



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description	: RFQ-004162 - Catering Services- Lunch SBS Oct26
Date of Issue	: 26 Oct 2026
Date of Submission of Quotation	: 28 Oct 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



Request For Quotation

Sr#	Description	Quantity + UOM
1	Catering Service Serving Time: 01:00 PM Number of Persons: 85 Venue: IBA Main Campus Menu: 1. Chicken chowmein 2. Moroccan chicken with assorted vegetables 3. Kung pao chicken 4. Finger Fish with chips 5. Vegetable fried rice 6. Ice cream (3 flavours) with Live Waffle Cones 7. 15x of 1.5Litre chilled Bottled mineral water of Aquafina brand or Equivalent 8. 127x of 500ml chilled bottle of cold drinks, including diet options 9. Complete buffet setup including chaffing dishes, with glass top, crockery & Cutlery with respect to the ratio of 1.5 x No of person in all aspect /categories. 10. VVIP waiter Services in complete uniform General Requirements: 1. The vendor shall ensure timely delivery and serving of food at the specified venue and time. 2. Proper serving arrangements shall be provided, including tables, dishes, cutlery, crockery, name tags in front of each dish 3. All food items shall be fresh, hygienically prepared, and served at appropriate temperatures. 4. The quoted price shall include all food items, beverages, serving arrangements, transportation, setup, and any other associated charges. 5. The serving setup shall be ready before the scheduled serving time. 6. Food Quality Standards: The quality, taste, freshness, presentation, and portion sizes of all food items shall be comparable to those offered by established food brands such as DelFrio, Bamboo, and other reputable food outlets in the market. The vendor shall ensure high standards of food preparation, hygiene, and service throughout the event. Note: Only SSGC approved cylinders are allowed in campus Child labor is not allowed IBA is smoke free Zone.	85.00 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.



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