Institute of Business Administration Karachi
Leadership and Ideas for Tomorrow

Request For Quotation

Description	:	**RFQ-004197 - Catering Services- CBER CON-Nov26**
Date of Issue	:	**4 Nov 2026**
Date of Submission of Quotation	:	**5 Nov 2026 10:00:00 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 Catering Services – Lunch (CBER Conference – Day 2) Event Date: 06 November 2026 Number of Persons: 150 1. Main Course 1. Vegetable Fried Rice. 2. Crispy Beijing Beef. 3. Fried Fish Biscuits – Pangasius/Ambrose fish, coated with breadcrumbs. 4. Daal Makhni. 5. Milky White Naan/Chapati – To be provided in a mixed ratio. 2. Dessert • Ice Cream: Iceberg brand, minimum 24 litres, in multiple flavours, served through a dedicated ice cream stall. 3. Serving & Additional Arrangements 1. Crockery: Complete dining and serving crockery made of good-quality ceramic. 2. Cutlery: Complete stainless steel (SS) cutlery, including spoons, forks and knives, as required for the menu. 3. Waiter Service: Dedicated and properly dressed waiter staff throughout lunch. 4. Buffet Setup: Proper buffet arrangement with glass-top serving tables and chafing dishes. 5. Ice Cream Stall: Dedicated Iceberg-branded stall with multiple flavours and appropriate serving arrangements. 6. Food Presentation: Proper presentation and serving arrangements for all food items. 4. General Requirements 1. All food items must be freshly prepared, hygienic and of good quality. 2. Adequate food quantities must be ensured for 150 persons. 3. All crockery, cutlery, serving equipment, buffet arrangements, stalls and service staff shall be provided by the caterer. 4. All arrangements must be completed before the commencement of lunch. 5. Proper food presentation, serving standards and cleanliness must be maintained throughout the event. 6. Gas Safety: Only SSGC-approved gas connections or approved LPG cylinders shall be permitted for cooking. The use of unauthorized or unapproved gas cylinders is strictly prohibited. 7. Child Labour: Employment or engagement of child labour for any catering, cooking, serving or related activities is strictly prohibited.	150.00 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.