

SCOPE OF WORK

1. Event Details

- **Duration:** 02 Days
- **Estimated Audience:** 1,200–1,500 persons
- **Day 1:** 22nd August 2026 – Movie Night at Cricket Ground
- **Day 2:** 23rd August 2026 – Qawwali Night at Football Ground
- All required setups must be **fully installed and ready one day prior to the respective event date.**
- The successful bidder shall be responsible for the installation, arrangement, dismantling, and removal of all items included in the scope of work.

2. Balloon Décor

The vendor shall provide and arrange balloon décor throughout the campus as per the following requirements:

Description	Quantity	Event Date
Balloon Décor – Yellow, Orange & White	2,500 Nos.	22nd August 2026
Balloon Décor – Yellow, Orange & White	2,500 Nos.	23rd August 2026

The balloon décor shall be arranged at suitable locations throughout the campus as directed by IBA.

3. Sitting Arrangement

Day 1 – Movie Night | 22nd August 2026

Item	Quantity	Specification
Tables with white covers	100 Nos.	2.5 ft × 4 ft
Round Tables with white covers	10 Nos.	Standard suitable size
Milky White Acrylic Chairs	170 Nos.	—
Two-Seater Sofa Seats	20 Nos.	2-Seater

Day 2 – Qawwali Night | 23rd August 2026

Item	Quantity	Specification
Tables with white covers	30 Nos.	2.5 ft × 4 ft
Milky White Acrylic Chairs	30 Nos.	—
Two-Seater Sofa Seats	20 Nos.	2-Seater

4. Pedestal Fans

The vendor shall provide and arrange pedestal fans at suitable locations as directed by IBA.

Description	Quantity	Event Date
Pedestal Fans	50 Nos.	22nd August 2026
Pedestal Fans	50 Nos.	23rd August 2026

5. Kiosk Setup

The vendor shall provide and install the following kiosk/stall setup:

Description	Quantity	Specification	Event Date
Stall / Fiber Kiosk / Octanorm Shell	18 Nos.	4 ft × 4 ft	22nd August 2026

Location: Main Campus

6. Movie Night – Farshi Seating Arrangement

The vendor shall provide and arrange the following Farshi seating setup for Movie Night:

Item	Quantity	Size	Event Date
Carpets	200 Nos.	15 ft × 6 ft	22nd August 2026
Farshi / White Chaddar	200 Nos.	9 ft × 9 ft	22nd August 2026
Gao Takiye	300 Nos.	Standard Size	22nd August 2026

The Farshi seating shall be properly arranged at the designated location to ensure comfortable seating and adequate movement space for attendees.

7. Qawwali Night – Farshi Seating Arrangement

The vendor shall provide and arrange the following Farshi seating setup for Qawwali Night:

Item	Quantity	Size	Event Date
Carpets	300 Nos.	15 ft × 6 ft	23rd August 2026
Farshi / Chaddar	300 Nos.	9 ft × 9 ft	23rd August 2026
Gao Takiye	300 Nos.	Standard Size	23rd August 2026

The Farshi seating shall be properly arranged at the designated location to ensure comfortable seating and adequate movement space for attendees.

8. Lighting Arrangement

The vendor shall provide, install, operate, and dismantle the following lighting arrangements for both event days:

Description	Quantity	Event Date
Fairy Lights – Gatorade to Tabba	150 Nos.	22nd & 23rd August 2026
Fairy Light Chaddar/Roof – Tabba to Aman	400 Nos.	22nd & 23rd August 2026
Fairy Lights – Auditorium to Boys' Masjid	150 Nos.	22nd & 23rd August 2026

Requirement: Each fairy light installation shall have a length of approximately **30 ft**, subject to site conditions and safety requirements.

The vendor shall ensure that all electrical connections, wiring, fixtures, supports, and installations are properly secured and safely installed.

9. Stage Setup – Qawwali Night

Stage setup shall be required **only for 23rd August 2026**.

Description	Specification
Stage	20 ft × 20 ft fully carpeted in single tone of carpet with stairs at both sides Material: Flooring stage
Trussing	Required for stage lighting w.r.t to the stage height 24 ft x 20 ft

The stage shall be properly constructed, secured, and finished in accordance with the event requirements and site conditions.

10. Stage Lighting – Qawwali Night

The following stage lighting equipment shall be provided for **23rd August 2026**:

Equipment	Quantity
Moving Lights	6 Nos.
Spotlight	4 No.
Smoke Machine	1 No.
DJ Lights	4 Nos.
RGB Lights	40 Nos.

All lighting equipment shall be installed, tested, operated, and dismantled by the successful bidder.

11. General Terms & Conditions

1. The successful bidder shall be responsible for the **transportation, loading, unloading, installation, arrangement, operation (where applicable), dismantling, and removal** of all items included in the scope.
2. All equipment and materials supplied by the vendor shall be in **good working condition and of acceptable quality**.
3. The vendor shall ensure that all structures, electrical connections, lighting, trussing, stages, and other installations are **properly secured and comply with applicable safety requirements**.
4. The vendor shall coordinate with the designated IBA representative for the placement and arrangement of all items.
5. Any damage caused to IBA property due to the vendor's negligence shall be the responsibility of the successful bidder.
6. **IBA Karachi is a smoking-free zone. Smoking shall not be permitted at the event premises.**
7. **Child labor is strictly prohibited.** The vendor shall ensure that no person below the legally permissible working age is engaged for any activity under this assignment.

8. The vendor shall maintain cleanliness during installation, event operations, and dismantling activities and shall remove all waste/materials from the venue after completion.
9. The vendor shall ensure that all setups are completed and ready **at least one day before the respective event date.**
10. The vendor shall comply with all instructions issued by IBA regarding safety, security, access, installation, and dismantling.
11. **Site visit is mandatory** for all participating vendors. Vendors shall inspect the site during working hours, **Monday to Friday, from 09:00 AM to 01:00 PM**, prior to submission of their quotation.
12. Vendors are advised to verify all dimensions, quantities, locations, access requirements, and site conditions during the mandatory site visit before submitting their quotation.
13. No claim for additional cost due to failure to inspect the site or assess site conditions shall be entertained after submission of the quotation.