



Request For Quotation

Description : **RFQ-003725 - Decoration Services-Mushaira Event May2026**

Date of Issue : **6 May 2026**

Date of Submission of Quotation : **7 May 2026 4:00:00 PM**

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	<p>Decoration Service</p> <p>Rental Basis;</p> <p>Scope of Work</p> <p>Project Title: Event Decoration & Setup Services</p> <p>1. Event Details</p> <p>Event Date: 11th May 2026</p> <p>Setup Deadline: All arrangements must be fully completed and event-ready by 02:00 PM on the event day</p> <p>2. Scope of Services</p> <p>The selected vendor shall be responsible for the complete provision, installation, management, and dismantling of event decoration and related setup items on a rental basis. The scope includes the following:</p> <p>2.1 Stage & Seating Arrangement</p> <p>Provision and installation of 1 stage (12 ft x 24 ft) with fully carpet and stairs set at both sides of stage</p> <p>Arrangement of 100 Milky White Acrylic Chairs</p> <p>Provision of 6 Double-Seater Sofas for VIP/guest seating</p> <p>2.2 Flooring & Comfort Setup</p> <p>Supply and laying of 200 Carpets (6 ft x 15 ft each)</p> <p>Supply and laying of 200 White Chandni (6 ft x 15 ft each)</p> <p>Provision of 150 Gao Takya (floor cushions)</p> <p>2.3 Lighting & Electrical Setup</p> <p>Installation of 16 Light Stands</p> <p>Provision of 2 Wilson Pole Lights (decorative poles wrapped with fairy lights)</p> <p>Setup of 20 Spot Lights</p> <p>Installation of 150 Fairy Lights</p> <p>Provision of 20 RGB Lights</p> <p>Installation of 30 Edison (Addison) Bulbs</p> <p>2.4 Decorative Elements</p> <p>Design and setup of 1 Decorative Entrance Gate</p> <p>Provision and placement of 1 Standing Mirror</p> <p>Arrangement of Gulaab Pattian (rose petals) (atleast 5 kG)</p> <p>Provision of 100 Diye / Candle Chiraagh</p> <p>3 dozen disposable plates</p> <p>Provision of Baby Fanose (decorative lanterns)</p> <p>2.5 Cooling & Comfort Arrangements</p> <p>Provision and installation of 10 Pedestal Fans</p>	1.00 EACH



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3. Installation & Dismantling

Complete setup of all items prior to the specified deadline
On-site coordination during the event (if required)
Safe dismantling and removal of all equipment after event completion

4. Compliance & Code of Conduct

Smoking is strictly prohibited within the campus premises
Child labour is strictly prohibited; the vendor must ensure all labor complies with applicable labor laws
Vendor staff must maintain professional conduct and adhere to campus regulations at all times

5. Quality & Responsibility

All items must be in clean, safe, and good working condition
Vendor is responsible for timely delivery, proper installation, and operational safety
Any damage, shortage, or non-compliance will be the responsibility of the vendor

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.