



Ref: P.O./VIP-Arrang/2013/3646

Cost of tender form
Rs.1000/=(Non refundable)

**PURCHASE DEPARTMENT
UNIVERSITY OF KARACHI**

TENDER FORM

VIP ARRANGEMENT FOR 3,500 PERSONS FOR CONVOCATION 2013

S. No.	Description	QTY	Unit Price	Total Price
1.	VIP arrangements with Tents, Qanats, Chairs with Covers, Sofa Chairs, Stage back drop with writing runners, PA system, flower bouquet with stage, 300 soft drinks bottles on the rehearsal day and 300 soft drinks bottles on the convocation day, cold drinking water to be served by trained dressed up waiters to the convocation participants, size of the stage is 100' x 24' x 5' ft with back drop. Air conditioner at the stage for Governor and vice Chancellor.			
2.	Governor's dressing room will be provided with sofa sets for 25 people with tables and a full size mirror.			
3.	12 cold drinks serving counters in the main pindal, two cold drinks serving counters in the procession room and one in the Governor's reception room.	12 Serving Counters		
4.	High tea refreshment for 600 VIP guests.	600		
5.	All arrangements with the exception of final finishing of stage and covers on sofa/chair must be completed by two days before convocation date, the day of the full dress rehearsal including the public address systems and cold drink counters.			
6.	The seating arrangements to be made as per approved map of the pindal.	3500 Nos.		
7.	Lighting within and outside Convocation Pindal.	As required		
8.	Providing & fixing Plasma Screen.	6 Nos.		
9.	Supply and fixing of pedestal fans including wiring.	300 Nos.		
10.	Generator Services should be provided by the Supplier in cases of failure of Electricity during the Convocation.			

SIGNATURE OF THE PROPRIETOR
AND RUBBER STAMP OF THE COMPANY

TERMS & CONDITION

- The Procuring agency may reject all bids or proposals at any time prior to the acceptance on a bid or proposal under SPPRA Rules2010.
- 2% earnest money should be deposited on the total cost of the quoted amount with the tender documents in shape of pay order in-favor of University of Karachi.
- Tender not accompanied by the 2% Earnest Money will not be considered.
- Copies of the Sales Tax registration and NTN are to be attached with the documents.
- The prices to be filled mandatory in the tender documents.
- The quoted price inclusive all taxes.
- The successful bidders who refuse to supply the materials after accepting purchase order shall be liable to forfeit their earnest money as a penalty.
- The last date issuance of tender document is 14-01-2014 at 4:00 p.m.
- The last date receipt of quotation is 15-01-2014 at 11:30 a.m. The tender shall be opened on the same day at 12.00 p.m. in presence of the tenderers who may wish to be present. In case of any holiday or disturbance the tender will be opened on the next working day as per schedule.
- Tender Notice is also available on the University official website www.uok.edu.pk, www.ppra.org.pk, www.pprasindh.gov.pk.

Total Amount _____

(Rupees _____ **Only)**

(Total Earnest Money Rs. _____ **)**

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