



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description	: RFQ-003261 - Decoration Services- Testing Arrangement Nov25
Date of Issue	: 4 Nov 2025
Date of Submission of Quotation	: 5 Nov 2025 12:00:00 AM
Place of Delivery	: Stores, IBA Main Campus, University Road, Karachi.
Contact Person & Telephone	: Purchase Department, IBA Main Campus, University Road, Karachi. 021-38104700 Extension : 2153



Request For Quotation

Sr#	Description	Quantity + UOM
1	Decoration Services ; ; ; ; Scope of Work: Examination Table and Chair: 1000x Tabletop with stand 1000x Acrylic Chair with cover, Supplies must be neat and clean Broken tops will not be accepted Qanaat (Wall Panels) Quantity: 50 Nos. Size: 15 ft (length) each Color: White / Off-white Condition: Clean and spotless Purpose: To enclose the event area appropriately and provide a professional boundary finish Tent / Canopy (Shamiyana) Purpose: To cover the seating area for approximately 1000 students Estimated Area per Lawn: 80 ft × 110 ft Space Allocation: 20 sq. ft per student (including seating and circulation space) Walkway / Aisle: Central aisle of 10 ft width To be decorated with a runner carpet Bamboo Arrangement: To be provided, installed, and fixed properly for tent support and structural stability Tent Condition: Must be clean, spotless, and well-maintained Note: Event date: 16th Nov 2025 Site Visit is necessary Bamboo Arrangement: To be provided and fixed appropriately Tent / Shamiyana Condition: Must be clean, spotless, and well-maintained Setup must be installed two days before event and ready for demo on 14th Nov25	1,000.00 EACH

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 Invoice/Bill & delivery of above item(s).
4. General Sales Tax will be paid on applicable items only.
5. Liquidity damage 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 whatsoever will be accepted.
7. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
8. IBA reserves the right to accept or reject any quotation without assigning any reason thereof.
9. IBA reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason.
10. IBA also reserves the right to issue a Purchase Order for any single item to different lowest responsive bidders or for all the items to any lowest responsive bidder.
11. Invoice/Bill to be submitted to Purchase Department.
12. Advance Payment subject to Bank Guarantee.
13. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates/ denominations of the Purchase Order.
14. Stamp Duty 0.35% for Goods against total value of Purchase Order will be levied accordingly.