 26,400.00 2 B) GUESTS/ FACULTY ENCLOSURE (BUFFET SET-UP) 700 1 125.00 87,500.00 3 C) STUDENTS / PARENTS ENCLOSURE (BUFFET SET-UP) 1800 1 125.00 225,000.00 4 WHITE COVER - LOW BACK CHAIR 400 1 100.00 40,000.00</p>	1.00 EA	1450900.00	1450900	1-Dec-18

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S. No.	Item / Description Specification	Qty. (UOM)	PO Price	Extended Amount	Delivery Date
	5 CROCKERY & CUTLERY ACCORDING TO 1.5 EACH PERSON ONE SETUP 1 6 TEA / COFFEE DISPENSER 15 1 400.00 6,000.00 7 NO. OF BUFFET 25 1 2,300.00 57,500.00 8 BEARER SERVICES 50 1 700.00 35,000.00 9 LUMINARIES ACCORDING TO THE REQUIREMENT OF THE THEME ONE SETUP 1 10 COUNTERS/TABLE FOR COLD DRINKS, MINERAL WATER & JUICES 25 1 700.00 17,500.00 SUB TOTAL (A) RS. 494,900.00 (B) DINNER MENU FOR 3000 GRADUATES & GUESTS 1 CHICKEN QORMA / CHIKEN KARAHI 260KG (MIN.) 600.00 156,000.00 2 CHICKEN BIRYANI 240KG (MIN.) 700.00 168,000.00 (MAX. 8 KG DAIG OF EACH) 3 CHICKEN TIKKA 650KG (MIN.) 550.00 357,500.00 4 CARROT HALWA (GAJAR HALWA) 250KG (MIN.) 550.00 137,500.00 5 PALAK PANEER 100KG (MIN.) 300.00 30,000.00 6 NAAN / TAFTAN 700 NAN 25.00 35,000.00 700 TAFTAN 7 SALAD BAR 10 3,000.00 30,000.00 8 TEA /COFFEE/GREEN TEA 1200 CUPS 35.00 42,000.00 SUB TOTAL (B) RS. 956,000.00 TOTAL (A) + (B) RS. 1,450,900.00 13% SST RS. 188,617.00 GRAND TOTAL AMOUNT RS. 1,639,517.00				

**Total:** 1450900.00

**13% GST:** 188617

**Total PO Amount:** 1639517.00

**Amount in Words:** Sixteen Lakh Thirty Nine Thousand Five Hundred Seventeen Only.

### Terms & Conditions:

1. Service / Material of this order is subject to final inspection at the time of completion / delivery.
2. We reserve the right to cancel any or all the above service / items if it 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.


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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 should be submitted to Purchase 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 / Work Order.
12. Stamp Duty 0.25% for Goods against total value of Purchase Order will be levied accordingly.



**Senior Manager Purchase & Stores**

Oct 29/18



**General Manager Administration**