Institute of Business Administration Karachi
Leadership and Ideas for Tomorrow

Request For Quotation

Description : **RFQ-004233 - Decoration Services-CEDIR Event-Nov26**

Date of Issue : **13 Nov 2026**

Date of Submission of Quotation : **16 Nov 2026 2:00:00 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 Services ; ; ; ; SCOPE OF WORK Event: CEDIR I-Bazaar 2026 Date: Wednesday, November 18, 2026 Venue: Football Ground, IBA Main Campus Lawn Dimensions: 313 ft (Length) × 162 ft (Width) Total Area: Approximately 50,706 sq. ft. Setup Date: Tuesday, November 17, 2026 (One day before the event). The vendor shall be responsible for providing, installing, arranging and managing the required furniture, decorative lighting, entrance arrangements and other event-related infrastructure as detailed below. 1. Furniture & Event Infrastructure 1. Tables: 135 tables, each measuring 2.5 × 4 ft, complete with tabletop covers and skirting. 2. Chairs: 250 white acrylic chairs, clean and in presentable condition. 3. Carpets & Stage Arrangements: o Entrance: Single-tone carpet runner measuring 50 ft × 12 ft. o Central Rectangular Area: Single-tone carpet covering an area of 60 ft × 40 ft, preferably in maroon and black. o Music Stage: Stage measuring 10 ft × 20 ft, with a flooring height of 6 inches, positioned at one corner of the central rectangular area. o Pathway Towards Basketball Area: Carpet measuring 6 ft × 20 ft. o Pet Show Area: Carpet for the pet walk measuring 12 ft × 40 ft. o Pet Show Stage: Takhat/stage flooring measuring 12 ft × 40 ft. 4. Trussing Poles: 2 trussing poles to support decorative lighting arrangements for the central umbrella setup. 2. Decorative & Ambient Lighting 1. RGB LED Lights: 50 qty of RGB LED lights for ambient and decorative illumination across the event area. 2. Fairy Lights – Central Umbrella Arrangement: 600 qty of fairy lights, each measuring 60 ft in length, to be installed around the central umbrella arrangement using appropriate trussing support and distributed evenly in a circular pattern. 3. Lawn area lighting: 200 qty fairy lights for decorative illumination of the lawn area. 4. Tree Decoration: Selected trees within the event lawn shall be decorated with chilli lights and RGB lights to enhance the overall event ambience. 5. Pole Lights: 2 lighting poles, each fitted with 2 lights, to be installed at strategically identified locations for adequate illumination of the designated areas.	1.00 EACH

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	3. Customized Entrance & Floral Decoration • The vendor shall fabricate and install a entrance arch decorated with artificial flowers. The entrance tunnel with 200 qty of fairy lights decoration 4. Requirements • Vendors may visit the site to assess the venue and installation requirements, if necessary. Site Visit Details: o Date: Saturday, November 14, 2026 o Time: 11:00 AM to 1:00 PM o POCs: Mr. Farhan and Mr. Bilal • All furniture, lighting and decorative materials must be clean, functional and suitable for professional outdoor event use. • The vendor shall provide all necessary manpower, tools, equipment and technical support for installation, maintenance and dismantling. • All arrangements shall be executed according to the layout and instructions provided by CEDIR POCs. • The vendor shall coordinate the setup and dismantling schedule with the designated CEDIR representatives. • All decorative lighting and arrangements must remain functional and presentable throughout the event. • All equipment and materials shall be removed from the venue after completion of the event, as instructed by IBA representatives.	

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.