



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description	: RFQ-002715 - Decoration Services - Outdoor Apr25
Date of Issue	: 28 Apr 2025
Date of Submission of Quotation	: 30 Apr 2025 1:00:00 PM
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

Sr#	Description	Quantity + UOM
1	Decoration Service Rental Basis; Arrangement for 230 participants 15x Round table Setup 10x chairs per table (Acrylic chairs) 100x Acrylic Chairs additional 8x Shahi takht having size of 6 x 3 ft with Tripods of Bamboos decorated by artificial flowers and pampas grass Floor /Stage of 10x 20 ft fully carpeted 10x Carpets of 6 x 15 ft Size 10x Chandniyan 25x Gao Takiye 2x Entrances fully decorated with Artificial Flowers , pampas grass and balloon 3x Buffet Stations with covers/frill for Breakfast, Lunch & Hi-Tea 2x trussing's for front Deck and at beach area (Sand) Trussing Size (a): 50x50 ft Trussing Size (b): 50 x 60 ft Theme Color: Tange Orange, Lime Green, Lemon Yellow Centre Pieces will be placed on each table 1500x Balloon decoration Site/ Hut Visit is necessary Hut Location: The Shore Date & time of visit: 30th April 2025 at 9:00 am	1.00 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.