

TENDER FORM

Tender # ES/02/26-27 Event Management Service for Career Fair

Date of Issue : September 23, 2026

Last Date of Submission : October 9, 2026 (3:00 PM)

Date of Opening of Tender : October 9, 2026 (3:30 PM)

Company Name: _____

NTN: _____, **SRB Registration Number:** _____

GST Registration Number: _____

Pay Order / Demand Draft # _____, **Dated:** _____

Amount of Rs. _____, **Drawn on Bank:** _____

Notice Invitation Tender (NIT)

Tender Notice

The Institute of Business Administration, Karachi (IBA), invites sealed bids from tax-compliant Event Management Companies / Service Providers, registered with the relevant tax authorities, for the following tender:

Tender Title (Ref. No.)	Procedure	Bid Security
Event Management Service for Career Fair (ES/02/26-27) Mandatory Site Visit: October 1, 2026, at 11:00 AM, IBA Main Campus	Single Stage One Envelope	Rs.300,000/-
Tender Fee and Dates		
▶ <i>Tender Fee:</i> Rs. 5,000/-		
▶ <i>Issuance start date:</i> September 23, 2026, from 9 AM		
▶ <i>Issuance end date & time:</i> October 9, 2026, till 3 PM		
▶ <i>Submission date & time:</i> September 23, 2026, till October 9, 2026, from 9 AM to 3 PM		
▶ <i>Opening date & time:</i> October 9, 2026, at 3:30 PM		

Tender documents can be downloaded from the IBA and SPPRA EPADS websites. The tender fee challan to be generated from the IBA website at <https://tenders.iba.edu.pk> and deposited at any branch of Meezan Bank Ltd.

Tender Document/Bid (with a copy of Bid Security/Earnest Money and supporting documents) should be submitted/uploaded on SPPRA EPADS <https://portalsindh.eprocure.gov.pk/>. The original Bid Security along with the Original Bid (duly signed and stamped) must be delivered to IBA, Karachi on below mentioned address before bid opening schedule. Bids will be opened on the same date and venue in the presence of the bidders' representatives who may wish to attend.

Please ensure that bid security, in the form of a Pay Order or Demand Draft, is submitted in favor of 'IBA Karachi' along with the tender.

N.B. (1) IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to the relevant provision of SPP Rules 2010.

(2) Only uploaded bid along with supporting documents will be accepted. In case there is a contradiction between bidder's EPADS submitted bid and manually submitted bid, bid submitted on EPADS will be considered valid for evaluation purpose.

REGISTRAR

IBA, Main Campus, Karachi University Enclave, Karachi-75270
UAN: 111-422-422, Fax: (92-21) 99261508
Contact Person: Assistant Manager Procurement on 38104700, Ext: 2150
Email: tenders@iba.edu.pk, IBA Website: <https://tenders.iba.edu.pk>
SPPRA EPADS Website: <https://portalsindh.eprocure.gov.pk/>

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1. Introduction

Dear Tenderer:

Thank you for the interest you have shown in response to the IBA's advertisement which has floated in IBA & SSPRA websites and leading newspapers on September 23, 2026, to Event Management Service for Career Fair.

The Institute of Business Administration, Karachi (IBA) is the oldest business school outside North America. It was established in 1955 with initial technical support provided by the Wharton School of Finance, University of Pennsylvania. Later, the University of Southern California (USC) set up various facilities at the IBA & several prominent American professors were assigned to the IBA. The course contents, the curriculum, the pedagogical tools & the assessment & testing methods were developed under the guidance of reputed scholars from these two institutions. IBA has zealously guarded the high standards & academic traditions it had inherited from Wharton & USC while adapting and adjusting them with the passage of time.

We expect to avail services/works/items of high standards that meet our prime & basic specifications through this transaction.

Thank you.

-sd-

Registrar

2. Instructions

a. Sign and Stamp

The Institute of Business Administration, Karachi (IBA) expects that aspirant individual(s) /party(ies) company(ies) /firm(s) to operate Event Management & Decoration Services should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each and every page. Moreover, attach required supporting document according to the requirement.

b. Filling in the Tender Form

It is of utmost importance to fill in the Tender Form in writing in ink or type. **Do not leave any column/item blank.** If you want to leave the item/column unanswered please, write 'Not Applicable'. If you need more space, please attach a paper & mention the item/column name or number etc. that referred to the column/item of the Tender Form.

c. Collection of Tender

Tender documents are available at the Office of the Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi, on any working day (Monday to Friday). The tender documents can also be downloaded from the IBA and SPPRA EPADS websites.

d. Submission of Documents and Address

Tender Document/Bid (with a copy of Bid Security/Earnest Money and supporting documents) should be submitted/uploaded on SPPRA EPADS. The original Bid Security along with the Original Bid (duly signed and stamped) must be delivered to IBA, Karachi on below mentioned address before bid opening schedule. Separate envelopes clearly labelled for 'Original Document' and 'Bid Security' must be submitted on or before the last date to submit the tender documents. **Tender Documents received by fax or email will not be accepted. Only uploaded bid along with supporting documents will be accepted.** In case there is a contradiction between bidder's EPADS submitted bid and manually submitted bid, bid submitted on EPADS will be considered valid for evaluation purpose.

e. Bid Security

Bid Security Rs. 300,000/- will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration.

Stamp & Signature

f. Performance Security

Successful bidder should provide 10% Performance Security (of bid amount per unit basis) total value of Purchase Order / Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Completion of Contract.

g. Tender Cancellation

IBA may reject any bid subject to relevant provision of SPP Rules 2010 may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

h. Rights

Competent authorities reserve the right to accept or reject any quotation/tender without any reason thereof. Also, the Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason. 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.

i. Point of Delivery

Supply will be delivered at the IBA Store Main Campus University Enclave Karachi. IBA is not liable to pay any Custom duty, Levies, Taxes, Demurrage or any other charges, Warehousing, Logistics etc.

j. Clarification / Proof

Please submit copies of certificates of registration with the Sales Tax and Income Tax departments. The manufacturer/firms/companies/distributors/suppliers should also provide a copy(ies) of the certificate(s) etc. as proof of their claim.

k. Conditional / Optional / Alternate Bids

Such bids will not be accepted.

l. Mandatory Site Visit & Briefing

Site visit and briefing Meeting is mandatory to attend. The meeting will be held on October 1, 2026, at IBA Main Campus at 11 AM, to understand the exact nature of the services.

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3. Bidding Data

- (a) **Name of Procuring Agency:** Institute of Business Administration, Karachi.
- (b) **Brief Description of Works:** Event Management Service for Career Fair
- (c) **Procuring Agency's Address:** Main Campus, University Enclave, Karachi.
- (d) **Amount of Bid Security:** Bid Security Rs. 300,000/- will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration.
- (e) **Period of Bid Validity (days):** Ninety (90) Days.
- (f) **Deadline for Submission of Bids along with time:** The last date for submitting the Tender Document in a sealed envelope is October 9, 2026, by 3:00 PM in the Tender Box placed at the Security Office, Gate # 4, IBA Main Campus, University Enclave, Karachi. The Tender will be opened on the same day at 3:30 PM in the presence of representatives who may care to attend.
- (g) **The Venue, Time, and Date of Bid Opening:** The Tender will be opened on October 9, 2026, at 3:30 PM at IBA Main Campus, University Enclave, Karachi in the presence of representatives who may care to attend.
- (h) **Liquidity damages:** Failure to comply with the quality, quantity, specifications and serving standards may result in penalties from 2% to 10% on the final payment of the invoice or may issue warning or termination of the contract.
- (i) **Deposit Receipt No:** _____ **Dated:** _____
- (j) **Amount (in words and figures):** _____
- (k) **Pay Order / Demand Draft #:** _____, **Amount: Rs.** _____
- (l) **Drawn on Bank:** _____, **Dated:** _____

Stamp & Signature

4. Terms and Conditions

a. Arbitration and Governing Law

This tender and any contract executed under this tender shall be governed by and construed in accordance with the laws of Pakistan. The IBA and all bidders responding to this tender and parties to any contract executed pursuant to this tender shall submit to the exclusive jurisdiction of the Pakistani courts. The arbitration proceeding will be governed by the Arbitration Act, of 1940, and the substantive and procedural law of Pakistan. The venue shall be Karachi.

b. Acceptance of Tender

The IBA reserves the right not to accept the lowest and to annul the bidding process without assigning any reason whatsoever.

c. **Currency:** All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

d. **Sample:** A sample would be provided by the bidder upon request for evaluation.

e. **Bid Evaluation:** The bid will be considered the Most Advantageous Bid on most closely conforming to evaluation criteria and other conditions specified in the bidding document and having the least evaluated cost.

f. **Cancellation:** IBA reserves the right to cancel any or all of the above items if the material is not in accordance with its specifications or if the delivery is delayed.

g. **Invoice:** The invoice/bill should be submitted to the Procurement /Administration Department.

h. **Stamp Duty:** A stamp duty of 0.35% against the total value of the Purchase Order will be levied accordingly.

i. **Increase in Price:** No increase in the value of the above-mentioned items will be accepted on account of either unit price, total price, any or all other charges, the scope of supply and or any other head of account.

j. **Payment:** Payment will be made within 30 working days, after the completion of services required as per the Bill of Quantity and submission of the commercial invoice at IBA, Main Campus, University Enclave, University Road, Karachi.

Stamp & Signature

5. Integrity Pact

- (a) Its intention is not to obtain the Provide and Supply work of any Contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the Bidder represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the Provide and Supply or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- (c) The Bidder accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right and remedies available to the IBA under any law, contract, or other instruments, stand void at the discretion of the IBA.
- (d) Notwithstanding any right and remedies exercised by the IBA in this regard, Bidder agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice and further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/bidder as aforesaid for the purpose of obtaining or inducing Provide and Supply/work/service or other obligation or benefit in whatsoever from the IBA.

Note:

This integrity pact is a mandatory requirement other than auxiliary services/works.

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6. Scope of Work

IBA Karachi organizes career fair for students every year. The scope of required service is to cover all aspects to ensure the event runs smoothly, attracts participants, and effectively connects students with potential employers.

1. Pre-Event Planning

- **Event Conceptualization and Theme Development:** Define the goals, theme, and objectives of the career fair in collaboration with IBA Karachi (in collaboration with IBA MARCOM).
- **Venue Setup:** Considering main factors like accessibility, space for booths, networking areas, student engagement zones, one-on-one interview slots, lunch & refreshments areas, AV equipment, and other logistics.

2. Event Logistics and Operations

- **Booth and Layout Design:** Organize and design the layout for company booths, help desks, information stands, and presentation areas.
- **Audio-Visual and Technical Setup:** Arrange for, LED screens, digital standees, SMD Screens, microphones, lighting, and other equipment.
- **Signage and Branding:** Provide signage for directions, branding for company booths, and general decorations in line with the event's theme.
- **Registration and Attendee Check-In:** Set up a registration desk or digital check-in process for both students and employers.
- **Valet Service for guests:** providing sufficient staff for valet service from IBA Main Gate to the designated parking place(s).
- **Decoration:** Balloon & Flower decoration according to the event's theme.
- **CCTV Monitoring:** To arrange for inside venue CCTV monitoring on the day of career fair and a day before to monitor company installation process. This will help to oversee student and company engagement throughout the day. Designated area for lead sponsors that everyone must pass through; ensure its prominently highlighted.

3. Onsite Support and Management

- **Exhibitor and Attendee Support:** Offer continuous support for exhibitors with setup, any technical issues, and general needs throughout the day.
- **Support Staff:** Uniformed Supervisors, Electricians, Carpenters in sufficient quantity must be available throughout the event.
- **Refreshments and Break Areas:** Arrange catering and refreshment zones for students and exhibitors.
- **Safety and Security:** Ensure necessary safety protocols are in place, including crowd management, emergency protocols, and adequate security personnel.

Vendor may be able to accommodate changes within the above parameters with respect to concept and theme design.

7. Bidder Qualification Criteria

S. No	Description	Yes	No
1.1	Must be a registered event management company for at least 3 years . <i>(Certificate of incorporation / Partnership Deed / Sole Proprietorship)</i>		
1.2	Sales tax registration certificate both FBR and SRB <i>(Provide a copy of valid SST Registration Certificate)</i>		
1.3	Must have successfully organized at least 2 large-scale Academic Events for education sector in Pakistan in last 5 years. <i>(Client letters, service orders, or relevant documentary evidence)</i>		
1.4	The company should have a fully equipped office in Karachi with team for Pre-Event Planning, Event Logistics and Operations, and Onsite Support and Management. <i>(Office address and team organogram)</i>		
1.5	Has your firm ever been blacklisted by IBA or any other Government firm? <i>(Please provide an undertaking on Rs.100/-Stamp paper that your firm is not blacklisted by IBA and any other firm)</i>		
1.6	Average Annual Turnover of 15 million per year in last 3 years. <i>(Please provide Annual Return and Audited Financial Statement)</i>		

Note: Please note that IBA can verify any document submitted by the agency at any point in time. In case of non-validation of any document submitted during/ after the bidding process, the IBA reserves the right to remove the agency from the IBA's panel.

Stamp and Signature

SECTION B: Technical Evaluation Criteria

(Max Score: 30 marks)

S. No	Description	Marks Distribution	Max Marks	Obtained
2.1	Professional Experience and Portfolio • More than 4 years • More than 2 years • 1 or less than 1 year <i>(Attach a certificate of incorporation / Partnership Deed / Sole Proprietorship / Documentary proof of experience)</i>	10 9 8	10	
2.2	Career Fair of Similar Scale (Education, Corporate) in last 2 years • 3 or above similar Career Fairs • 1 to 2 similar Career Fairs	10 5	10	
2.3	Clientele (National/International) in last 3 years • Handled 3 or more major clients • Handled at least 2 major clients <i>(List of clients with project details) IBA will seek client feedback hence, contact details of at least 2 clients, project to be provided.</i>	10 5	10	

SECTION C: Presentation (In Person)

Pitch presentation of the theme, Concept and Route map.

(Maximum marks 40) | Presentation Time: 30 mins

A panel of experts will gauge the concept presentation on the following criteria:

Clarity of our Scope of Work	Understanding of IBA in the eyes of Employers	Concept Building	Execution Plan	Total
10	10	10	10	40

WEIGHTAGE FOR FINAL SELECTION:

1. Technical Evaluation (Sections B): **25%**
2. Presentation: **50%**
3. Cost Effectiveness: **25%**

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8. Bill of Quantity

S. No	Menu	Tentative Quantity	Rate	Amount
1.	Career Fair theme, Concept and Route map (by 25th November 2026 – in collaboration with IBA MARCOM	1 job		
Setup				
2.	Marquee Size: 290’ x 150’ Trussing & Criss cross marquee (undamaged and clean; without gaps, weather proofing)	2 days		
3.	Marquee Size: 180’ x 150’ Trussing & Criss cross marquee(undamaged and clean; without gaps, weather proofing)	2 days		
4.	Marquee Size: 100’ x 100’ Trussing & Criss cross marquee (undamaged and clean; without gaps, weather proofing, Air-conditioning system fully covered) - Food Area	2 days		
• One Entrance and two exit (1 should be emergency exit) • Vendor should handover complete setup at least 24 hours before the event. • Vehicle mounted soundproof CHILLERS temperature should be adjustable. (For food area) • Hide or properly secure wiring to prevent tripping hazards or accidental damage. Use clips or cable ties along the structure. • Vendor must be responsible of providing clean and tidied area for the event. • Height approximately - 16 ft (min)				
Note: Marquee and octanorm setup as per the approved layout to be installed 36 hours before the event for Booth setup				
5.	Stall octanorm 2mx3mx2.4 m with 2 spots lights (2 visitor chairs With one round table)(Mentorship)	14		
6.	Tier 3: Stall octanorm 2mx3mx2.4m with 2 spot lights(1 visitor chairs with one table)	75		
7.	Tier 2: Stall octanorm 3mx3mx2.4 m with 3 spots lights (2 visitor chairs With one table)	84		
8.	Tier 1: Stall octanorm 3mx3mx2.4 m with 3 spots lights (3 visitors chairs with two tables) two sides open)	42		
> For each octanorm, wiring must be concealed and shock proof incase of rain. > Extension provided to connect laptop/fan or other electronic devices. > identified booths may have SMDs, connections and load to be provided accordingly. Company names to be marked on each of the octanorm (provided closer to the event) Each octanorm will have available socket for LED, Laptop, Fan and other items.				

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9.	Visitor Chairs (to be approved by the IBA-Team for Octanorm and visitors)	650		
10.	Sofa (two + three seater - with total capacity equal to 40) - Executive Lounge > Comfortable and clean as matched with the theme > Visitor Chairs: For guests or clients, choose comfortable, padded chairs with back support. opt for compact designs that do not take up much space = 520 The Lounge Sofas to be marked in the opening Ceremony and then shifted to lounge area >Color should match with the theme / carpeted floor	40		
11.	Strictly Clean Carpet for stalls (Black / Dark Blue - may change as per the theme)	225		
12.	Carpeting Food Area	1 Job		
13.	Carpet 80x50 Executive Lounge > Black / Dark Blue work well in both bright and neutral lighting conditions, adding a touch of vibrancy without clashing. > Color may be adapted to the theme selected for the event > Consider non-slip backing to prevent accidental slips and maintain a safer environment. > Ensure the carpets are clean and there is a sign of tearing.	1		
14.	Entrance Arch solid wooden with vinyl (14x12 ft) > This would be self standing and according to the theme of the event. > Must be printed and no copy pasting of the panaflex which give a patchy look	1		
15.	Entrance SMD (20x10 ft) > This would be self standing and according to the theme of the event. > Must be printed and no copy pasting of the panaflex which give a patchy look > Consider using uninterruptible power supply (UPS) units for critical electronics like SMD screens to prevent disruptions in case of power fluctuations. > Weather Protection: For outdoor ramps, consider adding side guards or a canopy to protect from rain	5		

Stamp and Signature

16.	Close Boundary wall layout with emergency Exit (matched with theme) Paneling to be decided with vendor (area to be covered - 290x150 and 180x150) Covering the whole event space Appropriate height with respect to the layout	1		
17.	Branding and Paneling (10x10) (12x4)(14x12) (two each) > This would work as a pathway between stalls or to be used at the boundary for the thematic display. > Must be printed and no copy pasting of the panaflex which give a patchy look Can be used for signage and zone displays Covering Gate 1, Gate 4, Roundabout and Aman-Tabba Entrance path Covering of the construction zone (tennis court)	6		
18.	Media Wall + Event Layout + Space branding (20ft x 8ft)(10ft x 8ft) > Position the media wall near the entrance or the front-facing side of the stall. > This placement grabs attention immediately as visitors approach, ensuring maximum visibility. > Ensure the media wall is at a comfortable viewing height—typically with the center of the screen or graphic panel at eye level (about 5 to 6 feet from the ground). > Place the media wall in a location where it will not obstruct entryways or crowded high-traffic areas. > Vendor must be able to cater to immediate changes due to influx of partners or sponsors	6		
19.	Generators for octanorms with fuel (should be soundproof) 100kVA	2		
20.	Generators for ambiance & sound system with fuel (should be soundproof) 100kVA	1		
21.	Fans > avoid targeted airflow and can be moved around easily, ideal for circulating air in medium-sized stalls. > Match the fan color and style with the overall stall decor. For example, sleek, white, or black fans > Choose fans with low-noise operation, especially for indoor setups where conversations or presentations will occur.	250		
22.	Walkie Talkie	10		
23.	CCTV Camera and Surveillance The Event Pandall to be covered completely Vendor should have its own surveillance area, camera connectors and internet for smooth monitoring CCTV cameras to be installed and workable 24 hours before the event	1		

24.	Power Sockets As per stalls (Each extension should have at least 4 power sockets), separate for SMD, 4 for Platinum Sponsor > Place power sockets and extensions in easy-to-access areas within the stalls. > Ensure that the power load on each extension does not exceed its rated capacity. > Keep a few extra extension cords and power sockets on standby in case of last-minute changes or additional requirements. where possible the sockets and wire must be concealed and insulated to curb the weather conditions.	250		
25.	LEDs including stand with HDMI Cables > with USB mounted for smooth display of company presentation > available sound audio compatible with most of the video formats	215		
26.	Sign Boards (to mark specific zones/areas within the event space) > must be self-standing > approximately 3x6 > display notices / announcements / directions > must account for rain hence must be covered or protected.	10		
27.	Banner with framing 3x4 The banner with frame to be posted before the event date (1 day before) from Maskan Gate to Event hall at multiple spaces	20		
28.	Ramp for Accessibility > The minimum width of the ramp should be at least 36 inches (3 feet) to allow a standard wheelchair to pass comfortably. > one for entrance and one for exit paths and one for spaces where required within the event area	3		
29.	Sound System (SP 4) with power cables Mic and Rostrum	4 pairs		

Stamp and Signature

30.	One mic / mega phone (to be used without electricity) incase of emergency	1		
31.	Digital Standees/Screen > this would be used for attendee interaction, must be fully functional in day light. > must be covered in case of rain > usb for display	4		
32.	Valet Service > at least 10 support staff to manage number of cars > event would be from 9 AM till 5 PM	20		
33.	Balloon Decoration > this to be across the event hall and at the entrance	1		
34.	Flower Decoration (gate + Table)	2+25		
35.	Project Display Set up for 18-20 student project display 20 tables and chairs Multimedia display/SMD			
36.	Food and Dining Area Setup			
	Circular dining space to accommodate 300 people at time	1		
	Cooking area with tables and electricity	1		
	Tables for serving	1		
	AC Van / Chillers	2		
	Round-Table, with 10 Acrylic Chair Seating (700 Capacity) for Food area	70		
Total				
15% SST				
Grand Total				

Note:

- Designated area for lead sponsors that everyone must pass through; ensure its prominently highlighted
- Vendor may be able to accommodate changes within the above parameters with respect to concept and theme design
- Keeping in view the weather, vendor may be able to do the suggested changes and take appropriate measures to ensure smooth execution of the event
- The opening ceremony area to be marked (the sofas and stage can then be relocated to respective areas after the ceremony).
- Complete setup should be hand over to IBA, Karachi on or before January 22, 2027 at 10:00 AM.

Grand Total Rupees (in words) _____

9. Terms of Reference

- a. **Disclosure of Confidential Script/Material:** All rights reserved with the IBA and no information either in written/electronic media/copying form should be disseminated without the permission of the authority.
- b. **Rejection of Items:** IBA reserves the right to cancel any or all the items if services are not per our specifications or if the completion of services is delayed.
- c. **Termination:** At any stage if THE SERVICE PROVIDER finds it to bypass any condition(s) of the agreement, the contract will be terminated immediately. The decision of the IBA will be final and should be abided by THE SERVICE PROVIDER. That upon termination of this agreement, THE SERVICE PROVIDER shall be permitted to remove all its devices, equipment and manpower which may have been placed at premises.
- d. **Arbitration:** In case of any dispute, difference or question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the IBA and CEO of the company/agency/individual owner for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties under Arbitration Act 1940.
- e. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- f. **Sales Tax:** Sales Tax will be paid on applicable items only by the company.
- g. **Rights:** IBA, Karachi reserves the right to accept/reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA. Competent authorities reserve the right to accept/reject any bid without any reason thereof. Also, the Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason. 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.
- h. **Company Profile:** Company Profile to be attached to this document.
- i. **Taxes:** All Government taxes and duties, levies and charges will be charged as per applicable rates/denomination of Purchase / Work Order.
- j. **Manpower to meet requirement of event(s):** THE SERVICE PROVIDER is bound to provide items including machineries, equipment, goods material, gadget and manpower according to the scope of services
- k. **Authority:** The IBA, Karachi is not bound to accept any quotation, nor award a contract / Work Order, nor be responsible for any costs associated with a Supplier preparation and submission of a bid, regardless of the outcome or the manner of conducting the selection process.
- l. **Validity of Price List:** Price offered for 90 days

Note: These Terms & Conditions will be an integral part of the Contract Agreement besides other clauses/articles.

Stamp & Signature

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s. _____

Contact Person: _____

Address: _____

Tel # _____, Fax: _____

Mobile: _____, Email: _____

Stamp & Signature

10. General Conditions of Contract

This Agreement is made at Karachi on this day, _____, 2026

BETWEEN

M/s. Institute of Business Administration, through its Registrar, located at **Main Campus, University Enclave, Karachi**, hereinafter called and referred to as “**IBA**” (which expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors and assigns) of the FIRST PART.

AND

M/s. _____, having its office at Karachi hereinafter referred to as “**THE SERVICE PROVIDER**” (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assign), through its General Manager, holding CNIC No. on the SECOND PART.

WHEREAS the **IBA** is the premier institute of education in Pakistan and a citadel of higher learning and THE SERVICE PROVIDER is in the business of Event Management & Decoration Services/operation. The IBA intends to obtain services of a professional operator of Event Management & Decoration Services to function.

NOW IT IS HEREBY AGREED & DECLARED BY AND BETWEEN THE PARTIES AS FOLLOWS:

WITNESSETH

The IBA agrees to offer and appoint the ‘THE SERVICE PROVIDER’ as the official operator of the Event Management & Decoration Services for Main Campus & City Campus ‘THE SERVICE PROVIDER’ hereby agrees to accept the terms and conditions set herein below forth as also identified in the tender document on the agreed charges.

ARTICLE I

SCOPE OF SERVICES

- 1.1 This agreement covers the provision of Event Management & Decoration Services.
- 1.2 The IBA will not be responsible for any incident, accident, or mishap on the premises of rented premises. THE SERVICE PROVIDER will not cause any disturbance, inconvenience, noise pollution or indecent acts on the premises.

ARTICLE II

REMUNERATION

- 2.1 Payment will be made within 30 days

ARTICLE III

PENALTY

- 3.1 Failure to comply with the quality, quantity, specifications and serving standards may result in penalties from 2% to 10% on the final payment of the invoice or may issue warning or termination of the contract. The Registrar on the recommendation of the *Canteen Committee* due to non-adherence of quality/quantity and any clause of bidding documents and agreement.

Article IV
INDEMNITY

- 4.1 The 'THE SERVICE PROVIDER' in its individual capacity shall indemnify and keep the IBA and any person claiming through IBA fully indemnified and harmless from and against all / any damage(s), cost(s) and expense(s) caused to or incurred by 'THE SERVICE PROVIDER' as a result of any damage in the title of 'IBA' or any fault, neglect, misbehavior or/and quality of food and payment(s) by THE SERVICE PROVIDER which disturbs or damage the reputation, quality or the standard of the services provided by THE SERVICE PROVIDER and any person claiming through the IBA.
- 4.2 Performance Security should provide 10% of the total value of the estimated cost of service submitted through a bid in the form of a Pay Order or bank guarantee within 7 days of the signing of this agreement by 'THE SERVICE PROVIDER'.

Article V
INTEGRITY PACT

- 5.1 The intention is not to obtain the procurement/work of any Contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- 5.2 Without limiting the generality of the forgoing the SERVICE PROVIDER represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- 5.3 SERVICE PROVIDER accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contract, or other instruments, be stand void at the discretion of the IBA.
- 5.4 Notwithstanding any right and remedies exercised by the IBA in this regard, SERVICE PROVIDER agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the

SERVICE PROVIDER as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

Article VII
TERMINATION

- 7.1 "IBA" may terminate this agreement if the job is not executed according to the requirement at any time after issuing a 30 days' notice.

Article VIII
SEVERABILITY

- 8.1 If any terms covenant or condition of this agreement shall be deemed invalid or unenforceable in a court of law or equity, the remainder of this agreement shall be valid & enforced to the fullest extent permitted by prevailing law.

Article IX
NOTICE

- 9.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.
- 9.2 On receipt of any complaint about the quality, general cleanliness, behavior/conduct of staff, about service untidy and poorly dressed staff etc, the IBA will investigate the matter properly. If the complaint is found genuine a written notice will be served/the contract would have deemed to have been terminated if appropriate remedial steps are not initiated within 24 Hours as per the satisfaction of the IBA.

Article X
ARBITRATION

- 10.1 In case of any dispute, difference or question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter hereof shall be referred to the Registrar of the IBA for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties. The Arbitration proceedings will be governed by the Arbitration Act, of 1940 and the Substantive and procedural law of Pakistan. The venue shall be Karachi.

Article XI
COMPLIANCE

- 11.1 THE SERVICE PROVIDER will have to be registered with the relevant authority.
- 11.2 All staff must have CNIC and mention to discourage work through child labour.
- 11.3 SOPs prescribed by Govt. of Sindh should be adhered by THE SERVICE PROVIDER.
- 11.4 Staff Should wear a proper uniform with shoes as per the approved standard.

Article XIII
MAINTENANCE

- 13.1 THE SERVICE PROVIDER shall not use the said premises for any illegal business, or activity and shall not store or stock therein any article of combustible or hazardous nature neither suffer to be done any act which may expose the premises to the risk of fire or any loss or damage at any cost.

13.2 That THE SERVICE PROVIDER shall not make addition, alteration, or modification to the structure of the rented premises without prior written permission of the owner.

13.3 The Security will be the responsibility of THE SERVICE PROVIDER

Article XIV
CLEANLINESS

14.1 That THE SERVICE PROVIDER should always keep the premises in a hygienically clean state. Proper and timely maintenance of electrical/mechanical fixtures etc will be carried on by IBA as a standard practice. However, daily disposal of waste material will be the sole responsibility of THE SERVICE PROVIDER.

Article XV
PROHIBITION

15.1 IBA is a No-Smoking Zone. Cigarette smoking, Pan/Beatle Leaf & Gutka chewing is not allowed. Alcohol drinking & use of any intoxicant is prohibited in IBA, Karachi premises.

15.2 It will be the responsibility of THE SERVICE PROVIDER to expel such person who uses prohibited item(s) & report to the Registrar without loss of time.

Article XVI
FORCE MEJURE

16.1 That this Agreement for any failure or delay in the performance of this Agreement, if it is due to any event beyond its reasonable control including (but not limited to) acts of God, war, fire, flood and national emergencies and the Party so delayed, shall be entitled to a reasonable extension of time for performing such obligations.

Article XVII
SEVERABILITY

17.1 If any terms covenant or condition of this agreement shall be deemed invalid or unenforceable in a court of law or equity, the remainder of this agreement shall be valid & enforced to the fullest extent permitted by prevailing law.

Article XVIII
MISCELLANEOUS

18.1 Competent Authority reserves the right to change/alter/remove any item or reduce/enhance quantity without assigning any reason.

18.2 The terms and conditions of this Agreement have been read over to the parties which they admit to being corrected and abide by the same.