



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description

: RFQ-002493 - Decoration Services-SMCS Jan25



Request For Quotation

Date of Issue	: 10 Jan 2025
Date of Submission of Quotation	: 13 Jan 2025 1:00:00 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 Rental Basis; Decoration Service For estimated no of person = 200</p> <p>Stage: Carpeted stage of Size: 16x10ft, wooden with 1.5 ft height Tables: 25x Round table set up. Tables: 24x table with cover/frill (in White Color with center line of maroon cloth) 206x Acrylic chairs 8x Chairs per table 25x Flowerpots (artificial for each table) 1x fresh flower arrangement on Rostrum (pic is attached for reference) Registration Desk: 2x with covers (black, white) Size of Desk: 2.5 ft x 4ft Entrance: Runner Carpet with size: 6 x 20 ft, Qty of Runner Carpet = 5 Lighting: Entrance Arch of Edison bulbs with and artificial flowers 80x Chilli Lights of 30 ft each & 40x Led lights. Lighting must be enough to decor surrounding and trees. Date: 17th January 2025 at Lawn Area, Main Campus Site Visit is necessary Important Note: Child labour and Rikshaw is not allowed. Condition must be perfect of each supply.</p>	1.00 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.