



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

## Request For Quotation

- Description** : **RFQ-003649 - Catering Services-Psychology Conference Apr26**
- Date of Issue** : **14 Apr 2026**
- Date of Submission of Quotation** : **15 Apr 2026 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



# Request For Quotation

Sr#	Description	Quantity + UOM
1	<p>Catering Service</p> <p>1) Event Details Event Date: 17th April Location: IBA Main Campus, Karachi Headcount: 60 Persons Nature of Event: Dinner (Buffet + Live Stall)</p> <p>2) Mandatory Campus Safety Requirement Only SSGC approved / fiber gas cylinders are permitted inside IBA campus. Vendor must confirm compliance in the quotation and ensure all live cooking/heating arrangements follow campus safety protocols.</p> <p>3) Menu Requirements</p> <p>A) Main &amp; Buffet Items</p> <p>1. Beef Biryani (Boneless) o Recipe Ratio (Rice: Meat) = 1 : 1.25 (raw weight basis) o Vendor must maintain consistent taste, aroma, and quality (premium basmati recommended).</p> <p>2. Vegetable Pasta</p> <p>3. Mix Vegetable (Seasonal / Mixed Sabzi)</p> <p>4. Milky White Naan/Chapati/Taftan(mix ratio)</p> <p>5-Chapli Kebab – Live Stall Live preparation/serving with dedicated staff and required equipment.</p> <p>C) Condiments / Sides Raita &amp; Russian Salad</p> <p>4) Dessert Bar (Assorted)</p> <ul style="list-style-type: none"> <li>• Quantity Requirement: 1.5× headcount</li> <li>• Dessert assortment to include: <ul style="list-style-type: none"> <li>1. Brownies (assorted/sorted)</li> <li>2. Éclairs</li> <li>3. Short Glass Desserts (assorted) including: <ul style="list-style-type: none"> <li>□ Three Milk dessert</li> <li>□ Chocolate Mousse</li> </ul> </li> </ul> </li> </ul> <p>5) Crockery, Cutlery &amp; Service ware</p> <ul style="list-style-type: none"> <li>• Crockery &amp; Cutlery Quantity: ratio of 1.5 x No of persons</li> <li>• Material: Ceramic &amp; Stainless Steel (as applicable)</li> <li>• Condition Requirements: <ul style="list-style-type: none"> <li>o Neat, clean, hygienic</li> <li>o Free from cracks, chips, stains</li> <li>o Suitable for hot food service (heat-resistant / hot-holding compatible)</li> </ul> </li> </ul> <p>6) Setup &amp; Service Requirements</p> <ul style="list-style-type: none"> <li>• Buffet Setup: <ul style="list-style-type: none"> <li>o Buffet arrangement with glass-top chafing dishes for hot items</li> <li>o Proper serving utensils for each dish (ladles/spoons/tongs as required)</li> </ul> </li> <li>• Waiter Service: <ul style="list-style-type: none"> <li>o VIP waiter service with adequate staff for 60 guests</li> <li>o Staff must be in proper uniform, well-groomed, and hygienic</li> </ul> </li> <li>• Dish Labels (Mandatory): <ul style="list-style-type: none"> <li>o Dish name cards/tent labels (“tallies”) to be placed in front of each serving dish</li> </ul> </li> <li>• Included in Vendor Scope: <ul style="list-style-type: none"> <li>o Transportation, setup, live stall operations, serving, and post-event cleanup/dismantling</li> </ul> </li> </ul>	60.00 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/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.