



Request For Quotation

Description	: RFQ-003813 - Decoration Services- Examination Setup Jun26
Date of Issue	: 18 Jun 2026
Date of Submission of Quotation	: 19 Jun 2026 12:00:00 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 Service Rental Basis; Scope of Services A. Tentage Coverage Vendor shall provide and install clean, well-maintained, and spotless tentage at the following locations: Location Coverage Area Lawn A 120 ft × 80 ft Lawn B 110 ft × 70 ft Requirements: Tent material must be neat, clean, and free from stains, tears, or visible defects. Structure must be safe, stable, and suitable for outdoor usage. B. Qanaten / Side Walls Vendor shall provide and install side wall (Qanaten) coverage for tented areas. Coverage Areas: Lawn A: 120 ft × 80 ft Lawn B: 110 ft × 70 ft Additional Requirement: 18 Nos. Qanaten / Side Walls for Main Campus C. Examination Tables & Chairs Vendor shall arrange and place examination furniture as follows: City Campus 80 Tables 80 Chairs Main Campus 720 Tables 720 Chairs	1.00 EACH



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Floor standing Fans:

60x Fans required along with leads, connection cables and necessary equipment

Lead /wire length must be enough to provide connections to all fans

Requirements:

Tables and chairs must be clean, stable, and suitable for examination purposes.

Vendor shall ensure proper placement and alignment as directed by the concerned focal person.

D. Carpet Arrangement

Vendor shall provide and install carpet covering for:

Main Campus: 40 ft × 40 ft area

Carpet must be:

Clean and properly laid.

Free from damage, folds, or uneven surfaces.

3. Timeline & Delivery Requirements

Complete setup and installation shall be completed before 1:00 PM on Saturday, 20 June 2026.

Event / Examination Date: 21 June 2026

Any delay in completion may result in rejection or penalties as applicable.

4. Site Visit

Vendors may conduct a site visit prior to submission of quotation.

Visiting Hours:

09:00 AM to 06:00 PM

5. Vendor Responsibilities

Transportation, loading/unloading, installation, and dismantling shall be included in quoted rates.

Vendor shall ensure manpower availability during setup and dismantling.

Any damage caused during execution shall be rectified by the vendor at its own cost.

Vendor shall comply with all safety and operational requirements communicated by the client.

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.



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