




Institute of
Business Administration
Karachi

WORK ORDER

Leadership and Ideas for Tomorrow

To : M/s M. F. Brothers
Order No : IBA-MC/PD/LV/208/0066/2016-17
Date of Issue : March 14, 2017
Date of Delivery : 20 days after final measurement
Place of Delivery : IBA, Main Campus
Total Amount : **Rs.284,924.25 (Including GST)**
**(Rupees Two Hundred Eighty Four Thousand Nine Hundred
Twenty Four & Paise Twenty Five Only)**


S. #	Description	Quantity	Rate (Rs.)	Amount (Rs.)
1	<u>TROUSER</u> Viscose summer suiting 'A' Quality or better. Dark Blue with stitching / tailoring as per client requirement & approval.	30 units	1,540.00	46,200.00
2	<u>SHIRT</u> Blended fabric wash n wear 65% x 35%, embroidered logo on front pocket and color light blue 'A' Quality or better as per client requirement & approval with stitching / tailoring. Name Tag (embroidered) 4"x1" Velcro type Sample can be seen at Purchase Office Blue color with IBA logo embroidered. Wing: Standard Velcro type Sample can be seen at Purchase Office Blue color with IBA logo embroidered.	30 units	1,080.00	32,400.00
3	<u>T-SHIRT</u> Blue Jersey double knit with screen printing at back & front of the T-Shirts. As Per Sample	30 units	515.00	15,450.00
4	<u>SOCKS</u> Dark blue. Dawson or Equivalent	30 pairs	140.00	4,200.00

5	<u>BOOT / SHOES</u> SERVICE Don Carlos vide Article Code: DC-MI-0003-Black 	30 pairs	2,790.00	83,700.00
6	Web Belt: Standard Specs. Specimen can be seen at Purchase Office.	15 units	280.00	4,200.00
7	Lanyard: Standard Specimen can be seen at Purchase Office Red color with embroidered logo.	30 units	135.00	4,050.00
8	Cap: Polo Caps (two in number of each IBA guards) of Navy Blue color with embodied "Security" in semi-circle on front face top and "IBA logo" below it. As Per Sample	30 units	235.00	7,050.00
9	Jackets with detachable Hood: Material: <ul style="list-style-type: none"> - 100% Water Proof TAFFTA of Navy Blue Color 210-T - 125gm polyester wading - Lining cloth of Polyester / TAFFTA Black Color 190-T - Polyester string with stopper and Caps. - Brass buttons. - Plastic Zip # 5. Design: <ul style="list-style-type: none"> - Full sleeves with 04 pockets 02 on chest & 02 on bottom with flap and button. - String on waist and bottom with support cap. - Shoulder strap. - Hood attached with collar zip detachment. - IBA embroidered logo. As per specimen.	15 units	2,380.00	35,700.00

10	Rain Coat: Cloth: Taffata PVC Coated 190-T (100% waterproof) Hood: Fixed Front: Open Zip # 5 plastic Side Pocket (one each side) Cuff: Velcro Color: Dark Blue Note: Specimen must be attached with Tender 5"x5"	15 units	705.00	10,575.00
Total				243,525.00
17% GST				41,399.25
Total Amount				284,924.25

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% penalty 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. Shoes size(s) will be the responsibility of supplier.
19. Measurement sheet is attached.


Sr. Manager Purchase & Stores


G. M. Admin

May 14/17