



BERHAMPUR UNIVERSITY
BHANJA BIHAR: BERHAMPUR-760007 (ODISHA)

No. 1615 / Chief Co-ordinator 21st Convocation Date: 16.2.17

TENDER CALL NOTICE

Sealed tenders are invited from registered event management firms to supply and manage the different items for conduct of 21st Convocation of Berhampur University on 10th March 2017.

1. Arrangements at the Grace Room
2. Entrance Gate, Floor, Sitting Arrangement, Stage Management in Auditorium (Convocation Pandal)
3. Sound System in Auditorium
4. Green and Red Carpeting
5. Videography and Photography
6. Generator
7. Transport
8. Mineral Water, Flower Bouquets, and Souvenir Kit
9. Printing of Invitation Cards, Booklet containing Minute-to-Minute Programme, Convocation Programme, Speeches, Badges, etc.
10. Citation Preparation
11. Supply of snacks and lunch

The tenders should reach the undersigned on or before **27.02.2017 by 4.00 p.m.**, which shall be opened on the same at 4.30 p.m. The bidder or his authorized representative may remain present during the opening of tenders. The University reserves the right to reject all or any quotation without assigning any reason thereof.

REGISTRAR
15.2.2017

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