

**Punjab Tianjin University of Technology, Lahore (PTUT)**



**Bidding Documents  
For Event Management**

<b>Bid Reference No:</b>	<b>PTUT/PC/19/2022-23</b>
<b>Package Name:</b>	<b>For Event Management</b>
<b>Procurement Procedure &amp; Method:</b>	<b>Single Stage Single Envelope</b>
<b>Bid Opening Venue:</b>	<b>Conference Room PTUT</b>
<b>Last date and time for obtaining of bid documents</b>	<b>10-03-2023, 10:00 A.M.</b>
<b>Last date and time for submission of bid documents</b>	<b>10-03-2023, 11:00 A.M.</b>
<b>Opening of Bid Documents</b>	<b>10-03-2023, 11:30 A.M.</b>

## **CHECK LIST FOR SUBMISSION OF APPLICATION**

(please mark ✓ / or X in relevant boxes)

1. Detail of company profile/ Firm/ Contractor etc. Profile
2. Original CDR/Earnest Money /Deposit at call attached with Technical Bid.  
(Amounting to Rs. 30,000/-)
3. Original Tender fee Amounting Rs. 2,000/-
4. Affidavit on stamp paper Rs: 100/-
5. Evidence of Company/ Firm/ Sole proprietorship.
6. Copy of National Tax No.
7. List of All Mandatory required documents
8. Price offer on Bidder's letter head as of Financial Evaluation Criteria.
9. Active Tax Payer List (ATL)
10. Provincial Sales Tax Number

## **TENDER DOCUMENT**

### **EVENT MANAGEMENT FOR PUNJAB TIANJIN UNIVERSITY OF TECHNOLOGY, LAHORE (PTUT).**

1. The Punjab Tianjin University of Technology (PTUT), Lahore intends to tender “Event Management” on item rate (Frame Work Basis) for a period of one year from a well reputed and well-equipped company for Event Management.

Interested firms may obtain the signed copy of the bidding document from the office of Project Director (Building and Works), 1st Floor Room No. 120, of university, from 09:00 a.m. to 04:00 p.m. (Monday to Friday) after depositing the Tender Fee of Rs. 2,000/- (non-refundable) at BOP, Township (College Road) Branch, Lahore A/c No. 6580064981000010. The Bidding Document is available on websites [www.ptut.edu.pk](http://www.ptut.edu.pk) and [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) for information only.

The sealed bids complete in all respect as detailed in bidding documents must reach in the office of Project Director (Building and Works) on or before the last date of submission of bid as indicated on the stamped bid document. The proposal will be opened on 10-03-2023 at 11:30 A.M. in the presence of the bidders or their representatives who make them present.

**Project Director**  
**Punjab Tianjin University of Technology, Lahore**  
**Ph. 042-99332570**

**AFFIDAVIT (Stamp paper of Rs: 100/-)**

We do hereby confirm that we have carefully read the requirements and instructions of this bidding document and all the terms & conditions of Event Management of university we also do hereby confirm as follows:

1. That, M/s \_\_\_\_ shall abide by all the instructions/conditions of the bidding documents and in addition the other conditions and PTUT rules and regulations, all other special instructions given time to time and enforced PPRA Rules.
2. That, M/s \_\_\_\_ is not blacklisted by any Government/ Semi-Government Department/ Agency/ Autonomous Bodies in any part of Pakistan.
3. That the information given in the application form and bidding documents is correct. In case any of this information is proved incorrect, PTUT reserves the right to reject the bid beside forfeiting the Bid Security and may initiate suitable legal action which may include blacklisting of the Bidder.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Stamp: \_\_\_\_\_

## Instructions for the Bidders / TOR's

2. PTUT, Lahore invites sealed bids from Company/ Organization registered. Income Tax, NTN/ Sales Tax/ PST etc. Registration Certificates must be provided and should have proven record of providing supply to large government / semi government and other organizations etc. (to be verified by the clients). Company/ Organization should attach valid copies of certificates issued by relevant departments. Bids must be submitted in a sealed envelope clearly marked " Event Management" for the university latest by 10-03-2023 on or before 11:00 A.M. in the office of Project Director (Building and works) 1st Floor Room No. 120, of PTUT Lahore.
3. Bidding shall be conducted through Open Competitive Bidding **Single Stage Single Envelope** procedures as per Rule No. 38(i) of PPRA Rules, 2014, and is open to all eligible bidders as defined in the bidding document.
4. The bidder shall seal the original bid (sealed) into a single envelope and should be clearly marked " Event Management". The envelope shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late". No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security
5. The bidders are requested to give their best and final prices as no negotiations are permissible as per PPRA Rules and regulations
6. Proposal submitted must contain company profile, list of present/ past clients, proof of company as legal entity, Affidavit indicating that the company has never been blacklisted by any government/semi government or other organizations etc.
7. Price quoted shall remain valid for a period of 90 days from the closing date of bid submitted. However, bidders are encouraged to extend the validity of their bid (if required). The rates quoted should be in Pak rupee (PKR) and inclusive of all applicable government taxes.
8. The Bid submitted must be accompanied by Bid Security Amounting to Rs. 30,000/- (Refundable) in the shape of CDR/ Pay Order/Demand Draft from a Scheduled Bank in favor of Punjab Tianjin University of Technology, Lahore. Bids submitted without CDR / Pay Order/ Demand Draft will not be considered and rejected straight away.
9. Bid Security of unsuccessful bidders shall be refunded on the finalization of the contract / tender.
10. Bid security of successful bidder shall be refunded on provision of Rs. 150,000/- as performance guarantee and signing of agreement within 10 days after the issuance of Letter of intent.
11. PTUT will not be responsible for any costs or expenses incurred by bidders in connecting with the preparation or delivery of bids.
12. PTUT shall not pay any security deposit or advance payment.

13. The Bidder will be fully responsible in case of misconduct caused by the company personnel or an error in supply/ installation/ event management.
14. If two or more bidders quoted equal rate in bid, then the contract will be awarded to the one gaining higher qualification in the Mandatory requirements
15. Contract will be made between PTUT and company on judicial paper of 0.25% of Contract value that will be provided by the successful bidder.
16. The Contract will be for a period of one year on item rate basis.
17. The lowest responsive/ evaluated bid shall be accepted.
18. Violations to the instruction of the bidding documents will lead to a penalty of up to 10% of the Contract Value. Delayed delivery/Mis management will lead to fine up to a maximum of 10% of the contract value. All fines and penalties will be deducted by the PTUT from the payments of the Company.
19. Bidder/ Supplier shall be responsible for all the taxes/ duties/ transportation charges required to be paid under relevant law.
20. In case bidder desires to quote higher specification, the same should be provided in the respective column of the form of bid against the specific item. The Bidder should quote only one brand/ model/ make of each item.
21. In case items quoted by the bidder are of higher or better specification, that are duly verified by the technical evaluation committee of PTUT, his/ her bid will be treated responsive.
22. PTUT can verify any or all documents/ information submitted by the bidder. In case of bogus documents and wrong information the same would not be considered for evaluation and the bid will be rejected. PTUT reserves the rights of imposing penalty as per clause 16 of this document.
23. The Procurement Committee shall have the right to inspect and/ or test the goods to confirm their conformity with respect to specifications mentioned in the work Order.
24. Should any inspected or tested goods fail to conform to the specifications, PTUT shall reject them, and bidder shall replace the rejected goods at its own cost.
25. The Earnest Money/CDR shall be returned to the technically disqualified Bidders with their unopened/ sealed financial bid.
26. If the acceptance of tender issued during the validity period of the tender is not accepted by the bidder, the Earnest Money/CDR shall be forfeited
27. In case the offer is withdrawn, amended or revised during the validity period during the tender process, the Earnest Money/CDR/Performance money shall be forfeited.

28. In case, the bidder fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the Performance guarantee deposited by the bidder shall be forfeited and the equipment purchased will be at bidder's risk and expense.
29. PTUT will get the equipment / event management items inspected at PTUT, Lahore premises and PTUT may reject the equipment/ event management items, if not found according to the given specifications.
30. Response period to do necessary supply/arrangement for event management (2 days) after intimation after approval on Item Rate Basis and respective Work order (on Frame Work Basis). Suppliers may however, quote their best response period.
31. PTUT reserves the right at the time of award of contract to increase or decrease the quantity of works.
32. In case of any material is found in non-conformity to the specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty design, faulty packing; or is short supplied, wrongly supplied, the supplier is bound to replace such material free of charge or pay the full cost of replacement.
33. Rates can be revised after a period of (06) months mutually agreed between both parties maximum up to 10%.
34. Grievance (if any) against the tendering process shall be entertained up to 10 days after announcement of lowest bidder over PPRA. Any grievance received after this duration shall not stand valid/entertained.

## **Rejection/ Acceptance of the Tender**

The Client shall have the right, at its exclusive discretion to reject any or all tender(s), cancel the Tendering process at any time prior to award of formal work order, without assigning any reason or any obligation to inform the Bidder of the grounds for the Client's action, and without thereby incurring any liability to the Bidder and the decision of the Client shall be final.

The Tender shall be rejected if any of the following occurs:

- i. It is substantially non-responsive
- ii. Received without original bid security attached with technical bid
- iii. Received after the time and date fixed for its receipt
- iv. The offer is ambiguous
- v. The offer is received by fax or e-mail
- vi. The offer is from a black listed firm
- vii. Offer received with shorter validity than required
- viii. The offer is not conforming to requirements indicated in the tender documents
- ix. Any conditional offer
- x. It is submitted in other than prescribed forms, documents / by other than specified mode; or it is incomplete, un-sealed, un-signed, partial, conditional, alternative, and late; or it is subjected to interlineations / cuttings / corrections / erasures / overwriting.
- xi. The Bidder submits more than one Tenders;
- xii. The Bidder refuses to accept the corrected Total Tender Price; or The Bidder has a conflict of interest with the Client.
- xiii. The client has the right to forfeit the CDR in case the bidder violates any instructions to bidders of this document.
- xiv. The bid security will be forfeited, in case of withdrawal of bid after opening of bids



**BIDDING FORMS**

**BID SUBMISSION FORM**

Date: \_\_\_\_\_  
No: \_\_\_\_\_

To,  
[Client Address]

Having examined the bidding documents including, the receipt of which is hereby duly acknowledged, we, the undersigned, offer for, “Event Management for PTUT” in conformity with the said bidding documents. We undertake, if our Bid is accepted, to deliver the services in accordance with the delivery schedule specified.

In case our bid is accepted, we will obtain and submit the CDR to the client in a sum equivalent to 150,000/- for the due performance of the contract, in the form prescribed by the client.

We agree to abide by this Bid for a period up to 90 days fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_

\_\_\_\_\_

[Signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of Company

### **Mandatory Requirements-**

Bidder must furnish following information:

<b>Sr. No.</b>	<b>Criteria</b>	<b>Requirement</b>
<b>1.</b>	Evidence of Company/Firm/ Sole proprietorship	<b>Mandatory</b>
<b>2.</b>	Certificate of valid Income Tax Registration Certificate.	<b>Mandatory</b>
<b>3.</b>	Compliance to the Checklist attached for bid submission	<b>Mandatory</b>
<b>4.</b>	Affidavit on attested stamp paper that the bidder is not black listed by the Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan.	<b>Mandatory</b>
<b>5.</b>	Meeting the specification of items as specified in Form-II of the quoted items	<b>Mandatory</b>
<b>6.</b>	Work Order of similar nature (past 02 years experience certificate)	<b>Mandatory</b>

It is mandatory to fulfill above stated requirements for all bidders. Any bidder not fulfilling above criteria will be considered as non-responsive bidder and will not be taken into consideration for Technical and Financial Evaluation. However, the technically qualified bidder with lowest rates will be awarded the work order (subject to fulfillment of all required conditions of bidding document & PPRA Rules, 2014).

Bid Submission Form on the letter head of the firm

[Location, Date]

To

Project Director B&W,

PTUT Lahore.

Dear Sir,

We, the undersigned, offer to provide the \_\_\_\_\_ in accordance with your request for proposal / bidding documents and our attached Financial Proposal is for the sum of (insert amount in words and figures).

Our proposal shall be binding upon us up to expiration of the validity period of the Proposal.

We also declare that the Government of Pakistan / Punjab has not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We, furthermore, pledge not to indulge in such practices in competing for or in executing the Contract and are aware of the relevant provisions of the bidding Document.

Authorized Signature

Name and Designation of Signatory

Name of Firm and Address

**Price Schedule / Financial Cost Sheet/ Financial Bid Form**  
**Must be filled separately on the letterhead of the firm**

**(Part of Bid Envelope)**

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, install and manage event of the following items in conformity with the below mentioned required specification as per the following price at the places mentioned against each item.

S/N	Description	Made/ Origin	Quantity	Pak Rupees	GST / PST @ _____	Total Price With GST
				Unit Price without GST		
			A	B	C	D=(B+C)*A
1						
2						

**Grand Total in figures (Inclusive of all types of applicable Taxes)**

**Grand Total in words (Inclusive of all types of applicable Taxes)**

**NOTE:** Please read carefully before filling of above-mentioned columns.

- i. Missing or Incomplete filling of all the subject columns of this Financial Proposal will not be considered and should result in disqualification.
- ii. Financial Proposal evaluation will be conducted under the Punjab Procurement Rules 2014 (Amended till date). The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.
- iii. The quantity of items can be increased/ decreased and the cost of increase/ decrease will be adjusted accordingly.
- iv. Prices quoted by the bidder shall remain fixed and valid for 06 months after the Contract agreement and Rates can be revised after a period of (06) months mutually agreed between both party's maximum up to 10% and will not be subject to variation on account of escalation.
- v. Unit Price will govern for arithmetic check and corresponding Grand Total" D" after arithmetic check will determine lowest bidder.
- vi. If there is discrepancy between words and figures the small amount will prevail.
- vii. Quoted items must be legally imported in Pakistan after paying all taxes. (Where Applicable)
- viii. Standard Warranty (Where Applicable).
- ix. Bidder can quote for each item
- x. Financial Evaluation will be carried out on lowest total of each item. Work award will be issued to the lowest evaluated bidder in respective item from the qualified bidders.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm and Address

\_\_\_\_\_

(Seal & Signature of Company)

**Note: No cutting or overwriting is allowed. Any cutting or overwriting may lead to rejection of the financial bid.**

**GENERAL PARTICULARS OF APPLYING FIRM**

<b>Firms' Information</b>	
Name of Firm/ Company	
Complete Postal Address	
Phone Number	
Contact Person/ Designation	
Mobile Number	
E-Mail Address	
Fax Number	
Type of Organization	
Place of Incorporation/ Registration	
Year of Incorporation /Registration	
Validity	
National Tax Number	

## General Terms and Conditions

### **1. Inspection of Items**

The procuring agency may reject the delivered items which fail to conform to the technical specification, in any tests or inspection and the contractor shall replace the rejected goods/ items within prescribed time provided by the PTUT, free of cost. The inspection or tests shall be conducted at the premises of the PTUT. Where conducted at the premises of the contractor, the contractor shall provide all-reasonable facilities and assistance, which may include access to drawing, production data and online verification from official web site of the manufacturer, to the inspectors, at no charge to the procuring agency. The purchaser's post-delivery right to inspect, test and, where necessary, reject the goods shall in no way be limited or waived by reason of pre-delivery inspection, testing, or passing of the goods

### **2. Currency:**

Firm and final rates should be in Pak Rupees.

### **3. Delivery, Installation & Commissioning**

The contractor is responsible for delivery, installation and operate as per work order at its own risk and cost within 02 days of intimation for event Management after Work order. In case of poor response/ coordination from the field formations regarding delivery, installation / commissioning and Operate, the contractor is required to inform to Project Director (B&W) office of university in writing and for the solution of the same.

### **4. Arbitration**

In case arising of any dispute between the procuring agency and the contractor after the work order, the dispute should be resolved through the representators of both parties otherwise the decision of Vice Chancellor will prevail over the version of both parties.

### **5. Blacklisting**

The procuring agency may, for a specified period, debar or prohibit the contractor from participating in any public procurement process of the procuring agency, if the bidder or contractor has:

- (a) Acted in a manner detrimental to the public interest or good practices.
- (b) Consistently failed to perform his obligation under the contract.
- (c) Not performed the contract up to the mark; or
- (d) Indulged in any sort of corrupt practice.

Blacklisting mechanism will be followed as per Punjab Procurement Rules 2014 (amended till date)

### **6. Miscellaneous**

Any point which is not mentioned in the term and conditions contained in the bidding documents. shall be decided in the light of the provisions laid down in Punjab PPRA rule 2014 amended till date.

### **7. Termination for Default:**

The Procurement Committee without prejudice to any other remedy for breach of Contract, by written notice of default sent to the bidder, may terminate this Contract in whole or in part if:

1. The bidder fails to provide services within the period(s) specified in the Contract, or within any extension thereof granted by the Vice Chancellor.
2. The successful bidder fails to deliver lab equipment as per specifications mentioned in the bid.
3. The successful bidder fails to perform any other obligation(s) under the Contract.

4. The bidder, in the judgment of the Procurement Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

**8. Force Majeure:**

Majeure means an act of nature or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mis-planning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing with enough and valid evidence of such condition and the cause thereof. The Grievances Committee shall examine the pros and cons of the case and all reasonable alternative means for completion of work order under the Contract and shall submit its recommendations to the Vice chancellor. However, unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

**9. Termination for Insolvency:**

The Procuring Agency may at any time terminate the Contract by giving written notice of 30 days' time to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.

**10. Acceptance of tender**

As per provisions of Rule (55) of Punjab Procurement Rules, the Purchaser shall issue the work order to the successful bidder, at least after 10 days of announcement of bid evaluation reports (Ref. Rule-37 of PPRA Rules) and prior to the expiry of the original validity period or extended validity period of the Tender. The successful Bidder must submit performance guarantee @ Rs. 150,000/- along with letter of acceptance and sign formal contract on stamp paper within 10 days after the issuance of Letter of intent. Bid Security of successful bidder will be released on receipt of performance guarantee. The Performance guarantee will be released after 10 days of completion of contract period of 01 year.

**11. Repeat Order**

The contractor may provide Machinery & Equipment on repeat order (15% of the original procurement order) under the provision of Punjab Procurement Rules 2014, if asked for.

**12. Packing & Condition of the Machinery/ Equipment/Items**

All Items supplied must be in original form/ packing. All Machinery/ Equipment must be genuine, brand new, non-refurbished in any way, as per required specification, and imported (If any) through proper channel

**Note:** Anything not stated above will be governed through PPRA Punjab Rules 2014 amended till date and standard form of contract available on PPRA.



## (CONTRACT AGREEMENT)

### DRAFT FORM FOR AWARD OF CONTRACT

Package Ref No. \_\_\_\_\_

This agreement is made in the presence of the witnesses named below on this \_\_\_\_ day and \_\_\_\_\_ month of 2023 at \_\_\_\_\_ between Punjab Tianjin University of Technology, Lahore (PTUT) (hereinafter called “the Purchaser”) and M/s. \_\_\_\_\_. (Here in after called “the Supplier”). Whereas the Purchaser invited bids for supply, installation and operate of \_\_\_\_\_ and has accepted a bid by the Supplier for the supply, installation and operation \_\_\_\_\_ in the sum of Rs: (Rupees \_\_\_\_\_ only) [contract price in words and figures] (hereinafter called “the Contract Price”).

Now this agreement witnesses as follow:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the bid document referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz., the:
  - (a) Invitation to bid as publicized/ advertised by the Purchaser.
  - (b) Bidding document as bought from the Purchaser.
  - (c) Specifications of items
  - (d) Form of Bid
  - (e) Undertaking submitted by the bidders along with the bid papers.
  - (f) work order for supplying the selected items etc.
  - (g) General conditions regarding procurement as given in the bidding documents and
  - (h) This contract agreement as executed between the Purchaser and the Supplier.
  - (i) The Bid Security and the Performance Guarantee
3. Supplier is responsible for installation, supplying, managing event of all ordered items at the PTUT without any extra cost.
4. Supplier is responsible for replacement of defective items (if any) at his cost.
6. The purchaser will make the full/ partial payment after successful inspection of the equipment as per work order.
8. Supplier will supply, install/ operate and manage event of the ordered items within 02 days from the date of the intimation for “Event Management of University” after work order.
9. Purchaser will release the Performance money after 10 days after the Successful Completion of Contact Period of one Year.
10. All disputes or differences between the parties in connections with or arising out of this agreement shall be settled through arbitration in accordance with the provisions of Punjab Procurement Rules 2014 through the representators of both parties otherwise the decision of Vice Chancellor will prevail over the version of both parties.

In witness whereof, the parties have hereinto set their respective hands and seals the day and the year hereinto before set forth.

Purchaser/ PTUT:

1. Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signatory: \_\_\_\_\_

2. Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signatory: \_\_\_\_\_

Supplier/ \_\_\_\_\_ :

1 Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signatory: \_\_\_\_\_

2 Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signatory: \_\_\_\_\_

WITNESS:

1. Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signatory: \_\_\_\_\_

2. Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signatory: \_\_\_\_\_

## Items Specification and Quantities Required

Item rate for Event Management for University				
Sr. No	Description	Unit	Qty	Rate
1	Providing and installation of Best Quality Carpet in Hall (60ft x75ft) and	Each	01	
2	Providing and installation of Best Quality Carpet Red Carpet (6ft x 200 ft)	Each	01	
3	Providing, installation and operation of SMD Screen (9ft x12ft) with support Truss to rise the height of screen from ground	Each	01	
4	Providing, installation and operation of SMD Screen (10ft x20ft) with support Truss to rise the height of screen from ground	Each	01	
5	Providing, installation and operation of 2 pair Sound System	Each	01	
6	Providing, installation and operation of Digital sound System Line Array	Each	01	
7	Providing and installation of Podium mic (06 Nos) with necessary arrangement	Each	01	
8	Providing, installation and operation of A/c Chiller (60 HP With generator and fuel)	Each	01	
9	Providing, installation and operation of A/c Chiller (100 HP With generator and fuel)	Each	01	
10	Providing, installation and operation of A/c Cabinet (04 Ton)	Each	01	
11	Providing and installation of Fresh Flower Dice Décor and Stage indoor plants / flower arrangement	Lump sum	01	
12	Providing and installation of Flower décor for Hall / Canopy	Each	01	
13	Providing and installation of executive Canopy for 100 people covered from all sides having one entrance and one exit including light arrangement	Each	01	
14	Providing and installation of Executive Chairs (100 Nos) with round tables (20) in canopy	Each	01	
15	Providing and installation of round tables	Each	10	
16	Stage Dice for 06 Seats with 02 rostrum with 03 PTUT Logo made on Metal /Acrylic of 1.5 Ft Diameter each	Each	01	
17	Stage Dice for 08 Seats with 02 rostrum with 03 PTUT Logo made on Metal /Acrylic of 1.5 Ft Diameter each	Each	01	
18	Providing and Fixing PTUT Logo made on Metal /Acrylic of 1.5 Ft Diameter on Wooden Table/ Rostrum/ Wall	Each	01	
19	Providing and Fixing PTUT Logo made on Metal /Acrylic of (01 Ft) Diameter on Wooden Table/ Rostrum/ Wall	Each	01	
20	Providing and installation of Presidential chairs	Each	10	
21	Providing and installation of Executive Chairs	Each	240	
22	Providing and installation of Executive High Back Sofa Chairs	Each	20	
23	Providing and installation of Executive Sofa Seating (02 Seat Sofa) for seating of 20 Person	Each	10	

24	Providing and installation of Executive Sofa Seating (03 Seat Sofa) for seating of 30 Person	Each	10	
25	Providing and installation of Executive Sofa Seating (04 Seat Sofa) for seating of 20 Person	Each	5	
26	Providing and distribution of Lunch Box having Biryani (chicken piece, raita, salad, chicken shami with 335 ml drink)	Each	250	
27	Providing and serving on table Hi-Tea Menu (Finger fish, Cold Sandwiches, Fruit cake, Bakery Biscuits, Mineral water, Tea and Green Tea) with crockery	Each	100	
28	Providing and serving on table Lunch Menu (Russian Salad, Chicken Biryani, Chicken Qorma, Green salad, Rogni Naan, Raita, Drinks, ice cream, Mineral water, Tea and Green Tea) with crockery	Each	100	
29	Proving and installation UPS with Batteries For Sound System and Stage Lights (2KW)	Each	01	
30	Proving and installation UPS with Batteries For Sound System and Stage Lights (5KW)	Each	01	
31	Electrification and Lighting arrangement for Stage (40 ft x 25ft)	Each	01	
32	Electrification and Lighting arrangement for Canopy (45ft x60ft)	Each	01	
33	Proving, Installation and Operating Generator Backup with Fuel 20 KW	Each	01	
34	Proving, Installation and Operating Generator Backup with Fuel 50 KW	Each	01	
35	Proving, Installation and Operating Generator Backup with Fuel 100 KW	Each	01	
36	Walkie Talkies	Each	01	
37	Media Wall having Logo's for Photography	Each	01	
38	Standard Shield made of Glass of 1 ft height with Sticker designing , printing and Pasting.	Each	01	
39	Standard Shield made of Metal of 1 ft height with Sticker designing , printing and Pasting.	Each	01	
40	Standard Shield made of Wood of 1 ft height with Sticker designing , printing and Pasting.	Each	01	
41	Supply of Give aways/PTUT Branded Pens	Each	01	
42	Supply of Give aways/PTUT Branded Key Chains made of Metal	Each	01	
43	Supply of Give aways/PTUT Branded T-Shirts	Each	01	
44	Supply of Give aways/PTUT Branded Track Suit with Hood	Each	01	
45	Supply of Give aways/PTUT Branded TEA CUPS	Each	01	
46	Direction Boards (1ft x 1ft) Supported on a metal stand of 4 ft Height	Each	01	
47	Providing Mifare RFID Card	Each	01	
48	RFID Card Printing	Each	01	
49	Neck Ribbon with Printed university name with Metal Clip for Holding card	Each	01	
50	Photography for complete event	Lump sump	01	

51	Videography for complete event	Lump sump	01	
52	Designing and installation of 3D Walls	Each	01	
53	Thematic Areas Designing	Each	01	
54	Video Walls (04 Screen)	Each	01	
55	Large Venue Projectors having lumens greater than 5000.	Each	01	
56	Fabricated and branded stalls installation	Each	01	
57	Designing, printing and installation of internal halls branding including backdrops, drop downs, and standees	Lump sump	01	
58	Reception desks, Business centers and executive Lounges installation	Lump sump	01	
59	Media Gallery/ Platform/ Press Gallery	Lump sump	01	
60	Designing, printing, provision and supply of Dress, Badges and Bands for Ushers	Each	01	
61	Provision of PVC Name Tag badges	Each	01	
62	Provision of PVC Name Tag for Table.	Each	01	
63	Designing, printing and installation of Hoardings including provision advertisement space.	Each	01	
64	Designing, Printing, provision and installation of Outdoor branding and advertisement at venue including Flags, Hoardings, banners, thematic fabrications etc.	Lump sump	01	
65	Customized Décor of selected areas in Exhibition Halls	Lump sump	01	
66	Any other services including but not limited to complete project and theme execution in exhibition halls and conference venue	Lump sump	01	
67	Designing, printing and installation of ground standees	Each	01	
68	Providing and commissioning of Cordless Mic with necessary arrangement	Each	01	

**Note: Quantity of each item can be increased or decreased and Unit rate will be amended proportionally.**