



**Institute of
Business Administration
Karachi**

Leadership and Ideas for Tomorrow

Work Order

Approval Status: Approved

IBA Karachi
IBA MAIN CAMPUS
KARACHI
Pakistan

Purchase Order IBA-0000000278	Issue Date 31, January, 2018
Payment Terms 30 Days	Ship Via ROAD
Buyer Purchase Department	Phone +922138104700 Ext 2150, 2152
Requestor Department Administration	Currency PKR

Supplier: V00957

Master
Offisys (Pvt)
Limited
54 Darulaman Cooperative Housing
Society Near Tax Free
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	REVOLVING CHAIR LOW BACK COLOR CODE: MO-437 SAGE MODEL: AURA LBC BRAND: MASTER	19.00 EA	7692.31	146153.89	15-Feb-18
2	VISITOR CHAIR LOW BACK COLOR CODE: MO-437 MODEL: AURA VC BRAND: MASTER	2.00 EA	6076.92	12153.84	15-Feb-18
3	REVOLVING CHAIR - HIGH BACK HIGH BACK COLOR CODE: MO-437 MODEL: AURA HBC BRAND: MASTER	1.00 EA	8444.44	8444.44	15-Feb-18
4	EXECUTIVE TABLE MODEL: MO.DA.ES-06 MASTER OR EQUIVALENT EXECUTIVE TABLE WITH SIDE RACK, TABLE SIZE L 6' X D 2' - 6" X H 2'-6" SIDE RACK L 3'-6" X D 1'-6". LAMINATE FINISH (FORMITE # 7417) COLOR AS PER APPROVED BY PAKISTAN ENGINEERING COUNCIL. TABLE TOP THICKNESS 1"WITH PVC LIPPING ON EDGES, SIDE RACK THICKNESS 1", DESIGN & SIZE AS PER APPROVED OF PAKISTAN ENGINEERING COUNCIL. ONE FIX DRAWER UNIT COMPLETE ¾" THICKNESS IN FORMITE# 7417 LAMINATE FINISH WITH PVC LIPPING ON EDGES WITH CENTRAL LOCK, BALL BEARING CHANNELS & IMPORTED HANDLES.	1.00 EA	55683.76	55683.76	28-Feb-18

Work Order

S. No.	Item / Description Specification	Qty. (UOM)	PO Price	Extended Amount	Delivery Date
	BRAND: MASTER				

Total: 222435.93
17% GST: 37814.108100000005
Total PO Amount: 260250.04
Amount in Words: Two Lakh Sixty Thousand
 Two Hundred Fifty and paise
 Four Only.

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 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, Purchase Order & Delivery Challan should be submitted to Purchase Department.
10. Advance Payment subject to Bank Guarantee
11. Specimen(s) and image(s) are available at Purchase Office for reference.
12. CDs / specimen should be returned to the Purchase Office.
13. 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.
14. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
15. Stamp duty 0.35% for Goods against total value of Work Order will be levied accordingly.
16. IBA, also reserve the right to issue Work Order for any single items to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.
17. 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.
18. All terms and conditions of tender will be the integral part of this agreement and can't be revoked.


 Senior Manager Purchase & Stores


 General Manager Administration

Jan 31/18