



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description

: RFQ-004123 - Catering Services-TL Symposium
Lunch 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	Catering Service Catering Services – TL Symposium 2026 Event Date: 19 October 2026 Lunch Timings: 01:00 PM to 02:00 PM (to be confirmed) No. of Persons: 500 Location: IBA Main Campus, including ground and first floors at three different locations. Menu and Minimum Quantities: • Beef Biryani: 9 daigs, each containing 8 kg, with a ratio of 1:1.25. • Chicken Koila Karahi: Minimum 70 kg. • Mixed Vegetables: 40 kg. • Milky White Naan: 250 pieces. • Taftan: 150 pieces. • Salad Bars: 5 bars, each serving at least 100 persons. • Raita: Minimum 12 kg. • Cream Cocktail: Minimum 90 kg. Drinks and Beverages: • Mineral Water: 84 bottles of 1.5 litres each (Aquafina or equivalent). • Soft Drinks: 625 bottles of 500 ml, in a mix of white and black beverages, including 20% diet drinks. • All beverages must be chilled and maintained in ice tubs. Buffet Setup and Accessories: • 6 buffet stations with chafing dishes and glass tops. • Ceramic crockery and cutlery at a ratio of 1.25 sets per person (625 sets). • Goblet glasses and napkins in sufficient quantities. • 30 round table covers for available round tables. • Setup to be arranged at three different locations across the ground and first floors. Waiter Services: 15 waiters in complete, neat, and clean uniforms. Labour, Transportation, Setup and Removal: The vendor shall arrange all required labour and transportation and shall be responsible for the delivery, setup, arrangement, and removal of all catering items and equipment. All arrangements must be completed before lunch service, and the designated areas must be left clean after the event. Terms and Conditions: 1. Only SSGC-approved fibre gas cylinders are permitted for cooking. 2. Child labour and smoking are strictly prohibited on campus. 3. All food must be hygienically prepared and served. 4. Rates must be quoted on a per-person basis for 500 persons, inclusive of all applicable taxes and charges, covering the complete scope of services. 5. All food quantities mentioned above are minimum requirements for quotation purposes.	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.