



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description	: RFQ-002850 - Conference Decoration Services SBSIC 2025
Date of Issue	: 4 Jun 2025
Date of Submission of Quotation	: 10 Jun 2025 9:00:00 AM



Request For Quotation

Contact Person & Telephone

: Purchase Department, IBA Main Campus,
University Road, Karachi.
021-38104700
Extension : 2153

Sr#	Description	Quantity + UOM
1	<p>Catering Service Setup required for 250 person Event Date: June 13, 2025 Timings: setup must be ready by 5 pm. Venue: Fauji Lawn A & B, IBA Main Campus Theme: White & Maroon 250x Chairs Round Table with 8x Chairs per table, Covered with white cover Carpet: Runner Carpet (6 ft x 40 ft)</p> <p>Fanoos: 4x Buffet Setup: 4x tables of 2.5 ft x 4 ft Crockery: Ceramic / porcelain White Cutlery : stainless Steel Goblet Glass Waiter Services</p> <p>Lighting Setup: Light Stand: 15x with 2x LED lights on each stand Spot Lights: 25x (LEDs) LED Warm (color full) Fairy Light: 150x of 30 ft each Edison bulb: atleast 55 bulb Artificial flowers vase on Table 20x Pedestal Fans Spot lights for panaflex (required from June 12 for setup inside & outside G&T Auditorium) = qty 15 Rope Barriers to cover the area i.e 120 ft x 80 ft Red Runner Carpet for Auditorium = 6 ft x 80 ft Note: Child Labor, Smoking & Rikshaw is not allowed in campus</p>	250.00 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), levies 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.