



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description	: RFQ-001514 - Decoration Services-CICT Event
Date of Issue	: 8 Jan 2024
Date of Submission of Quotation	: 9 Jan 2024 12:00:00 AM
Place of Delivery	: IBA Karachi, Main Campus, Karachi



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Contact Person & Telephone

: Purchase Department, IBA Main Campus,
University Road, Karachi.
021-38104700
Extension : 2153

Sr#	Description	Quantity + UOM
1	<p>Decoration Services ;;; Event details: Date: 11th January 2024 Location: IBA city Campus, Garden Kiyani road Time: Setup must be installed and ready by 3pm on event date All Staff must carry CNIC for security clearance Total Crowd of 250 people estimated 32x Round table setup with milky chairs 8x chairs per table Table will be covered with clean cloth and each table must have table runner</p> <p>Stage & Qawail setup: Size: 15 x 18ft with carpet and farshi to cover the whole stage Stage Height: 1.5ft Gaow Takye= 10 x for stage</p> <p>Setup in front of stage:</p> <p>30x people estimated sitting in front of stage 20x carpet 25x farshi 25x gaow takye</p> <p>Runner/walkway 150 ft length & 6ft width (From stage till onwards)</p> <p>Buffet table: 3x buffet table to cover the 250 people and 8 dishes</p> <p>4x table of 2.5 ft x 4 ft for water bottles and Tea serving 5x table for displaying project</p> <p>Lighting: 200x Fairy Lights 4x stand light for stage 12x stage light to cover the area 20x Led lights 10x spot lights</p> <p>Area must be covered with proper lighting Site visit is necessary</p>	250.00 EACH



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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 I 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 I remove any item or article or reduce I enhance quantity without assigning any reason.
9. Invoice/Bill to be submitted to Purchase Department.
10. Advance Payment subject to Bank Guarantee.
11. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates I denomination of Purchase Order.
12. Stamp Duty 0.35% for Goods against total value of Purchase Order will be levied accordingly.