



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description

: RFQ-000817 - Decoration Services- SMCS
Event



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Date of Issue

: 8 Mar 2023



Request For Quotation

Date of Submission of Quotation : 9 Mar 2023 12:00:00 AM

Place of Delivery : IBA Karachi, Main Campus,
Karachi

Contact Person & Telephone : Purchase Department, IBA Main Campus,
University Road, Karachi.
021-38104700
Extension : 2153

Sr#	Description	Quantity + UOM
1	<p>Decoration Service Rental Basis; Decoration Services for Alumni Dinner of SMCS Date: 15-March-2023 Time: 4 pm setup required Qty: 250 Location: Lawn A - Main Campus (Front of Fauji Foundation) Round Table setup of 8 person each with table cover and skirting Chairs: VIP Chairs (Acrylic Chairs),with glass and napkins Carpeting: Spotless carpeting Color : Red Carpet to cover stage completely and Entrance Route in mid of the Lawn Stage Size: 24'x15' Stage Height: 1.5 ft with staircase at front</p> <p>Lighting & Luminaries include installation, wiring and removal : Fairy, Spot lights and Complete LED Lights of Dinner and Lawn Area Installation of chili lights for beautification in lawn Buffet area must be covered with proper lighting (Additional) Stand Lights: 25 (Warm LED Light) Fairy light: 150 (approx) Spot Light : 20 LED Colour Light: 25 Buffet Setup: 4 (to cover 250) Crockery & Cutlery: Best Quality of Crockery and Cutlery for event coverage of 250 participants Maroon Spotless Carpet at Stage as per size. Maroon Runner between the dinner area Good Quality Crockery and Cutlery with Buffet Table Site Visit is necessary, Location is at Main Campus Lawn Area Waiter Service Each item must be neat and clean</p>	250.00 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 I item cost is final and no change what so ever will be accepted.
7. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
8. Competent Authority reserves the right to change/ alter I remove any item or article or reduce I enhance quantity without assigning any reason.
9. Invoice/Bill to be submitted to Purchase Department.
10. Advance Payment subject to Bank Guarantee.
11. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates I denomination of Purchase Order.
12. Stamp Duty 0.25% for Goods against total value of Purchase Order will be levied accordingly.