



Request For Quotation

Description : **RFQ-002378 - Decoration Services-CBER Conference**

Date of Issue : **29 Nov 2024**

Date of Submission of Quotation : **3 Dec 2024 12:00:00 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	<p>Decoration Service</p> <p>Rental Basis; Venue: IBA Main Campus, in Lawn area</p> <p>Date: 09th December 2024 Time: Evening (setup must be ready by 4:00pm)</p> <p>Setup & Ambiance</p> <p>Scope:</p> <p>Seating Arrangement:</p> <p>31x Round table with cover and 8x chairs per table</p> <p>250x Acrylic chairs</p> <p>Glass-top buffet dishes for 6x dishes (food items)</p> <p>Dining Essentials:</p> <p>Porcelain crockery and stainless-steel cutlery.</p> <p>Lighting setup:</p> <p>To cover the plantation, surrounding & building</p> <p>Edison light bulb: 20x</p> <p>Chili lights: 50x of 30 ft each</p> <p>Focus lights: 40x</p> <p>RGB/LED lights: 40x</p> <p>Wilson pole light : 2x (10 lights per pole)</p> <p>to enhance the ambiance.</p> <p>Table Decor:</p> <p>Flowerpots on each tables (artificial)</p> <p>Wall Paneling around Lawn</p> <p>Lawn Area: 80ft by 120ft</p> <p>Entrance: 20ft for two sides</p> <p>Note: Child labor and rikshaw is not allowed</p>	250.00 EACH
2	<p>Decoration Services</p> <p>;;; Auditorium Setup:</p> <p>Registration desk setup for two days:</p> <p>Dates: 9th and 10th December 2024</p> <p>12x Acrylic Chairs</p> <p>7x Tables of 2.5 by 4 ft with covers and frills</p> <p>Entrance carpet of Size: 6x 20 ft</p> <p>Arch of artificial flowers at entrance</p> <p>Note: Child labor and rikshaw is not allowed</p>	8.00 EACH

Terms & Conditions :



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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.