Institute of Business Administration Karachi
Leadership and Ideas for Tomorrow

Request For Quotation

Description	:	**RFQ-004255 - Catering – IBA Prestige Lounge 2026-27**
Date of Issue	:	**20 Nov 2026**
Date of Submission of Quotation	:	**23 Nov 2026 11:00:00 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

Sr#	Description	Quantity + UOM
1	Catering Service Venue: IBA Main Campus, Karachi Number of Guests: 350 Persons Scope of Work The service provider shall arrange and provide catering, buffet setup, serving staff, live tea stalls, transportation, and all associated arrangements for the IBA Annual Dinner 2026, as detailed below: 1. Menu Starter / Welcome Drink • Squash in assorted flavours, to be served as welcome drink in vine/cocktail glasses with straws. Main Course • Beef Pulao (Ratio of 1:1.25) • Juicy Chandan Kebabs • Chicken Karahi with Black Pepper • Mixed Vegetables Bread • Milky White Naan • Taftan • Chapati Dessert • Rabri Kheer Accompaniments • Raita • Fresh Salad 2. Tea / Green Tea Setup • Live tea stall serving Doodh Patti and Green Tea. • Green Tea to be served with Gurh and Lemon. 3. Serving & Buffet Arrangements • Porcelain crockery. • Stainless steel cutlery. • Minimum 05 buffet setups with glass-top chafing dishes. • Proper buffet arrangement and food presentation in accordance with the event's Autumn theme. • Adequate serving utensils and all necessary buffet accessories. 4. Serving Staff • 06 VVIP waiters in complete uniform. • Adequate service personnel for food replenishment, clearing, and overall service management. 5. Logistics & Miscellaneous	1.00 EACH

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	• All transportation, labour, loading/unloading, setup, dismantling, and associated charges shall be included in the quoted price. • Beverages/drinks shall be provided by IBA Karachi. The service provider shall be responsible for chilling, storage, handling, and serving of the beverages. • The service provider shall ensure timely setup, proper hygiene, food quality, and uninterrupted service throughout the event. 6. Mandatory Requirements • Child labour shall not be employed under any circumstances. • Only SSGC-approved gas cylinders or fibre cylinders shall be permitted for cooking. • The service provider shall ensure compliance with all applicable safety, hygiene, and food handling requirements. • The overall setup, presentation, and serving arrangements shall follow the Autumn colour theme.	

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.