



Request For Quotation

Description : **RFQ-003648 - Decoration Services-Psychology Conference Apr26**

Date of Issue : **14 Apr 2026**

Date of Submission of Quotation : **15 Apr 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	<p>Decoration Service Rental Basis; Event Date: Friday, April 17th Location: Main Campus</p> <p>1. Decoration & Setup Requirements The vendor shall provide decoration and setup services on a rental basis, including the following:</p> <p>a. Stage Setup Stage platform (Height: 1.6 feet, Size: 16 ft x 24 ft) Fully carpeted stage (16 ft x 24 ft) Cushions for stage seating</p> <p>b. Lighting & Ambience 500x of 30 ft each Fairy light to make: Roof of Fairy lights for open area & Covering of Trees and pillars 30x RGB Lights 30x Edison bulb 20x of 100 watt Led Shades 50x Fairy lights of 30ft for Entrance Gate (Reference pic is attached)</p> <p>c. Backdrop & Styling Curtains for media wall/backdrop with structure along with Stage 10x 15 is Media wall size (for Reference)</p> <p>d. Flooring & Carpeting Quantity: 75x carpets Size (each): 6 ft x 15 ft Application: Entire event area Setup: With white Chandni & cushions arrangement Quantity: 1x runner carpet Size: 12 ft x 20 ft Color: Red, single tone Application: Entrance pathway/area</p> <p>e. Seating & Comfort 50x cushions 50x white Acrylic Chairs</p> <p>2. Service Requirements The vendor shall also ensure: Complete installation and setup before the event On-site support during the event (if required) Dismantling and removal after the event Note: Child labor and Smoking is not allowed in campus</p>	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.