



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation



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Description	: RFQ-003321 - Decoration Services- CEIF Event
Date of Issue	: 18 Nov 2025
Date of Submission of Quotation	: 19 Nov 2025 5:00:00 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	Decoration Services ;;; Decoration Setup: Wall panels Size of Each panel: 10x 15 ft Theme: black and White Rft = 600 Sitting arrangement for 300 people (260+ 40) 260x acrylic Chairs 40x VVIP Chairs for VVIP tables 32x Round table with frills 6x Deco tables for VVIP arrangement Runner Carpet (maroon) of 6 x 25 Feet VVIP waiter Services Lighting Setup: LED Light :60 Spot Light: 40 Walkway Lamps: 4 RGB lights: 60 Chilli lights: 200 of 30 ft each Flower arrangement (Artificial) on each table Site: City Campus, Aman Tower ground floor POC: Babar Majeed Items must be neat and clean and dishes must be in single color in melamine Theme would be black and white	300.00 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.