



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description

: RFQ-002506 - Annual Dinner 2025- Decoration Services



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Leadership and Ideas for Tomorrow

Request For Quotation

Date of Issue	: 16 Jan 2025
Date of Submission of Quotation	: 19 Jan 2025 11:00:00 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; Theme: Golden and Black Stage Size: 27 ft x 12 ft 336 x Chairs in golden color 42x Round Table (Covered with black Color) Fanoos: 4x Coctail table:4x Carpet: Runner Carpet of 6x 120 ft in Golden and Black Color Buffet Setup: 6x tables of 2.5 ft x 4 ft Crockery: Ceramic / porcelain White Cutlery : stainless Steel Waiter Services Crowd : estimated numbers 350 Lighting Setup: Light Stand: 15x with 2x LED lights on each stand Spot Lights: 25x (LEDs) LED Warm(color full) Fairy Light: 150x of 30 ft each Edison bulb : atleast 55 bulb Glass bowl on each table filled with color pebbles Ghazal Setup: Gao Takiya 20x Chandni + Farshi + Carpet Covered Area: 30ft x 30 ft Led Fairy String Lights (Mesh) in black and golden (qty 20x) 2000 Balloon: shiny in golden and black color	325.00 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.