



# Request For Quotation

**Description** : **RFQ-003729 - Catering Services-SESS Mushaira Event May26**

**Date of Issue** : **8 May 2026**

**Date of Submission of Quotation** : **11 May 2026 8:30:00 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

Sr#	Description	Quantity + UOM
1	<p>Catering Service Scope of Work (SOW) Catering Services for Event at Institute of Business Administration Karachi Main Campus</p> <p>1. Project Title Provision of Catering Services</p> <p>2. Invitation to Quote The Institute of Business Administration Karachi invites quotations from reputable and experienced catering vendors for provision of catering and related services for an event at the Main Campus, Karachi.</p> <p>3. Event Details Location: IBA Karachi – Main Campus Expected Guests: 105 Event Date: 11th May 2026 Service Time: 8:00 to 9:00 PM (will be confirmed on event day) Setup Requirement: Complete buffet setup and live stations must be fully operational before guest arrival.</p> <p>4. Scope of Services The selected vendor shall provide complete catering services including food preparation, live cooking arrangements, buffet setup, serving arrangements, crockery, cutlery, and waiter services.</p> <p>Menu Requirements: Main Course: Beef Pulao (Boneless) with rice-to-meat ratio of 1 : 1.25 Chicken Karahi (Live Setup) Chapli Kebab (Live Setup) Chicken Bar BQ Alfredo Pasta</p> <p>Dessert: Rabri Kheer Bread: Naan / Taftan</p> <p>Russian Salad Raita</p> <p>5. Service Requirements</p>	105.00 EACH



## Request For Quotation

The vendor shall be responsible for:

- Fresh preparation and hygienic handling of all food items
- Arrangement of buffet counters and live cooking stations
- Provision of professional chefs for live cooking setups
- Provision of quality crockery, cutlery, serving dishes, and chafing dishes with glass top
- Professional waiter/service staff for food service and guest assistance
- Heating and food temperature maintenance arrangements
- Timely replenishment of food items throughout the event
- Cleaning of buffet and serving areas after the event
- Waste collection and disposal in designated areas only

### 6. Vendor Responsibilities

The selected vendor must:

- Ensure food quality, hygiene, and safety standards at all times
- Ensure all staff are properly uniformed and maintain professional conduct
- Arrange transportation and timely delivery of all catering items
- Coordinate with the designated IBA focal person regarding operational requirements
- Ensure uninterrupted food service during the event
- Only SSGS approved/fiber cylinders are used for cooking

### 7. Compliance Requirements

- Smoking is strictly prohibited within campus premises
- Child labor is strictly prohibited
- Vendor staff must comply with all campus security and administrative protocols
- Any damages caused by vendor staff shall be the responsibility of the vendor



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2	<p>Catering Service Tea Stall Services for Mushaira Event</p> <p>1. Project Title Provision of Pathan Style Tea Stall Services for Mushaira Event</p> <p>2. Invitation to Quote The Institute of Business Administration Karachi invites quotations from experienced vendors for provision of tea stall services for the Event.</p> <p>3. Event Details Event Name: Mushaira Location: Main Campus Expected Audience: 700 Persons Event Date: 11th May 2026 Service Time: As per event schedule communicated by IBA Setup Requirement: Tea stalls must be fully operational before audience arrival.</p> <p>4. Scope of Services The selected vendor shall provide complete Pathan-style tea stall services including tea preparation, live serving counters, disposable serving items, and serving staff.</p> <p>Tea Service Requirements: Traditional Pathan Style Chaye setup Freshly prepared tea throughout the event duration Disposable tea cups suitable for hot beverages Sugar, tea ingredients, and serving accessories Proper waste bins around serving areas</p> <p>Stall Requirements: For smooth crowd management and efficient service for approximately 700 guests, the vendor is required to arrange: Minimum 2 Tea Stalls/Counters</p> <p>Serving Staff Requirements: The vendor shall provide: Minimum 04 Serving Staff/Waiters for tea distribution Staff must be properly uniformed and maintain professional conduct</p> <p>5. Vendor Responsibilities: The selected vendor shall be responsible for: Timely setup and dismantling of tea stalls Maintaining hygiene Continuous availability of hot tea during the event Coordination with designated IBA focal person for operational requirements</p> <p>6. Compliance Requirements Smoking is strictly prohibited within campus premises Child labor is strictly prohibited Vendor staff must comply with all campus security and administrative protocols Any damages caused by vendor staff shall be the responsibility of the vendor</p>	700.00 EACH
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## **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.