



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description

: RFQ-003662 - Decoration Services-World Book Day 2026



Request For Quotation

Date of Issue : 17 Apr 2026

Date of Submission of Quotation : 20 Apr 2026 2:00:00 PM

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	<p>Decoration Services ;;; Location: IBA Main Campus, Lawn A Area Size: 100 ft (Length) × 50 ft (Width) Event Duration: 9am to 7pm Date: April 23, 2026 Theme: White and Blue Note: Setup must be ready on 22nd April, 2026 by the end of day. Visiting Hours: 9:00 AM to 4:30 PM (during working days).</p> <p>Scope of Work: Trussing with Top Covering: Criss-Cross Setup in blue and white colour theme without any gaps Area: Size 50ft x 100ft Seating Arrangement: Sofa Seating 12x Two-seater sofas (foamy Velvet) 5x Single-seater sofas (foamy Velvet) Entrance Decoration: A steel/wooden entrance gate (approximately 10 ft) will be constructed and decorated with blue and white balloons. 2000x Balloon decoration at the venue entrance gate, library entrance gate, and various locations within the library. Runner Carpet of 12 x 20 ft in single tone (Red Carpet) 6x Carpets of Size 12ft x 15ft 3x Neat and Clean Dari and Chandni 40x Pedestrian fans with wires and connection arrangement 100x Buntings of 30 ft each "IBA Karachi is no smoking zone and Child labour is strictly prohibited"</p>	1.00 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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