

**WORK ORDER**

To : M/s LaRosh Caterers  
Order No : IBA-MC/PD/P&S/208/0042/2014-15  
Nature of Work : Complete Venue Setup & Refreshment / Hi-Tea arrangement on Convocation Day (Partial Setup of specified items on rehearsal day)  
Date of Issue : November 25, 2014  
Date of Completion : December 05, 2014 (Partial Set-up should be ready at 10:00am)  
Date of Event : December 06, 2014 (Complete Set-up should be ready at 7:00am)  
Number of Days : 02 days (December 05, 2014 partial setup of specified items & at 10:00am and December 06, 2014 Complete Setup at 7:00 am)  
Place of Event/Delivery : IBA, Main Campus  
Total Amount : **Rs. 1,229,225.00 (Including GST)**  
(Rupees One Million Two Hundred Twenty Nine Thousand Two Hundred Twenty Five Only)

S. #	Description	Qty	Days	Rate	Amount
				Rs.	Rs.
a.	<b>Complete Venue Setup Including:</b>				
1	Tent (Marquee, Shamiyana, Qanat) to cover entire lawn & rear side of Auditorium at Main Campus with complete decoration	As per requirement	2	Rs.70,000.00	Rs.140,000.00
2	Presidential Chairs	1	2	Rs.1,000.00	Rs.2,000.00
3	VVIP Chairs	8	2	Rs.1,000.00	Rs.16,000.00
4	Head Table to seat 6 persons on stage (with flower array / decoration and with table cover and skirting)	As per requirement	2	Rs.7,500.00	Rs.15,000.00
5	Stage Size 36 x 24	1	2	Rs.9,000.00	Rs.18,000.00
6	Sofa Chair with covers	270	2	Rs.200.00	Rs.108,000.00
	<b>Chairs</b>				
7	(a) With Maroon Top Covers / Ribbon	100	2	Rs.50.00	Rs.10,000.00
8	(b) With Green Top Covers / Ribbon	300	2	Rs.50.00	Rs.30,000.00
9	(c) With Yellow Top Covers / Ribbon	50	1	Rs.50.00	Rs.2,500.00
10	(d) With Blue Top Covers / Ribbon	1000	1	Rs.50.00	Rs.50,000.00
11	(e) With White Covers / Ribbon	50	1	Rs.50.00	Rs.2,500.00
12	Pedestal Fans	80	1	Rs.300.00	Rs.24,000.00
13	Center Tables with cover	45	1	Rs.250.00	Rs.11,250.00
14	Spotless Carpeting in main venue, Refreshment Area & Red runners in walk ways where required.	As per requirement	1	Rs.70,000.00	Rs.70,000.00

<b>(b) Lightning &amp; Luminaries:</b>					
15	Lightning in convocation marquee & refreshment area (Tabba Courtyard)	As per requirement	1	Rs.75,000.00	Rs.75,000.00
16	Lightning in behind Academic Block in Photograph Area (Sunshade)			Rs.15,000.00	Rs. 15,000.00
17	Lightning in Parking Area			Rs. 15,000.00	Rs. 15,000.00
<b>(c) Refreshment Setup: (including crockery &amp; cutlery)</b>					
18	Lightning Canopee for refreshment setup at the rear side of Auditorium with complete setup	As per requirement	1	Rs.105000	Rs.105,000.00
19	a) VVIP guests enclosure (round table set-up)	100	1	Rs.150	Rs.15,000.00
20	b) Guests / Faculty enclosure (buffet set-up)	400	1	Rs.120	Rs.48,000.00
21	c) Students / Parents enclosure (buffet set-up)	1000	1	Rs.120	Rs.120,000.00
22	Samovars	4	1	Rs.150	Rs.600.00
<b>(d) Refreshment Menu:</b>					
<b>Option-II</b>					
i)	Fruit Cake	1500	1	Rs.25	Rs.37,500.00
ii)	Samosa Single Bite	1500	1	Rs.30	Rs.45,000.00
iii)	Mini Pizza	1500	1	Rs.60	Rs.90,000.00
iv)	Gulab Jamon	1500	1	Rs.30	Rs.45,000.00
v)	Tea	1500	1	Rs.25	Rs.37,500.00
vi)	Coffee	1500	1	Rs.25	Rs.37,500.00
<b>Sub Total Option-II (d)</b>					<b>Rs.292,500.00</b>
<b>15% SST</b>					<b>Rs.43,875.00</b>
<b>Total Amount *</b>					<b>Rs.336,375.00</b>
<b>Grand Total with option II (a+b+c+dII)</b>				<b>Rs. 1,229,225.00</b>	

### 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 Purchase 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 0.3% 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

- The Marquee, Dias, PA System and student seating must be ready latest by 9AM on Friday 5 December 2014.
- Full Carpeted, complete Marque Setup with round table should be ready on or before December 5, 2014 at 12:00noon
- Round table setup for 08 persons each table.
- Complete decoration arrangement including Luminary, Cutlery, Crockery, Bearer & allied support services.
- Kanats will be erected according to the need and requirement.
- Marque / Tent / Kanat / Pole Cover should be of mono color preferably beige color.

#### IMPORTANT

1. Complete setup 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.
2. All edible items will be property of the IBA.
3. Endorsement of deliveries will be made by Manager Purchase.
4. Sufficient numbers of well dressed butlers for service are required according to numbers of guests to serve the refreshment. M/s Manzoor Sons must ensure smooth and upto mark services without any deficiency and mishaps.
5. Complete set up must be ready by 7:00 am, December 06, 2014.
6. Stage, Tents & Chairs will be ready for Rehearsal on December 05, 2014 at 10:00 am.
7. Well dressed butlers for service are required according to numbers of guests to serve the refreshment.
8. Crockery, cutlery and water items should be of high quality.
9. 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.
10. All the decoration, catering and luminaries / electrical items must be removed by the service provider after conclusion of the event upto December 07, 2014 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 December 8, 2014 onwards.
11. Dumping of goods / items is prohibited.

  
Manager Purchase & Stores

NOV 25 / 14

  
Registrar