



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

- Description** : RFQ-003600 - Catering Services- CEIF Mar26
- Date of Issue** : 25 Mar 2026
- Date of Submission of Quotation** : 26 Mar 2026 10:00:00 AM
- Place of Delivery** : Stores, IBA Main Campus, University Road,
Karachi.



Request For Quotation

Contact Person & Telephone

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

Sr#	Description	Quantity + UOM
1	Catering Service Venue: City Campus Event Date: Friday, March 27 Guests: 50 Dinner Menu Requirements Main Course Items Malai Boti Adana Kabab Alfredo Pasta Schezuan Chicken Beef in Oyster Sauce Vegetable Fried Rice Chapati Salad: Grilled Chicken Ceasar Salad Ice Berg Lettuce Coarsely Broken, Toss In Caesar Dressing, With Black Olives, Color Pimento, Sundried Tomatoes, Crotons, Grilled Chicken, Sprinkle of Parmesan Cheese. Dessert Ice Cream: (Del Frio) Drinks: Coffee, Green tea, Tea with Milk (Cardamom) Service & Setup Requirements Crockery & Cutlery premium quality (complete setup for 50 guests) Ratio of at least 1.5 x no of person VVIP Waiters (in complete uniform adequate quantity for premium service) VVIP Buffet Setup (including tables white deco table, Chaffing dishes, Napkins, Table Covers, Goblet glass with best quality. Transportation (delivery, setup, and post event clearance) Only SSGC / Fiber cylinders are allowed for cooking Menu items must be labelled Skirted buffet setup Setup must be ready 2 hours earlier to the event Note: Child labor and smoking is not allowed	50.00 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), 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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