



**Institute of
Business Administration
Karachi**

Leadership and Ideas for Tomorrow

WORK ORDER

To : M/s Darbar Caterers & Decorators
 Order No : IBA-MC/PD/P&S/208/0083/2015-16
 Nature of Work : Rental Services of Catering & Decoration Services of Farewell Dinner-2016
 Complete Venue Setup & Dinner arrangement on March 08, 2016
 Date of Issue : February 29, 2016
 Date of Event : March 08, 2016 (Complete Set-up should be ready at 6:00pm)
 Place of Event/Delivery : IBA, Main Campus Lawn
 Total Amount : **Rs. 373,008.00 (Including GST)**
(Rupees Three Hundred Seventy Three Thousand Eight Only)

			Rate	Amount
S. #	Description	Quantity	Rs.	Rs.
(a)	Frill marquee setup with round table & chairs at Main Campus with complete decoration should be ready at 6:00pm on March 8, 2016	Setup for 400 guests	240.00	96,000.00
i	Pole Cover, Frill Marque should be same color		30.00	12,000.00
ii	Luminaries required according to the theme of function		30.00	12,000.00
*Total Amount (a)				120,000.00
(b)	March 8, 2016 (Buffet Setup with Round Table & Chairs) In Marquee with Full Plate, Half Plate, Quarter Plate, Goblets, Table Fork, Tea Spoon and allied Crockery & Cutlery Dinner * at 8:00pm			
i.	Welcome Drinks Squash Mitchells	400 guests	26.00	10,400.00
ii	Salad Bar	400 guests	20.00	8,000.00
iii.	Chicken White Korma	400 guests	79.00	31,600.00
iv.	Sheermal / Nan (Live Tandoor)	400 guests	30.00	12,000.00
v.	Finger Fish	400 guests	156.00	62,400.00

vi.	Beef Biryani	400 guests	66.00	26,400.00
vii.	Loki Halwa	400 guests	59.00	23,600.00
Viii	Gulab Jamun	400 guests	40.00	16,000.00
ix	Kashmiri Tea with grinded dried fruits	400 guests	32.00	12,800.00
x.	Mineral Bottle 1.5ltr Nestle or equivalent (on actual consumption)*	400 guests	10.00	4,000.00
Sub Total (b)				207,200.00
Total (a) + (b)				327,200.00
14% SST				45,808.00
Grand Total Amount				373,008.00

TERMS & CONDITIONS

1. Competent authorities reserve the right to reject or accept any quotation / tender according to SPPRA rules & regulations.
2. Material of this order is subject to final inspection at the time of delivery.
3. 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.
4. Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
5. General Sales Tax will be paid on applicable items only.
6. Penalty at the rate of 2% per month on actual will be imposed on delayed delivery.
7. The rate / item cost is final and no change what so ever will be accepted.
8. Government tax(es), levi(es) and charges(s) will be charged at actual as per SRO.
9. Advance Payment subject to Bank Guarantee of nationalized Bank preferably National Bank of Pakistan.
10. No increase in the value of above mentioned items will be accepted on account of either unit price, total price and any and all other charges of supply and or any other head of account shall be allowed. However, Govt. Taxes, duties and levies will be charged/deducted as per SRO.
11. Successful bidder should provide 5% Performance Security of total value of Work Order in the form of payorder or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract..
12. Physical inspection will be carried out by IBA authority.
13. Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
14. Invoice / bill should be submitted to Finance Department along with Work Order, Delivery Challan and satisfactory note.
15. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
16. Stamp duty 0.35% for Services against total value of Work Order will be levied accordingly.
17. No sub-letting in any case and form will be acceptable.

NOTE

1. Complete setup with round table in all respect i.e., decoration, electrification, luminaries, sheds, seating arrangement crockery, cutlery and allied make-up will be provided as per Work Order descriptions and should be ready on or before March 8th, 2016 at 6:00pm
2. Round table setup for 08 persons each table.
3. Marque / Pole Cover should be of mono color preferably beige color.
4. Endorsement of deliveries will be made by Manager Purchase & Stores.
5. Sufficient numbers of well dressed butlers for service are required according to numbers of guests to serve the refreshment.
6. Electricity will be available in main lines at IBA, premises. It will be the responsibility of decorator/service provider to provide wire/cable and extend upto the connection points as and where required through their own cable/wire.
7. All the decoration, catering and luminaries / electrical items must be removed by the service provider after conclusion of the event upto March 9, 2016 by 4:00pm which ever occurred later. Penalty of Rs. 1000/- per day will be imposed if any items found present at IBA premises on March 10, 2016 onwards.
8. Dumping of goods / items is prohibited
9. All furniture items must be covered with table covers, covers & skirting where required of high quality.


Manager Purchase & Stores

7/6/29/16


Registrar