



Request For Quotation

Description	: RFQ-003513 - Decoration Services: CS Baithak Feb 2026
Date of Issue	: 6 Feb 2026
Date of Submission of Quotation	: 9 Feb 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

Sr#	Description	Quantity + UOM
1	Decoration Service Rental Basis; Scope of Work: 25x Round Tables with black cover, 200x Acrylic Chair in Golden Color (with foamed Seat Cover) 24x 15 feet Stage with 1.5 ft height, fully carpeted with Steps on both sides 100 Rft of Runner carpet in single tone, Entrance Arch: decorate with balloon and artificial flowers & Buntings Theme: Black and golden theme for tables and chairs No of expected guests: 200 Lighting: 10x SpotLights 12x Light stands 30x Eddison bulb 20x LED lights and 100x chili lights (of atleast 30 ft each) Table decorative Piece: Table flowers in glass vase with pebbles Date: 11 Feb, 2026 Time : Setup must be ready by 2:00 pm	200.00 EACH

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.