

Schedule of Work

Name of work :- Arrangement of Alumni visiting for Diamond, Golden and Silver Jubilee, Homecoming Meet 2025, DTU Delhi (Providing Tent arrangements services for catering, DTU campus, Delhi.)

S No	Item	Qty.	Unit	Rate Rs.	Amount Rs.
1	Providing and fixing of chairs (banquet) with cover	150	Per Job		
2	Providing and fixing of buffet table (5ft x 2.5ft) with cover and frill paper	150	Per Job		
3	Flower decoration of auditorium stage as per direction of Engineer-In-Charge	1	Per Job		
4	Halwai tent cover for tirpal 4-sided cover (kanaat), LED light (30 x 30 equipment light)	1	Per Job		
5	Red Carpet for VIP/Faculty tent area (2 days)	3000	Sqft		
6	Main table setting arrangement for 30 tables with frill paper cover (round table shape)	20	No		
7	Providing tables, each meticulously covered with high-quality frill paper covers.	50	No		
8	Arrangement of items at buffet counters for food in order starting with appetizers, followed by main courses, sides, and desserts. Separate hot and cold items, and label dishes.	20	No		
9	Labour for day and night work	4	Unit		
10	Cartage transportation (up/down)	2	Unit		
11	Electricity light setup (grandy LED light, halwai light, fan connection)	1	Per Job		

Total

Terms and conditions: -

1. The work shall be carried out as per entire satisfaction of the Engineer in charge.
2. Quoted rates shall be inclusive of all taxes applicable and cartage etc.
3. No T & P shall be issued to the contractor by the department.
4. All safety measure shall be taken while execution of work.
5. Time period for completion of work is 02 days.



JE E



Executive Engineer



DELHI TECHNOLOGICAL UNIVERSITY

Shahbad Daulatpur, Bawana Road, Delhi – 110042

Email Id:- cpo@dtu.ac.in Tel: 011-27852188

F.NO: DTU/E.C./002/2025-26/Electrical

Dated: 04/04/2025

NOTICE INVITING QUOTATION

The Chief Project Officer, Engineering Cell, DTU invites, on behalf of Delhi Technological University, sealed item rate Notice Inviting Quotations from specialised agencies for event work the field of up to 2:00 PM on 04.04.2025 for the following work, which shall be opened at 2:30 PM on the same day. N.I.Q./Schedule of work along with terms and conditions can be obtained from office of the Engineering Cell on all working days by submitting an application along with Events done and G.S.T. Registration certificate.

S. No.	Name of Work	Time Allowed	Last Date of Receipt of Quotation
1.	Arrangement of Alumni visiting for Diamond, Golden and Silver Jubilee, Homecoming Meet 2025, DTU Delhi (Providing Tent arrangements services for catering, DTU campus, Delhi.)	02 Days	07.04.2025

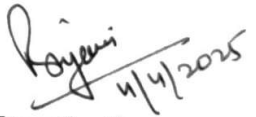
Terms & Conditions: -

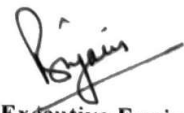
- Before tendering/quotationing, the Bidder shall visit the site and satisfy himself as to the site conditions, the accessibility of the site of full extent and implication of the operation, the nature of the ground and working conditions affecting labour and execution of the work. No claim on these issues will be entertained.
- The contractor shall have to get the site of work cleared during execution and/ or on completion of work as per directions and to the satisfaction of client.
- The rate quoted should be inclusive of all the taxes and duties, GST etc. & nothing extra shall be paid on any account.
- The quotation which are issued from the office of CPO shall only be accepted, quotations in any other forms shall be summarily rejected without assigning any reasons.
- No T&P shall be issued to the firm by the department for installation at site.
- All necessary recoveries shall be made from the bill.

Encls. Schedule of work.

Copy to:-

1. Notice Board/Website
2. Guard File.


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