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UNIVERSITY OF SARGODHA

TENDER NOTICE

University of Sargodha intends to conduct 7th convocation 2019 (approximately participants 3500 to 4000) during the fourth week of November 2019.

The Income Tax/Sales Tax/PST registered filers/firms are invited to offer their per **head rates (lot wise) including all applicable Government taxes** up to **04/11/2019 till 2:00 P.M.** The bids will be opened by tender opening committee in the office of the Registrar at 03:00 pm on same date.

Following lots are required

1. Marquee (60000 square feet covered area) & good quality marquee lights on stage and pindal with generator
 2. Sound system for 4000 audience & three SMD display (10x20)each
 3. Seating arrangements for 3500 to 4000 guests, Same color good quality red carpet on stage& pindal. Chairs with white cover & ribbon, Sofa Sets in the lobbies (400 Seats)
 4. High tea of approximate 600 guests & 3000 boxes (one juice, one samosa & Sweet each box)
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1. The tender documents will be available in the office of the undersigned immediately after the publication of this tender notice and can be purchased by submitting an application on letter head associated with CDR of scheduled Bank amounting to Rs. 1000/- (Non refundable) in the name of Treasurer, University of Sargodha.
 2. Detailed terms and conditions, menu of high tea and estimated cost is available in the bidding document.
 3. Pre bid meeting will be held on **22-10-2019 at 03:00 pm** in the office of the registrar to discuss requirements of the arrangements. All the interested firms/persons are invited to attend the pre bid meeting, so that any type of clarification could be sought "if required".
 4. The bidder will have to support his bid with the CDR of amount equal to 2% of estimated cost of the lot (Refundable)
 5. The whole procurement will be regulated under the provisions of PPR 2014.
 6. The bids will be processed under single stage one envelope process under the PPR-2014.
 7. The bidders are required to submit **their lot wise per head rates including all taxes** keeping in view the menu and other arrangements as mentioned in the bidding document. There will be no compromise on the quality of the food items and other arrangements.
 8. Further details and any other related information can be obtained from the office of the undersigned.

Dr. Muhammad Arshad
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(Event Manager)
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