



NED UNIVERSITY OF ENGINEERING & TECHNOLOGY
PROCUREMENT CELL

Tele # 99261261- 68, (Ext. 2291) Fax # 99261255, E-mail: ddff@neduet.edu.pk

“Say No to Corruption”

Director Procurement

No.DP/DS/108218/1645
January 18, 2017

INVITATION FOR BIDS (IFB)

NEDUET invites sealed tenders from Catering & Decoration and Event Management Service Providers registered with Sindh Sales Tax and Income Tax Departments for following work. The Tender Documents are comprised on “Single Stage One Envelop” procedure.

S#	Tender / Number	Tender Schedule – Date and Time			Tender Fee Rs.	
		Issue / Sale		Submission		Opening
		From	To			
1	Arrangement of Canopy for (i) Rehearsal & Convocation Day and (ii) Refreshment on Rehearsal & Lunch on Convocation Day DDS(C)/Convocation-2017/27/17	20-01-2017	06-02-2017	07-02-2017 10:30 AM	07-02-2017 11-00 AM	1,500/-

In case of any unforeseen situation or government holiday resulting in closure of office on the date of opening, Bid shall be submitted / opened on next working day at the given time. Bid Security @ 2.5% of the total bid cost PO / Bank Guarantee in favor of Director Finance.

Tender documents in which complete details are available can be obtained from the office of ADP-II against request letter with Payorder/Bank Draft of the tender fee in favor of Director Finance. Tender documents can also be obtained by post against Pay Order/Bank Draft of Rs-800/- as courier charges in addition of tender fee. Tender documents should be submitted in Tender Box placed in office of ADP-II. NEDUET may reject all or any bid subject to relevant provision of SPP Rules 2010 and may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule 25(1) of said rules.

Bidders are requested to give their Best and Final Prices as “No Negotiations” is permitted. This Tender Notice and Tender Documents can also be seen on University Website www.neduet.edu.pk and SPPRA Website www.pprasindh.gov.pk.


Director Procurement
18.01.2017

NED UNIVERSITY
of Engineering & Technology
PROCUREMENT CELL

University Road, Karachi-75270 Tel: 9926 1261-68 Ext: 2471 & 2291
Fax: 9926 1255 Email: cell@neduet.edu.pk Web: www.neduet.edu.pk

آجوں گھریل آہن (IFB)

Ref No: DP/CO/S-108/18/1631 Say NO to Corruption

NEDUET کی فرائض برائے (1) ڈریسنگ اور کوئڈیشن کے دنوں کیلئے اور (2) ڈریسنگ کے دن کیلئے ریفرٹس اور کوئڈیشن کے دن کے لئے نجی

Tender No: DP/CO/S-108/18/1631 Tender Fee: Rs. 1,500/-
DDSI/CO/Invitation-2017/2717

Tender Schedule - Date and Time

Issue / Sale	Submission	Opening
from 20.01.2017 8:30 am to 06.02.2017 4:00 pm	07.02.2017 10:30 am	07.02.2017 11:00 am

نیشنل ایجوکیشن ٹرسٹ، سندھ کے ذریعے جاری کیے جانے والے اس آہن کے تحت (1) ڈریسنگ اور کوئڈیشن کے دنوں کیلئے اور (2) ڈریسنگ کے دن کیلئے ریفرٹس اور کوئڈیشن کے دن کے لئے نجی

www.ppr.sindh.gov.pk

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www.ppr.sindh.gov.pk

Hilal -e- Pak: 18.01.2017

JANG: 18.01.2017

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of Engineering & Technology
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Tender No: DP/CO/S-108/18/1631 Tender Fee: Rs. 1,500/-
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www.ppr.sindh.gov.pk

Dawn: 18.01.2017

10. Performance Security equivalent to 05% of Contract Schedule is required at the earliest.

11. Contract Agreement on Stamp papers value equivalent to rate as specified in Stamp Act.

12. Dispatch Instruction.

Stores should be delivered at firm's premises/free to the consignee at NED University of Engineering and Technology.

13. Inspecting Officer.

The consignee/ Indenting officer or his authorized representative.

At firms premises/ Consignee's end.

14. Place at which to be inspected.

i. 100% payment to be made on the proof of inspection and Consignee's receipt certificate during year 2016-2017.

ii. ___% Payment in advance along with contract/and balance after complete delivery and in proof of consignee's receipt during the year 2016 - 2017

iii. If the supply is not according to the specifications or unsatisfactory, the contract will be rejected and cancelled at the risk and cost of firm.

iv. If the firm fails to execute the contract/supply order as per condition action will be taken against them which may be their black listing and E.M.S.D. will be forfeited.

v. In Case of late delivery L.D. charges @ 2% per month will be imposed. Part payment against part supply is/ not allowed.

vi. Valid Professional Tax Certificate is required for payment.

15. Payment.

NOTE

1. The firms may send the Inspection call with-in delivery period under intimation to the Assistant Director Procurement in writing.

2. The Bill in duplicate along with Inspection certificates on form F/QSP 09/10/00 may be sent to the P.O for payment.

**Assistant Director Procurement-II
For & on behalf of Vice Chancellor
NED University of Engg. Tech.**

The cost is debitable to Head of Account as mentioned in the Sanction order (office order). This issues with the sanction and approval of the Competent Authority of this University.

Copy to

1. Resident Auditor
2. Indenting Officer
3. Case File
4. Master File
5. Manager Central Store

Internal Memo URGENT INFO ONLY IMMEDIATE ROUTINE

To:	All Concerned	From:	Director Procurement
Sub:	Procurement Committee	Ref:	DP/Convocation/27/17/646
		Date:	18/1/17

With reference to this University Office Order No. DR(Estab) 1193/Vol-II/6331 dated: 16.06.2016, the Procurement Committee under Rule 7 of the Sindh Public Procurement Rules (as amended) comprising of the following Members has been constituted for Arrangement of Canopy for Refreshment on Rehearsal and Lunch on Convocation day (vide Case File No. DDS(C)/Convocation-2017/7/17 as follows:

1. Prof. Dr. Syed Amir Iqbal
Chairman, Industrial & Manuf. Engg. Deptt.
NEDUET, Karachi Convener
2. Mr. Muhammad Mabroor Khan
Administrative Officer
Center for Excellence in Marine Biology
University of Karachi Member
3. Mr. Fawad Ul Hasan
Assistant Director Procurement-II
NEDUET, Karachi Member/Secretary

The TOR / functions / responsibilities of the aforesaid Procurement Committee will be in accordance with Rule-8 of SPP Rules the tender will be opened on 07-02-2017 at 11:00 AM in the office of Assistant Director Procurement-II.


Director Procurement

18.1.2017

NEU UNIVERSITY OF ENGINEERING & TECHNOLOGY
ANNUAL PROCUREMENT PLAN FOR THE YEAR 2016-17 (Revision-1)

Sr.No.	Description Procurement	Budget Allocated Rs. Million	Budget Head	Timing of Procurement				Remarks
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	Purchase of Durable Goods	12.076	Transport	✓				
			Machinery & Equipment	✓				
			Furniture	✓				
2	Repair & Maintenance of durable goods	11.757	Maintenance of Transport	✓				
			Machinery & Equipment	✓				
			Furniture & Fixture	✓				
			Admin./Acad. Building					
3	Printing Stationary & Publication	15.990	Printing & Stationery office	✓				
			Printing & Stationery Computer	✓				
4	Commodities & Services (POL)	13.420	POL	✓				
5	Uniform And Liveries	0.770	Uniform	✓				
6	Renewal of Software Licence all Deptt.	3.850	Renewal of Software	✓				
7	Student Affairs	0.545	Purchase of Sport Material	✓				
8	Registrar Office	4.235	Entry Test					
			Convocation Expenses					
9	Abul Kalam Library	8.470	News Paper periodicals and Book	✓				
			Book Bank	✓				
10	Medical Department	0.484	Purchase of Medicine	✓				
			Hospitalization	✓				
11	Internet Department	0.726	Linkage	✓				
12	Conduct of Examination	5.000	Printing Jobs	✓				
13	ARC's	10.257	a. ARC Hardware	✓				
			b. ARC Plumbing	✓				
			c. ARC Painting	✓				
			d. ARC Horticulture items	✓				
			e. ARC Janitorial items	✓				
			f. ARC Stationery	✓				
			g. ARC Paper	✓				
			h. ARC Electrical	✓				
14	Lab Charges	2.778	For BE	✓				
			For Masters	✓				
15	Publication / Advertisement	1.650	Advertisement	✓				
16	UDWP ACCOUNT	145.604	UDWP	✓				
(a)	Computers, Air Conditions, Multimedia etc.			✓				
(b)	Desktop Computers & Laptops			✓				
(c)	Computers			✓				
(d)	Laboratory Equipment			✓				
(e)	Furniture & Fixtures			✓				
17	Insurance Services	2.904		✓				

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY KARACHI

ANNUAL PROCUREMENT PLAN
(WORKS, GOODS AND SERVICES)
FINANCIAL YEAR: 2016-17

PROJECT: COMMENCEMENT OF NEW ENGINEERING PROGRAMMES & INFRASTRUCTURE DEVELOPMENT

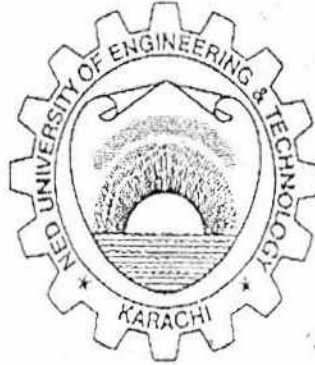
Sr. No.	Description of Procurement	Quantity (where applicable)	Estimated Unit cost (where applicable)	Estimated total cost	Funds allocated	Sources of funds (ADP/Non ADP)	Proposed Procurement method	Timing of Procurement				Remarks	
								1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr		
1	Equipment for Earthquake Engg. Laboratory	09 Nos.	--	43.100	43.100	PSDP (HEC)	National Competitive Bidding	✓					
	Equipment for Fire Laboratory	04 Nos.	--	69.600	69.600	PSDP (HEC)	National Competitive Bidding	✓					
	Remaining equipment for Fire & Earthquake Engg. Laboratory	39 Nos.		39.787	39.787	PSDP (HEC)	National Competitive Bidding		✓				
2	Construction of Buildings and related infrastructure	58,485 sft	--	159.363	159.363	PSDP (HEC)	National Competitive Bidding		✓				
3	Procurement of Furniture (Computer Tables with Chairs)	140 set.	12,000	1.680	1.680	PSDP (HEC)	National Competitive Bidding	✓					

Prepared By: Engr. Raza ur Rehman
Focal Person

Engr. Ashfaq Ahmed Khan
Project Coordinator (Mega-4)

5 Sets

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY



TENDER DOCUMENT

Directorate of Services

TITLE OF THE WORK

1. ARRANGEMENT OF CANOPY FOR REHEARSAL AND CONVOCATION DAY
2. ARRANGEMENT OF CANOPY FOR REFRESHMENT ON REHEARSAL AND LUNCH ON CONVOCATION DAY

DDS(C)/Convocation-2017/27/17

Handwritten signature and date: 12/11/17

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

Directorate of Services

To,

The Director Services
NED University of Engineering & Technology
Karachi

Subject: - 1. ARRANGEMENT OF CANOPY FOR REHEARSAL AND CONVOCATION DAY
2. ARRANGEMENT OF CANOPY FOR REFRESHMENT ON REHEARSAL AND LUNCH CONVOCATION DAY

1. Having examined the instructions to the tenders, drawings, conditions of contract (General conditions and the conditions of particular application), and specifications, bill of quantities and having visited and inspected the site of the above named works: I/We the undersigned offer to carryout, complete the above works/supplies in conformity with the said instructions to tenders; conditions of work order/contract, specifications, Bill of Quantities, for the following sums or such other sum as may be ascertained in accordance with said conditions.

Rs- _____ /- (Rupees _____)

2. We under take if my/our tender is accepted to commence the works immediately or within one week of recognized of the work order.
3. We agree to abide by this tender for a period of 60 days from the date of opening the same and it shall remain binding upon us and may be accepted at any time before the expiration of the said period of 60 days.
4. I/We understand that you are not bound to accept the lowest or any tender you may receive and you may reject any or all tenders without assigning any reason.

Signature of Contractor/Seal of Firm
Authorised Representative of Firm

Handwritten signature and date:
12/01/17

INSTRUCTIONS TO TENDERERS

- a) Director Services, NED University of Engineering & Technology, calls tender for the "Arrangement of Canopy, Tea on Rehearsal Day and Refreshment On Convocation Day" in accordance with the Bill of Quantities attached here to be submitted on or before _____ hours on _____. Tenders cost will not be reimbursed, for any cost of any kind whatsoever incurred in connection with the preparations and submission of their tenders.
- b) The tender for the each work should be in the sealed envelope bearing name of the work/contractor/firm clearly marked and addressed to Director Services, NED University of Engineering & Technology, Karachi.
- c) The tender may be delivered in person or sent by registered mail so as to reach on or before the date & time stated above. Any tender received after the stipulated time shall not be considered.
- d) All tenderers or their representative are invited to present for the opening of the tender on _____ at _____ hours. The name of each firm submitting tender and only the total contract price will be read aloud and recorded.
- e) Any tender/tenders without call deposit will not be entertained. Call deposit of the awarding firm may be returned after successful completion of work. If the firm fails to commence or complete the awarded work within the stipulated time their work order will be cancelled as per rule vide clause # 10 of terms & conditions and call deposit shall be forfeited.
- f) Detailed particulars of the work can be seen in the Directorate of Services on any working day during the office hours.
- g) Tenders shall be made in the form supplied thereof, with all items and blanks properly filled. All data, figures and the signature of persons signing the tender shall be in ink.

The completed forms should be without interlineations, alterations or erasures but if these are necessary to correct errors made by the tenderer, person(s) signing the tender shall initial them. Conditional tenders will not be accepted.
- h) All unit rate filled in the schedule of quantities shall be firm. The unit prices against each item of work and estimate amount and all other data called for shall be given.
- i) All prices quoted shall be deemed to include all costs of performing the works, i.e. labour, materials, transportation, income tax, GST, duties, octroi charges, royalties permit etc. and no claim whatsoever shall be accepted in case of escalation any or all prices entered in B.O.Q.

ll
21/11/17

- j) The actual sum to be paid to the contractor whose tender is accepted shall be determined by measuring/counting the work actually done or supplying the actual number of items in accordance with the work order and valuing it at the rates or prices by the contractor in the tender.
- k) "Incase of a discrepancy between the unit price and amount entered for any item in the schedule of quantities, the unit price will be taken as correct and the amount will be adjusted accordingly when the tender is being examined".
- l) 10% security deposit will be deducted from each bill on the paid amount of the contract, which will be returned after maintenance period of six months.
- m) The tender must signed on each and every page by a person(s) authorized to do so.
- n) The sample can be seen on any working day during the office hours.
- o) "Engineer" means the Director Services of the University or any other Engineering appointed by him.
- p) Bids can be submitted against any one or both works. Earnest money should be submitted accordingly.

Director Services

Handwritten signature and date: 12/11/17

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

Directorate of Services

Terms & Condition

1. Supply is required within _____ days from the date of letter of award. N/A
2. Inspection: *Nominated Inspection Committee will make Inspection of Convocation-2017/ arrangements incase of any unsatisfactory report, the penalty should be imposed.*
3. In case of late delivery @ 0.1% per day will be charged on bid amount deducted from the bill, but not more than 10% of contract value.
4. Quantities shown in the quotation are approximate and no claim shall be entertained for quantities of executed being 30% more or less than those entered in the B.O.Q.
5. All prices will include all costs of performing the works including labour, material, income tax, GST, octroi charges, royalties & transportation etc. as mentioned in B.O.Q.
6. No subletting of all or any part of work will be allowed at any cost / reasons.
7. The supplier will see the sample before quoting the rates. N/A
8. Store will be delivered at NED University, Main Campus. N/A
9. Inspection Office will issue inspection certificate after inspection through Inspection Committee for supplied. N/A
10. If the supply is not found according to the specification and samples provided, it will be rejected at risk and cost of the supplier and in case the supplier fails to supply, the order the firm will be black listed.
11. Payments: -
 - 11.1 The actual sum to be paid shall be determined by quantify/measurements of items actually supplied valuing it at the rates/prices quoted in the approved quotations.
 - 11.2 10% security deposit will be retained from each bill up to a period of six months from the date of supply of order. N/A
 - 11.3 Part payment against part supply can be allowed. N/A

Director Services

12/11/17

P-15/c

APPENDIX TO FORM OF TENDER

2.5% of the bid price pay order.

Period of commencement from receipt of letter of intent **Immediately after issuance of the work order**

Time completion Whole arrangement should be ready in all respect on or before Rehearsal day

Amount of liquidated damages 0.1 % of the contract amount per day for the work remain un-commenced and un-completed after due date up to maximum of 10% and after that termination of contract.

Period of maintenance N/A

Percentage of retention N/A

Retention money during maintenance period N/A

Minimum amount of Interim Certificate N/A

Contractor's address for serving the notice (Duly registered with concerned tax authorities)

Persons or bodies corporate forming Partnership or Company N/A

Signature of Contractor/Seal of Firm
Authorised Representative of Firm

Handwritten signature and date
12/01/17

BIDDING DATA

- (a). Name & Address of Procuring Agency
NED University of Engineering & Technology,
Main University road,
Karachi.
- (b) Brief Description of Works
Arrangement of Canopy for (i) Rehearsal and
Convocation Day and, (ii) Refreshment on
Rehearsal and Lunch on Convocation
- (c) Amount of Bid Security
2.50% in shape of Pay order in favor of Director
Finance NEDUET, Karachi.
- (d). Period of Bid Validity (days)
60 days
- (e). Time of Completion
Whole arrangement should be ready in all respect
on or before Rehearsal day
- (f). Period of commencement from
Immediately after issuance of the work order
- (g). Performance Bond
2.50%
- (h). Deadline for Submission of Bids
along with time.
07-02-2017 10:30 AM
- (i). Liquidity damages:
(0.1% of the contract amount per day for the
remains un-commenced and un-completed after
due date maximum of 10% and after that
termination of contract
- (j). Eligibility
- Registration with FBR for Income Tax, Sales Tax
in case of procurement of goods, registration with
the Sindh Revenue Board in case of Procurement
of Works and Services as the case may
and are not black listed in any procuring agency
or authority.
- At least three years relevant experience
- At least three years turnover details

Director Procurement

P-41C

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY
Directorate of Services

CONVOCATION-2017

SUMMARY OF BID COST

1. Arrangements of Canopy for Rehearsal and Convocation Day-2017

Rs: _____

2. Arrangements of Canopy for Refreshment on Rehearsal and Lunch on Convocation Day

Rs: _____

GRAND TOTAL AMOUNT (Inclusive with All Taxes)

Rs: _____

Signature of Contractor with Seal

Handwritten signature
DBSEC
12/11/17

R-13/C

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY
(Directorate of Services)

Subject: B.O.Q FOR ARRANGEMENTS OF CANOPY FOR REHEARSAL AND CONVOCATION DAY-2017

Reference: DDS(C)/Convocation-2017/27 /17

The Convocation-2017 of NED University of Engineering & Technology has been scheduled to be held in second week of February, 2017. In this connection tender are invited for the arrangement of tenting, decoration, lighting including laying, fixing/setting, serving etc. with all taxes which should be completed in all respect:

S. NO.	DESCRIPTION	QTY. IN NOS. & SFT	RATE (RS.)	NUMBER OF DAYS	TOTAL AMOUNT IN RUPEES
For Convocation Canopy arrangement					
01	Shamiyana (15' x 30', Good quality for VIP arrangement)	225		02	
02	Pole Cover (Good quality for VIP arrangement)	275		02	
03	Qanat (Good quality for VIP arrangement)	175		02	
04	Stair with railing / handle (4 small & 4 large, Good quality)	08		02	
05	Carpet in different colour as approved	92000 Sft		02	
06	Sofa single seat (Good quality for VIP arrangement)	300		02	
07	Foam Chairs with cover (Good quality for VIP arrangement)	6000		02	
08	Foam Chairs with arms (Good quality for VIP arrangement)	75		02	
09	Tables (2'-6" x 4'-0", Good quality)	30		02	
10	Tables (8'-0" x 4'-0", Good quality)	120		02	
11	Central Tables (Good quality)	30		02	
12	Presidential Chairs (Good quality for VIP arrangement)	07		02	
13	Gazebo / Marquee (Good quality)	03		02	
14	Rope with Stands (Good quality)	100		02	
15	Water Tank (Good quality)	50		02	
16	Glasses (Good quality)	250		02	
17	Jugs (Good quality)	15		02	
18	Table Cover with Frill (Good quality)	10		02	
19	Mirror Glass (Good quality)	04		02	
20	VIP Sofa Sets (3 + 1 + 1 seat, Good quality)	02		02	
21	Additional Bamboo for back drop (30')	60		02	
22	Low level Table for Announcer Stage (Good quality)	12		02	
TOTAL AMOUNT (Inclusive of All Taxes)					

Signature of Contractor with

Handwritten signature and date: 14/01/17

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY
(Directorate of Services)

Subject: B.O.Q FOR ARRANGEMENTS OF CANOPY FOR REFRESHMENT ON REHEARSAL AND LUNCH ON CONVOCATION-2017 DAY

Reference: DDS(C)/Convocation-2017/27/17

The Convocation-2017 of NED University of Engineering & Technology has been scheduled to be held in second week of February, 2017. In this connection tender are invited for the arrangement of tenting, decoration, marquee, lighting, catering including laying, fixing/setting, serving etc. with all taxes which should be completed in all respect:

01	Tea arrangement on Rehearsal Day (Along with cutlery, crockery of approved quality and services of waiters would be in uniform etc.)			
	MENU	QTY. IN NOS.	RATE PER HEAD	TOTAL AMOUNT IN RUPEES
	Tea (Ready to Serve in Samawar)	750 Persons		
	Coffee (Ready to Serve in Samawar)			
Mixed Cookies (Approved quality)				
Sub Total of 01				
02	Lunch arrangement on Convocation Day (Along with Standing Buffet, Chairs setup, cutlery, crockery of approved quality and services of waiters would be in uniform etc.)			
	MENU	QTY. IN NOS.	RATE PER HEAD	TOTAL AMOUNT IN RUPEES
	Mutton Badami Quorma	750 Persons		
	Chicken Biryani			
	Fish Fry Bread Crumb			
	Nan (Live Tandoor)			
	Taftan			
	Raita			
	Salad Bar Continental			
	Assorted Chutney			
	Crunch Ice-Cream			
	Tea			
	Coffee			
Cold Drink				
Mineral Water Dispenser				
Sub Total of 02				
03	Lunch arrangement on Convocation Day (Along with Standing Buffet, Chairs setup, cutlery, crockery of approved quality and services of waiters would be in uniform etc.)			
	MENU	QTY. IN NOS.	RATE PER HEAD	TOTAL AMOUNT IN RUPEES
	Mutton Badami Quorma	4750 Persons		
	Chicken Biryani			
	Nan (Live Tandoor)			
	Taftan			
	Raita			
	Salad Bar Continental			
	Assorted Chutney			
	Crunch Ice-Cream			
	Tea			
	Coffee			
	Cold Drink			
Mineral Water Dispenser				
Sub Total of 03				

Total Amount of 01

Rs:

Total Amount of 02

Rs:

Total Amount of 03

Rs:

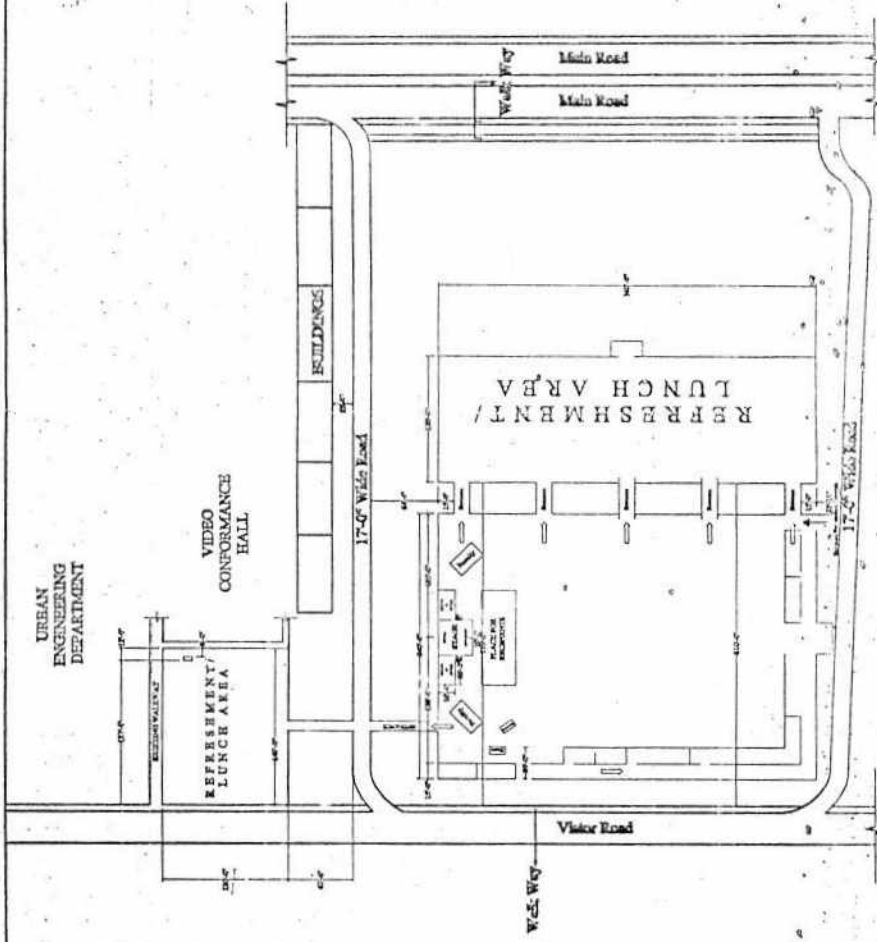
Grant Total Of 01, 02 & 03 [Inclusive with All Taxes]

Rs: _____

Handwritten signature and date:
12/01/17

Signature of Contractor with Seal

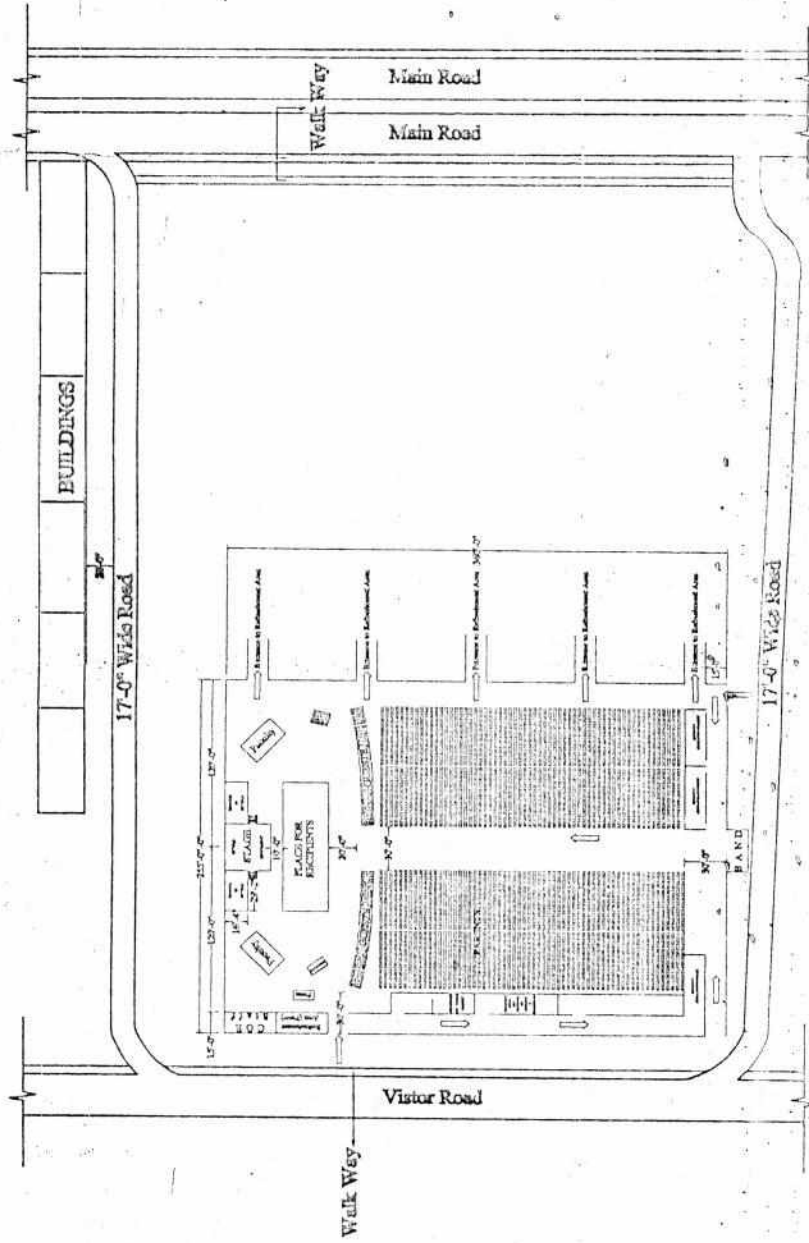
DIRECTORATE OF SERVICES
NED UNIVERSITY OF ENGINEERING & TECHNOLOGY



DRG.NO	01
TITLE	LAYOUT PLAN FOR CONVOCAION CANOPY AREA - 2017
DRAWN BY	
CHECKED BY	
VERIFIED	
SCALE	1/64"=1'-0"

Handwritten signature and date:
 11/10/17

DIRECTORATE OF SERVICES
 NED UNIVERSITY OF ENGINEERING & TECHNOLOGY



DRG.NO 02

TITLE

INTERNAL SEATING ARRANGEMENT
 FOR
 CONVOCATION CANOPY - 2017

DRAWN BY

CHECKED BY

VERIFIED

SCALE
 1/8"=1'-0"

20/11/17