Institute of Business Administration Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description	:	**RFQ-004236 - Decoration Services-SBSIC 2026**
Date of Issue	:	**16 Nov 2026**
Date of Submission of Quotation	:	**17 Nov 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

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Sr#	Description	Quantity + UOM
1	Decoration Services ; ; ; ; Decoration Setup required at different locations on rental basis : Setup required for 2 days i,e Nov 20st & 21st, 2026 Setup must be placed on Nov 19, 2026. For lunch (arrangements can be made on the same day) For G&T Auditorium: 120 ftx 6ft size of Red Runner Carpet 10x Que stand/ pole with Red Ribbon 2x table of size 2.5 ft x 4 ft with cover & frill 4x Acrylic chairs for Registration Desks 2x Cocktail tables with cover and ribbon 10x Spotlights for stage at Audi 2x artificial flower stands for entrance at Audi Lawn area setup: Entrance with Grid of 15 ft x 20ft Square covered with artificial flower, Addison bulb, chilil lights For SAC (Event Hall): 5x Round tables with 8x acrylic chairs on each table for 2 days (20 and 21 Nov) 2x Buffet tables with cover & border For AMAN CED: 2x Cocktail tables with cover and ribbon 1x table of 2.5 ft x 4 ft for registrations with cover & frill 2x Acrylic chairs for Registration Desks Dinner setup on November 20, 2026 (only one day) No. of persons = 250 Theme: Black, Golden & Maroon Requirement: 250x Acrylic Chairs in Golden color 32x Round tables with plain black cover 32x artificial Flower vase on each table (small size) 120 ft x 12 ft of Runner Carpet in maroon color for lawn area 4x Buffet Setup installed in lawn area: Lighting Arrangement: 10x LED stands with LED lights on each stand 20x LED light 10x Spot lights 300x Fairy lights for Roof of 30 ft each to cover the lawn area & trees 30x Edison bulbs 25x Fanoose (small) 6x Walkway Lamp Setup must be installed a day before event Child labor is not allowed Site can be visit, if seems necessary	1.00 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.