



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description

: RFQ-004120 - Decoration Service- TL
Symposium Oct26



Request For Quotation

Date of Issue	: 14 Oct 2026
Date of Submission of Quotation	: 15 Oct 2026 10:00:00 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	Decoration Services ;;; Scope of Work – Event Setup and Infrastructure Date of Event: 19 October 2026 Event Timings: 07:00 AM to 05:30 PM Location: Main Campus Lawn Area Number of Guests: 500 Persons Theme: White & Light Brown Setup Deadline: The complete setup must be ready by 05:00 PM on 18 October 2026. Requirements and Specifications 1. Marquee: Provision and installation of a criss-cross marquee (truss-based) for the lawn area, measuring 120 ft × 80 ft. 2. Marquee Cloth: White and brown cloth for the marquee. 3. Cordon-Off Arrangement: Cordon off all sides of the 120 ft × 80 ft area using stanchions (posts) and velvet rope (red ribbon). 4. Round Tables: 63 round tables with plain white covers. 5. Chairs for Tables: 8 white acrylic chairs per table, making a total of 504 chairs. 6. Chairs for Octanorm Shell/Booths: 12 chairs. 7. LED Screen for Booths: Provision of an LED screen with stand for the booths, including all necessary cabling, connections, and accessories. 8. Octanorm Shell Schemes: 4 Octanorm shell schemes, each measuring 4 m × 3 m. 9. Walkway Runner Carpet: Provision and installation of walkway runner carpet measuring 12 ft × 120 ft. 10. Pedestal Fans: 20 pedestal fans, including wiring, cabling, and all necessary connections. Vendor Setup and Removal Responsibilities 1. The vendor shall be responsible for the transportation, delivery, installation, and setup of all items mentioned in the scope of work. 2. The complete event setup must be installed and ready for use by 05:00 PM on 18 October 2026. 3. The vendor shall ensure that all equipment, furniture, marquee structures, booths, electrical connections, and other arrangements are properly installed and operational before the setup deadline. 4. The vendor shall be responsible for dismantling and removing all supplied items, equipment, structures, and materials after the event. 5. The vendor shall ensure that all dismantling and removal activities are carried out safely and that the event area is cleared of the vendor's materials and waste after completion. 6. All transportation, labour, installation, dismantling, loading, and removal arrangements shall be the vendor's responsibility	1.00 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.