



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description	: RFQ-003275 - Catering Services Day 1 - CBERCON25
Date of Issue	: 7 Nov 2025
Date of Submission of Quotation	: 10 Nov 2025 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 Day 1 – Morning Refreshment Proposed Timing: 10:30 AM – 11:30 AM Venues: Auditorium Foyer Area: For Participants (160 persons) Adamjee Faculty Lounge: For Faculty (40 persons) Menu: Tea / Coffee / Green Tea Chicken Samosa (One Bite) Assorted Sandwiches Bakery Biscuits Day 1 – Lunch for 200 Person Serving Time: 1:00 PM (Setup must be completed before serving time) Venue: Students' Center Event Hall and Coffee Shop No. of Persons: 200 Menu: Chicken Karahi Chicken Pasta Mixed Vegetables Beef Pulao (1.25Ratio) Naan + Taftan + Chapati Dessert (Lab-e-Shireen) Raita & Salad Mineral Water Cold Drinks (White / Black / Red) Additional Arrangements: VIP Crockery and Cutlery Service VIP Waiter Service Day 1 – Second Refreshment (Post-Lunch) 3:30PM to 4:30 PM Venue: Foyer Area, Auditorium Menu: Tea +Coffee +Green Tea Bakery Biscuits (Equivalent to United King, Rehmat e Shereen Bakers) Quantity: 200 Persons Date: 13th of Nov 2025	200.00 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.