

RFQ

Description : Orientation Program from IBA-Prequalified Catering & Decoration Services

Date of Issue : August 02, 2014

Date of Submission of Quotation : August 05, 2014

Date of Event : August 23, 2014

Time of Event : 7:00 am to 2:00pm

Place of Event : IBA, Main Campus (Lawn Area)

Contact Person & Telephone : Mr. Muhammad Hanif (Purchase Executive)
38104700 (Ext. 2150)

Decoration Services for Orientation Day 2014 (August 23, 2014)

S. #	Description	Quantity	Days		
Complete Venue Setup Including: MAIN CAMPUS – August 23, 2014					
1	Marque Setup should be ready at 7:00am on August 23	01	01 day		
2	Tent 15" x 3"	02	01 day		
3	Chairs with Covers	100	01 day		
4	Table 3.5' x 2 ½ '	40	01 day		
5	Table Cover	40	01 day		
6	Table Borders	40	01 day		
7	Standing Buffet Complete Setup	(350 guests approx) 05 Buffet	01 day		
8	Quarter Plates (for 02 shifts)				
9	Paper Glass (for 02 shifts)				
10	Samovar	06	01 day		
11	Water Glass	100	01 day		
Total Amount					

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 bill and delivery of the above item.
- 4- General Sales Tax will be paid on applicable items only.
- 5- Penalty 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 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 / remove any item or article or reduce / enhance quantity without assigning any reason.
- 9- Invoice / bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- 10- Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
- 11- No subletting in any case / item / form will be allowed.
- 12- Specimen(s) and image(s) are available at Purchase Office for reference.
- 13- All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.