



RFQ

Description : Dinner for MBA Farewell 2017
Date of Issue : May 5, 2017
Date of Submission of Quotation : May 8, 2017 @ 1:00 pm
Date of Event : May 9, 2017 from 8:00 pm
Place of Event : IBA Main Campus
Contact Person & Telephone : Mr. Amir Zain (Executive Purchase)
021-38104700 (Ext. 2152)

S. #	Description	Quantity
(a)	Frill marquee setup of 90' x 90' with round table & chairs, Wall Panelling at Main Campus with complete decoration, should be ready at 6:00 pm on May 9, 2017	Setup for 150 guests
i.	Pole Cover, Frill Marque should be same color	
ii.	LED & Luminaries required according to the theme of function	
iii.	SMD Screen Size: 10' x 20'	
iv.	Stage, Size: 16' x 24'	
v.	Sound System (3 SP4 Pairs)	
vi.	Photo-booth Backdrop, Size: 12' x 8'	1 unit
vii.	Sofa Lounges	4 sets
viii.	Air Conditioners 4.0 Ton	12 units
(b)	May 9, 2017, Dinner (Buffet Setup) In Marquee with Full Plate, Half Plate, Quarter Plate, Goblets, Table Fork, Tea Spoon and allied Crockery & Cutlery Menu: Mini Chicken Samosas Mutton Kunna Singaporean Rice Chicken Tikka Fish Beef Gola Kabab Live Tandoor Nan Taftaan Gulab Jamun Crunch Kulfi Salad Bar Raita Cold Drink 1.5 Ltr (on actual consumption) Mineral Water 1.5 Ltr Bottle, Nestle or equivalent (on actual consumption)	150 guests

Summary:

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Terms & Conditions:

1. Competent authorities reserve the right to reject or accept any quotation / tender according to SPPRA rules & regulations.
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 bill and delivery of the above item.
4. General Sales Tax will be paid on applicable items only.
5. Penalty at the rate of 2% per month on actual will be imposed on delayed delivery.
6. Government tax(es), levi(es) and charges(s) will be charged at actual as per SRO.
7. Advance Payment subject to Bank Guarantee of nationalized Bank preferably National Bank of Pakistan.
8. Physical inspection will be carried out by IBA authority.
9. Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
10. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
11. Stamp duty 0.35% for Services against total value of Work Order will be levied accordingly.
12. No sub-letting in any case and form will be acceptable.

NOTE

1. Complete setup with round table in all respect i.e., decoration, electrification, luminaries, sheds, seating arrangement crockery, cutlery and allied make-up will be provided as per Work Order descriptions and should be ready on or before May 9, 2017 at 6:00 pm
2. Round table setup for 08 persons each table.
3. Marque / Pole Cover should be of mono color preferably beige color.
4. Endorsement of deliveries will be made by Manager Purchase & Stores.
5. Sufficient numbers of well-dressed butlers for service are required according to numbers of guests to serve the refreshment.
6. Electricity will be available in main lines at IBA, premises. It will be the responsibility of decorator/service provider to provide wire/cable and extend upto the connection points as and where required through their own cable/wire.
7. All the decoration, catering and luminaries / electrical items must be removed by the service provider after conclusion of the event upto May 10, 2017 by 4:00 pm. Penalty of Rs. 1000/- per day will be imposed if any items found present at IBA premises on May 11, 2017 onwards.
8. Dumping of goods / items is prohibited
9. All furniture items must be covered with table covers, covers & skirting where required of high quality.