



**DAWOOD UNIVERSITY OF ENGINEERING & TECHNOLOGY
M.A. JINNAH ROAD, KARACHI**



BIDDING DOCUMENT FOR.

PROCUREMENT OF VARIOUS SERVICES FOR DUET CONVOCATION

1. Complete *food/catering arrangement and decoration setup*)
2. *Procurement of Gowns for the Occasion of Convocation (On Rental Basis)*

NAME OF COMPANY: _____

Complete Address & Valid Contact Details: _____

CONTRACTOR SIGNATURE WITH STAMP



DAWOOD UNIVERSITY OF ENGINEERING AND TECHNOLOGY (DUET)
New M.A. Jinnah Road, Karachi-748000(PAKISTAN)
PHONE: 021-99231195-98, 99230307, 99232381

DUET/RE-TENDER/CONVOCATION/2024-11

RE-INVITATION TO BIDS
(EPADS)

Under the relevant provision of SPP rules 2010 DUET re-invited the bids online through e-Pak Acquisition & Disposal System (EPADS) from experienced firms in the relevant field for Complete Decoration & Catering, Sound & Multimedia setup, Food & Catering, Photographic & Film coverage and Gowns (on rental basis), for upcoming DUET Convocation 2025 along with Bid Security 3% of quoted bid amount and non-refundable tender fee Rs. 3000/- in the shape of pay order in the name of Dawood University of Engineering & Technology (DUET) Karachi.

Eligibility: Income Tax, GST/NTN and SRB registered firms (as per SPPRA Rule)

Method of Procurement: Single Stage – Single Envelope Procedure (Technical & financial Proposal both)

Bidding Documents can be obtained and shall be submitted online through EPADS as per mentioned below schedule. EPADS web: <https://portal.sindh.eprocure.gov.pk/> and will also be available on DUET own website: www.duet.edu.pk. Supplier are advised to get the registration on EPAD portal at <https://sindh.eprocure.gov.pk/#/supplier/registration>. Original Bid Security & Tender Fee (Non-Refundable) in shape of Pay Order in favour of Dawood University of Engineering & Technology (DUET) shall be submitted at Director (W&S), Convener Procurement Committee at the time of submission mentioned below.

Date of Issuance of Bidding Document on EPADS: 16-11-2024 to 02-12-2024 (up to 1:00 pm)

Last Date & Time for submission of Bid on EPADS: 02-12-2024 (02:00 pm)

Date & Time for Opening of Bid on EPADS: 02-12-2024 (03:00 pm)

In case of any Govt. Holiday or unforeseen situation or incident, the bids shall be issued, submitted & opened on the next working day as per schedule.

Under the following conditions Bid shall be rejected:

- Conditional and telegraphic bids/tenders
- Original Bid security & non-refundable tender fee received after specified date and time of submission of bids.
- Bidding Document is received without Signature & Stamp.
- Currently Blacklisted Firms (Attach Undertaking / affidavit on legal stamp paper)
- Bid submitted without required documents as per qualification criteria provided in the bidding document.

All other terms & conditions are mentioned in the bidding documents. The procuring agency reserves the right to reject all or any bids subject to the relevant provision of Sindh Public Procurements Rules 2010 (amended till to date).

Procurement officer
DUET

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BIDDING DATA SHEET

Scope of Procurement:	SCOPE OF PROCUREMENT: Procurement of Decoration, Sound & Multimedia setup, Food/Catering, Photographic & Film coverage for DUET Convocation 2025 (As per BOQ).
Eligibility to Bid	Income Tax – GST, NTN and SRB Registered Firms only Under provision of SPP rules 2010 (amended upto date)
Bid Price	Bid Price: Price Shall be quoted in Pak Rupees inclusive of all Govt. applicable taxes
Validity of Bid	Validity of Bid: Bid shall be valid for 90 Days from the date of opening of bid.
Language of Bid	Language of Bid: Language of Bid shall be in English
Submission of Bid	Bidder shall submit: One Original Hard Copy and mandatory to submit Online on EPADS. All bids must be submitted online on the SPPRA EPADS portal
Bid Security	Bid Security: 3% of quoted bid Price in shape of Pay Order in favor of Dawood University of Engineering & Technology (DUET), Karachi
Issuance of Bidding Document	As mentioned in the NIT
Place and Deadline for Submission of Bid:	Online Through EPADS as mentioned in the NIT
Opening of Bid (Place, Date & Time)	Online Through EPADS as mentioned in the NIT
Performance Security	Performance Security: The successful Bidder shall furnish the performance security 05% in shape of Pay Order within 05 Days of the receipt of notification of award or the bid security of successful bidder will be kept on account of performance security.
Signing of Contract Agreement	Contract Agreement shall be signed within 05 days after the receipt of award of contract to be affixed with stamp duty 0.35% or as per govt. applicable rates (charges to be paid by bidder)

INSTRUCTIONS FOR BIDDERS:

1. BIDS:

Sealed bids or Rates (Inclusive all Govt. applicable Taxes) shall be for the supply of material/items/services as described in the Schedule of Requirements / Bill of Quantities at DUET Karachi and shall meet the following conditions.

- 1.1 Bids shall be valid for 90 days from the date of the opening of tenders failing which their offer shall not be considered and will be rejected on the spot.
- 1.2 Un-sealed tenders shall not be entertained.
- 1.3 Bidders must have an office at Karachi failing which their offer will not be considered.
- 1.4 After submission & opening of tenders no change will be allowed in any case.
- 1.5 All applicable taxes including GST should be included in the quoted price.
- 1.6 **All the information provided in the bid should also be adequately supported by relevant documents/Performance Certificate / Supply Orders / Completion Certificate and technical brochures/pictures of events organized in past/current. Bidders may attach documents highlighting the competitive edge and unique features of their proposals.**
- 1.7 Incomplete tenders will not be acceptable.
- 1.8 The DUET Authority reserves the right to accept or reject any or all the bids or increase or decrease the quantity of items/services subject to relevant provision of SPPRA Rules 2010 (amended upto date).
- 1.9 In case of agents bidding for the tender, they must enclose original Performa Invoice/Fax copy/Quotation from their Principals failing which their offers may be ignored.
- 1.10 **The bidder must submit following documents along with their offer failing which their offer will be rejected:**
 - 1.10.1 Manufacturer Authorization Certificate if SUB CONTRACTOR /SUPPLIER.
 - 1.10.2 List of Technical Staff.
 - 1.10.3 List of Similar Services Provided to public sector, Govt. Department, Autonomous & Semi-Autonomous Bodies along with Satisfactory Report of work completion.
 - 1.10.4 List of clients in Pakistan for a similar work / supply.
 - 1.10.5 The bidder must provide a certificate that all items/material are as per required standard & at Latest version and as per specification provided by Procuring Agency.
Non-Black List Affidavit / Undertaking (confirming that bidder has never been blacklisted from any Government/Semi Government organization) on Stamp Paper of Rs. 100/-.
 - 1.10.6 Bidder should propose all BOQ items to be strictly compliant with technical specification/Schedule of Requirements; no optional item/material will be accepted.

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- 1.10.7 **Each Page of Tender Document along with supporting document must be signed & stamped by the Bidder/Supplier.**
- 1.10.8 Form of Tender must be filled properly by the Bidder (Annexure A)
- 1.10.9 Annual Turn Over last 3 years- Per year 10.0 Million

2. BID SECURITY

The bidder should submit their bid along with a Pay Order/Demand Draft i.e. 5% of the total Cost of Bid as Earnest Money in the name of Dawood University Of Engineering & Technology (DUET), Karachi and valid for 28 days beyond the validity of the bid.

- 2.1 The successful Bidder's bid security will be discharged upon the Bidder signing the contract and furnishing the performance security/Bond.
- 2.2 The bid security may be forfeited.
- (a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form/Form of Bid (Annexure A) & as per clause 2.
- (b) In the case of a successful Bidder if the Bidder fails:
- (i) to sign the contract
 - (ii) to furnish performance security
- 2.3 A bid valid for a shorter period (as per terms & conditions clause 2.) shall be rejected by the Procuring agency as nonresponsive.
- 2.4 Bid Security shall be release to the unsuccessful bidder once the contract has been signed with the successful bidder or validity period has expired as per SPP Rules 2010 (amended till to date) of rule 37 (1) & 37 (2).

3. PERFORMANCE SECURITY

- 3.1 Performance guarantee equal to 05% of the price of the work order shall be furnished within 05 days of issuance of letter of Intent or Purchase Order/Supply Order as per **Annexure-B OR in the form of Pay Order/Bank Guarantee**
- 3.2 Validity of Performance Security: Performance Security will be released after 60 Days Beyond the date of completion of contract only after issuance of Certificate of Satisfactory to be issued from Concerned Procurement Committee / Procuring Agency's Designated Officer subject to fulfil all the required formalities as per rule.

4. ALTERNATIVE PROPOSALS

If any bidder submits alternative proposal (s), complete information on alternative items/material should be submitted on separate (Inclusive all Govt. applicable Taxes) Bidding Documents along with separate (Inclusive all Govt. applicable Taxes) Bid security i.e., 3% of total bid amount.

5. VALIDITY OF PRICES

The prices quoted should be valid for a period of at least 90 days from the date fixed for opening of tenders

6. SIGNING OF THE AGREEMENT

Within 03 days of the issuance of the letter of intent / Purchase Order the successful bidder will be required to sign a Contract Agreement (duly affixed by stamp duty) with the Procuring Agency (i.e., The DUET Karachi) for the supply of such quantity in whole or in part of the tendered stores as clarified in the letter of intent / Purchase Order.

7. BREACH OF CONTRACT

In case of breach of contract, the damages suffered by the Procuring Agency shall be recovered to the full extent from the Contractor's Performance Bond.

9. DEFAULT-LIABILITY OF CONTRACTOR

9.1 The Procuring Agency may upon written notice of default to the Contractor terminate the contract in circumstances detailed hereunder.

9.2 If in the judgment of the Procuring Agency the contractor fails to make delivery of items/services within the time specified in the Contract Agreement or within the period for which the Procuring Agency has granted extension to the contract.

9.3 If in judgment of the Procuring Agency, the Contractor fails to comply with any of the other provisions of this contract.

9.4 In the event the Procuring Agency terminates the contract in whole or in part, the Procuring Agency reserves the right to purchase upon such Product/items/services and in such a manner, as may deem appropriate. Items/services similar to the one terminated and the Contractor will be liable to the Procuring Agency for liquidated damages for delay until such reasonable time as may be required for the final supply of items/services.

10. REJECTION

In the event any portion of the stores supplied by the contractor is found to be defective in services item / material or workmanship or otherwise not in conformity with the requirements of the contract or as per

required specification and approved sample provided to supplier after award of contract, the Procuring Agency shall have the right either to reject or request in writing for rectification of the stores, then the Contractor shall with utmost diligence and at his own expense correct the same or replace the defective stores. If the Contractor fails to do so, the Procuring Agency either:

- (i) opt to replace or rectify such defective stores and charge to the Contractor the excess cost occasioned to the Procuring Agency plus (15%) fifteen percent.
- (ii) In the event the Contractor is not able to rectify or replace the rejected stores within reasonable time, the Procuring Agency reserves the right to acquire the said stores at a reduced price considered equitable under the circumstances. Nothing in the clause shall affect any claim by the Procuring Agency under any clause of the Terms & Conditions.

11. DELAY IN DELIVERY- LIQUIDATED DAMAGES

11.1 If the Contractor fails to deliver the items or required services with the time laid down in the Contract Agreement/Supply Order or any extension thereof, there shall be a deduction from the Contract Price, as liquidated damages, a sum of upto 10% of total value or a part of the contract price of each unit of the undelivered stores or upon unsatisfactory performance observed.

- Upto 10% Liquidated damages will impose if unsatisfactory performance observed during whole event of convocation and also if the supply of required materials delivered are not upto the standard/mark as per required specification provided in the schedule of requirement or if found any other issue of quality and other services.

11.2 Should the progress of the contract at any time be lagging behind the program agreed between the Procuring Agency and the Contractor, the Procuring Agency shall notify the Contractor in writing and the Contractor shall thereupon take such steps as he deems fit to expedite the progress of the Contract.

12. QUALITY OF SERVICES:

No variation will be allowed in quality/substance as per specifications/ schedule of requirements. In case of delayed/unsatisfactory performance or non-performance, Bidder Performance security shall be forfeited which may lead to the termination of the contract in part or in full. The Procuring Agency will recover

the cost of job with substandard quality i.e., other than specifications/requirement, from accrued payments.

13. ACCEPTANCE TERMS

The submission of the tender against the tender inquiry by the Bidder means that the Bidder has read and accepted the terms and conditions relating to all the tender document and annexure(s) and has thoroughly examined the specifications and particulars in the tender inquiry.

14. DISQUALIFICATIONS:

Offers are liable to be rejected if there is any deviation from instructions as laid down in the bid document:

- 14.1 Technical details/brochures and literature pertaining to the offered items/services are not attached.
- 14.2 Tenders are submitted without the required earnest money (i.e., 3% of total quoted bid amount by bidder) & nonrefundable tender fee (mentioned in NIT) in favor of DUET, Karachi
- 14.3 Offers are received after specified date and time.
- 14.4 Specification and other requirements are not properly adhered to, or manufacturer's brochures show specifications different from those given in the proposal.
- 14.6 **Income Tax - GST, NTN and SRB Registered certificates are not attached.**

15. DELIVERY SCHEDULE

- 15.1 **Whole arrangement should be ready in all aspect on or Before schedule date to be communicated with in bid validity period. However tentative date is 21st December 2024 at Main Campus of Dawood University (Tentative) or the Venue will be at Karachi on prescribed location.**

16. DISQUALIFICATION OF SUPPLIERS

Procuring Agency shall disqualify a supplier if it finds at any time, that the information submitted by him concerning his qualification and professional, technical, financial, legal, or managerial competence as supplier is false or incorrect and materially inaccurate or incomplete.

Or at any stage has indulge in corrupt and fraudulent practices as per SPP Rules 2010 (amended upto date)

17. CANCELLATION OF BIDDING PROCESS:

- 17.1 A procuring agency may cancel the bidding process at any time under the provision of SPP Rules 2010 (amended to date)

17.2 **Procuring Agency's Right to Accept Any Bid and to reject any or All Bids under the provision of SPP Rules 2010 (amended to date):**

The Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Procuring agency's action.

18. **CONFIDENTIALITY:**

8.1 Procuring Agency shall keep all information regarding the bid evaluation confidential until the time of announcement of evaluation report in accordance with the requirements of Rule 45 of SPP Rule 2010 (amended upto date).

19. **PAYMENT**

19.1 Payment will be released within 45 days against submission of original invoice, Delivery of required items/Products/Material/Services along with the a **SATISFACTORY REPORT (to be provided)** which is to be issued by the DUET Authorized representative / Procurement Committee / Procurement Section that all the contractual services are performed accordingly. Advance payment will not be allowed.

20. **INSPECTIONS & TESTS**

20.1 The Procuring Agency shall have the right to inspect and/or to test the quality of the services to confirm their adherence to the Contract specifications at no extra cost to the Procuring Agency. The Procuring Agency shall notify the Supplier in writing, in a timely manner of the identity of any representatives retained for these purposes.

20.2 The inspections and tests may be conducted at point of delivery or at the final destination. If conducted, all reasonable facilities and assistance shall be provided at no charge to the Procuring Agency (where applicable).

21. **CHANGE ORDERS**

21.1 The Procuring Agency may at any time, by a written order given to the Supplier, make changes within the general scope of the Contract in any one or more of the following: a. quantities, or specifications; b. the place of delivery; and/or

21.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within fifteen (15) days from the date of the Supplier receipt of the Purchaser's change order.

Bidders Eligibility & Qualification Criteria

Sr. No.	BIDDERS MANDATORY QUALIFICATION (YES / NO BASIS)	Remarks by Procurement Committee
1	Tender Fee (non-refundable) in shape of Pay Order (Original)	
2	Bid Security in shape of pay order (Original)	
3	Income Tax Registration Certificates – FBR	
4	Relevant Experience at least 05 years or Above Satisfactory Performance Report of event organized by vendor With Work Order (relevant category only)	
5	Registration with SRB	
6	Last 03-year Annual Turn Over at least as per estimated cost or as per SPPRA rules 2010 (amended)	
7	List of Technical Team for the required task with experience	
8	Bid Quoted is signed, named and stamped by the authorized person of the firm along with Authorization letter.	
9.	Complete Company Profile	
10.	Client List	
	Remarks Qualified/Disqualified	

CONTRACTOR SIGNATURE WITH STAMP

CONTRACT AGREEMENT

THIS CONTRACT is made at _____ on _____ day of _____ 2024 Between the DUET Karachi (hereinafter called the "Procuring Agency") of the First Part and M/s a firm registered under the laws of Pakistan and having its registered office at (Hereinafter called the "Supplier") of the Second Part.

WHEREAS the Procuring Agency invited bids for procurement of items/services, in pursuance whereof M/s..... being the supplier/ manufacturer/ authorized Agent of (Item name) in Pakistan and ancillary services offered to supply the required item (s) within (delivery time) after receipt of letter of Intent/Award of Contract/Supply Order and

Whereas the Procuring Agency has accepted the bid by the Supplier for the supply of(item name) and services in the sum of Rs.....(amount)- (Rupees.....) cost per unit, the Total Amount in PKR (Inclusive all Govt. applicable Taxes) of(quantity of item).....(item name) shall be Rs.....(amount)- (Rupees.....) and shall be delivered with-in _____ days after receipt of letter of Intent/Award of Contract/Supply Order.

NOW THIS CONTRACT WITNESS AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Terms and Conditions of Tender Form and this Agreement.
2. The following documents form and be read and construed as integral part of this Contract, viz:
 - a) the Tender Form and the Price Schedule submitted by the Bidder,
 - b) the Schedule of Requirements;
 - c) the Technical Specifications;
 - d) the Terms and Conditions of Contract;
 - e) the Procuring Agency's Notification of Award (Supply order/LOI).
3. In consideration of the payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide required goods/Items and Services and to remedy defects therein in conformity in all respects with the provisions of this Contract.
4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the Items/services and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
5. This Contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.

IN WITNESS Whereof the Parties hereto have caused this Contract to be executed at the place and shall enter into force on the day and year first above mentioned.

**Signed/ Sealed by the
Supplier/ authorized Agent**

Signed/ Sealed by Procuring Agency

1. _____
2. _____

1. _____
2. _____

FORM OF TENDER/BID

Name of Contractor/Manufacturer/Supplier

NTN NO: _____

STRN NO _____

Telegraphic Address _____

Telephone Number _____

Cell No _____

Fax Number _____

To, [Procurement Officer DUET, Karachi]

Dear Sir,

In response to your invitation to Tender No. _____ dated _____ I/We hereby submit my/our tender in duplicate for the supply of Items/services/Product as per details given in the schedule hereto duly signed by us or such portion thereof as you may specify in acceptance of tender at the prices given in the said schedule and agree to hold this offer open till 90 Days from the date of opening of bids as per SPP rules 2010.

I/We shall be bound by a communication of acceptance dispatch within the prescribed time.

I/We have understood the Terms and conditions of Invitation to Tender and have thoroughly examined the specifications quoted in the schedule hereto and am/are fully aware of nature of Items/services required and my/our tender is to supply Items/services strictly in accordance with the requirements.

The Tender particulars have been furnished and signed.

Yours Faithfully

Dated: _____

Address: _____

CONTRACTOR SIGNATURE WITH STAMP

CONTRACT PERFORMANCE BOND/SECURITY (n/a)

(This Bond must be from Scheduled Bank executed on a Stamp Paper)

Known all men by these present, we, _____ AND _____ address or legal title of Contractor (here insert the legal title of _____ are jointly and severally bound to the surety).

Dawood University Of Engineering & Technology (DUET), Karachi including its successor in office and Assignees acting through the Vice Chancellor, (herein after called the "Procuring Agency") in the sum of Rs. _____ (Rupees _____) to be paid to the Procuring Agency for which payment we jointly and severally bind ourselves and our successors, assignees and legal representatives.

Signature _____

Signature _____

Dated _____

The above _____ have tendered to the Procuring Agency for the supply of Items/services for the Dawood University of Engineering & Technology (DUET), Karachi and this tender in part has been accepted.

NOW THE CONDITION OF THIS BOND IS

1. That the said _____ shall supply the Items/services to the Procuring Agency strictly in accordance with the terms and conditions on which the Contract has been awarded to them and shall complete the supply in terms of the contract.
2. AND, if the said _____ do not comply with the supply of Items/services within the stipulated period, or such extended period as may be allowed to them by the Procuring Agency, or only partly supply, or do not commence the supply, or commit a breach or failure in the performance or any part of the Contract, the said Bond shall come into force.
AND, if the said _____ should execute the contract in terms of the conditions of the Contract and hand-over the work to the Procuring Agency, his obligation shall be void.

Signature _____

Signature _____

Dated _____

(INTEGRITY PACT)

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC
PAYABLE BY CONTRACTORS**

Contract No. _____ Dated _____
Contract Value: _____
Contract Title: _____

..... [name of Contractor] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Contractor] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from, from Procuring Agency (PA) except that which has been expressly declared pursuant hereto.

[name of Contractor] accepts full responsibility and strict liability that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, [name of Supplier / Contractor / Consultant] agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from PA.

.....
[Procuring Agency]

[Contractor]

SCHEDULE OF REQUIREMENTS

1. COMPLETE FOOD HYGIENE SETUP:

Description of items	Qty	Unit Rate (incl. all govt applicable taxes)	TOTAL AMOUNT (Inclusive all Govt. applicable Taxes)
<u>COMPLETE LUNCH MENU</u> Chicken Pulao Chicken Curry Chicken Bihari Tikka Chicken Cheese Roll/Yakhni or Soup Palak Paneer Nan + Lacha Paratha Gajar ka Halwa Qulfi Crunch Mineral Water Tea Raita / Salad Cold Drinks	1,500 Persons		
Chicken Biryani Boxes ½ Kg with Mineral Water	200 Persons		

Total Amount In Figure: _____

Total Amount In Word: _____

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SCHEDULE OF REQUIREMENTS

2. Complete Decoration Setup

Description	Qty	Unit Rate (incl. all govt applicable taxes)	TOTAL AMOUNT (Inclusive all Govt. applicable Taxes)
Marquee for Main Pindal 90*180 (With AC Towers as per space)	16200 sq.ft		
Carpet (Size 6' x 15')	400		
Red Carpet for Walkways (Size: 6ft x 15ft 90 Sqft	01		
Loung Back Chairs for Student and Parents	1200		
Acrylic chairs for faculty members Sitting area for Management on both side of stage (wooden floor)	300		
Presidential Chairs	12		
Sofa Lounges with center tables for VIPs	50		
New Crockery, Cutlery, Standing Buffet Setup & Experienced Waiter Services	1500		
VIP & Faculty Round Table Setup with Marquee with Pannels and Carpet	75		
Wall Paneling Size 12ft Height	1600 (sq.ft.)		
Acrylic Rostrum	2		
Dego Table VIP	6		
Stage (made by truss not tables) with 3feet height and Size 30'x40'	1		
All Branding inside and Outside Pana flex Ap- proximates	2500 Sq.ft		
Stage with Stairs Fresh Flowers Arrangement	1		
Rental Basis: Panaflex Backdrop Screen with MS Pipe frame including printing proper fix- ing/support on side stage Size: 12ft x 40ft	480 Sqft		
Rental Basis: Panaflex Media Wall Screen with MS Pipe frame including printing proper fix- ing/support Size: 8ft x 14ft	96 Sqft		
Rental Basis: Pana flex Media Wall Screen with MS Pipe frame including printing proper fix- ing/support Size: 8ft x 12ft	112 Sqft		
06 Pairs SP4	06 Pairs		
02Wireless and 02 Cordless Mics	02+02		
02 Podium Mic with rostrum	2		
SMD Screen 10"x 20"	4		
Stage Lighting (Par Lights, Strip Lights, Scoop Light, Fresnel Lantern, Surrounding Area Out- side the Auditorium and Marquee LED Lights and Fairy Light	1		
Light Tower	40		

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Spotlight	75		
Photographic Coverage on high resolution digital format including shooting, all exposing materials with digital finishing/retouching and high-resolution soft copy on DVD. Live Telecast System Also Required	3 Photographers 01 Drone		
Film Coverage Production (Whole Event)	1		
Trussing (100x150, 50x150 & 40x10)	As per site		
Panel & trussing	As per Site		
U-Trussing 2pcs (hanging SMD)	2pc		
Extra panel 600 feet	600 feet		
Valet Parking Facility 25x persons	One Job for Event		
25 extra Sofa set	25		
50 sofas (12 th day charges)	50		
Extra printing (designing) / Velvet printing	One Job		
SMD for stage (5x3)	02		
Wooden planks for stage (left & right)	One Job		
06 water dispenser	6		
Water Bottles 19 Litres	21		

Total Amount in Figure : _____

Total Amount in Word: _____

Note for Bidders:

- Site Visit
- Sample or pics of decoration items to be served for event.
- Details of Past Event organized by the contractor
- "The supplier must have experience as per bidders qualifications and provide details of their technical team to ensure the event is organized smoothly and creates a pleasant atmosphere."

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SCHEDULE OF REQUIREMENTS

3. Supply of Gowns on rental basis:

Sr. No	Description	Qty.	Unit Rate (Incl. of Govt. applicable taxes) Rental Basis	Total Amount (Inclusive of Govt. Applicable Taxes) Rental Basis	Delivery
1.	VVIP Gown Set properly sized, Green Color, Quality Velvet Fabric with Embroidery or as per approved sample	03			Delivery of Gowns will be required before event day as for rehearsal and on Convocation Day
2.	Senate Members Gowns, Royal Blue Color	09			
3	Syndicate Members Gowns, 4Lines,	10			
4	Gowns for Academic Council-	04			
5	Gowns for Professors (Golden/Blue/Silver)	11			
6.	Gowns for Ast. Professors (Golden)	120			
7.	Gowns for Lecturer (Silver)	55			

IMPORTANT NOTES FOR BIDDERS:

1. Bidders must visit DUET to see the sample pics/sample for quality and design before submitting the bid. Only DUET approved design & fabric with color will be accepted.
2. Quantity may be increased or decreased if required at the same rates quoted by bidder.
3. Bidders will also provide the sample to the Procuring Agency.

SUMMARY OF SCHEDULE OF REQUIREMENTS:

1.	Complete food hygiene setup:	Rs.
2	Complete Decoration Setup:	Rs.
3	Supply of Gowns on rental basis:	Rs.
	Total (Incl. of Govt. Applicable Tax)	Rs.

Note: Procuring Agency has the right to increase & decrease the quantity as per need under the relevant provision of SPP rules 2010