



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

| | |
|--|---|
| Description | : RFQ-003437 - Catering Services-Lunch for DYZ Founders |
| Date of Issue | : 14 Jan 2026 |
| Date of Submission of Quotation | : 15 Jan 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 |



Request For Quotation

| Sr# | Description | Quantity + UOM |
|-----|--|----------------|
| 1 | Catering Service Catering Service for 50 person Menu: LIVE Setup of BBQ Malai Boti Chicken Tikka Beef Seekh Kabab Paratha setup (live) Chapati (live stall) Raita & Salad Chatni Dessert: Carrot Pudding (Gajar Halwa) Drinks: Mineral Water (at the ratio of 1.5x of persons) Size: 300 ml Cold Drink (at the ratio of 1.5x of persons) Size: 300ml Cold Drinks : Mix ratio of White & Black & Diet Additional Arrangements: Decoration arrangement Round Table Setup for 50 persons 7x Tables with cover 8x Acrylic Chairs per table Buffet Setup with Glass top Dishes Crockery in ceramic & Cutlery in SS Waiter Service (in complete uniform) Venue: CED Garden Date: 17th January 2026 Time of serving: 12:00 Pm Total nu of person: 50 Make sure the cylinders are SSGC approved or Fiber Cylinders are allowed only Note: IBA is no smoking Zone Child Labor is not allowed Make sure that staff is wearing proper uniform | 50.00 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.