Institute of Business Administration Karachi
Leadership and Ideas for Tomorrow

Request For Quotation

Description : **RFQ-004262 - Catering Services- CEE Boot Camp November 2026**

Date of Issue : **23 Nov 2026**

Date of Submission of Quotation : **25 Nov 2026 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

Sr#	Description	Quantity + UOM
1	Catering Service Catering Services Project Title: CEE Leadership Boot Camp – Catering Services 1. Invitation to Quote The Institute of Business Administration (IBA), Karachi invites quotations from established and reputable catering companies for the provision of food and beverage services for the CEE Leadership Boot Camp event. 2. Event Overview • Event: CEE Leadership Boot Camp • Participants: 250 Persons • Location: Textile Institute of Pakistan (TIP), Bin Qasim • Service Type: Lunch, Refreshments and Dinner • Event Date: 28 November 2026 3. Scope of Work The selected vendor shall provide complete catering services, including food preparation, transportation, serving arrangements, trained staff, food presentation, live cooking stalls, and post-event cleanup, as per the following requirements: 3.1 Lunch – 12:30 PM (Cafeteria Area) Menu: • Chicken Biryani (Serving Ratio: 1:1.25) • Juicy Chandan Kebab • Rabri Kheer • Cold Drinks – Buddy Pack (1.5 × number of participants), mixed flavours, including 20% Diet Drinks • Mineral Water – 1.5 Litre bottles (Aquafina or equivalent) Requirements: • Uniformed serving staff / waiters • Food warmers and appropriate serving equipment • Buffet setup with glass-top chafing dishes • Proper food presentation and serving arrangements • Strict adherence to the scheduled service time 3.2 Refreshments / Hi-Tea – 04:00 PM (Lake Area) Menu: • 50 bottles of Mineral Water (1.5 Litre each), along with disposable glasses • Tea with Milk • Green Tea • Assorted Biscuits (United King or equivalent) Requirements: • Live tea stall with Pathan-style service	1.00 EACH

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	• All necessary items, equipment, utensils, and accessories for tea and green tea service • Tea and green tea to be served freshly prepared • Adequate serving staff to ensure smooth service 3.3 Dinner – 06:30 PM (Amphitheatre Garden) Menu: • Puri Paratha • Chapati • Channa & Aloo Tarkari • Chicken Tikka • Gulab Jamun (Standard, Rahat-e-Shereen or equivalent) • Cold Drinks – Buddy Pack (1.5 × number of participants), mixed flavours, including 20% Diet Drinks • Mineral Water – 1.5 Litre bottles (Aquafina or equivalent) Requirements: • Buffet arrangement for 250 participants with glass-top chafing dishes • Live cooking stalls for Puri Paratha • Uniformed waiters and serving staff • Food warmers and appropriate serving equipment • Proper food presentation and replenishment throughout service • Strict adherence to the scheduled service time 4. General Catering Requirements • Food shall be prepared under hygienic conditions and transported safely to the venue. • Adequate food quantity shall be ensured for 250 participants. • Food shall be served fresh and maintained at appropriate serving temperatures. • The vendor shall arrange adequate manpower, serving utensils, buffet equipment, crockery, and other necessary accessories. • The vendor shall be responsible for waste disposal and cleanup of the catering areas after the event. • Cold drinks shall be provided at a ratio of 1.5 times the number of participants, in mixed flavours, with 20% Diet Drinks. • Mineral water shall be provided in 1.5-litre bottles of Aquafina brand or equivalent. • All catering personnel shall maintain professional conduct and appropriate hygiene standards. 5. Terms & Conditions • Prices shall be quoted in PKR, inclusive of all applicable taxes. • The vendor shall ensure timely delivery and service as per the event schedule. • Payment shall be processed as per IBA's applicable policies and procedures. • Smoking and child labour are strictly prohibited. • Site visit is recommended prior to submission of quotation to assess the venue and catering requirements. • Vendors shall ensure professional conduct and appropriate hygiene standards of all deployed personnel. Site Visit / Coordination Contact: Mr. Mohammad Zaheer/Mr Shoaib, Campus Manager, Textile Institute of Pakistan (TIP), Bin Qasim.	

Terms & Conditions :

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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.