



NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION
17-B, Sri Aurobindo Marg, New Delhi-110016
Ph.No. 011-26544800, 26544829; E-mail: admingen@nuepa.org

F.No. 13-4/2017-18/GA
July 26, 2017

Subject: Engagement of agency for providing conference facilities.

Sir,

National University of Educational Planning and Administration (NUEPA) is a deemed University under the Ministry of Human Resource Development, Government of India. This University intends hire conference facilities for its training programmes/conferences to be conducted by throughout the year at NUEPA and other nearby venues in the city.

S.No.	Item	Qty.	Unit rate
1.	a) Backdrop b) Gate panel c) Direction Panel	Per sq.foot	
2.	Podium banner	Per unit	
3.	Delegate badges	Per unit	
4.	Name plate (size _____ x _____)	Per unit	
5.	Plasma TV (50")	Per unit/per day	
6.	Podium	Per unit/per day	
7.	Laptop	Per unit/per day	
8.	LCD projector	Per unit/per day	
9.	Splitter	Per unit/per day	
10.	Re-fixing charges (including dismantling)	Per day	
11.	Cordless mic with audio system + 2 speakers		
12.	Standing mic and audio system + 2 speakers		

13.	Conference chairs		
14.	Conference tables		
15.	Any other item		

** Rates quoted should be inclusive of all taxes. Cartage charges should be clearly mentioned or certified that the rates quoted are inclusive of cartage charges.

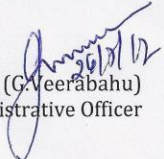
You are requested to submit the quotations in a sealed cover superscribing "Quotation for providing Conference Facilities" addressed to the Administrative Officer, NUEPA, 17-B, Sri Aurobindo Marg, New Delhi-110016. Quotations submitted should be valid for 30 days. Successful bidder will be engaged for a period of 1 year on the basis of lowest rates quoted. Extension of the services may be done by the University if deemed fit.

Participating firms are also advised to visit the office to check samples of the items to be provided.

Payment will be made within 30 days of submission of invoice and verification of the same by the concerned official. In case of any query may contact Training Cell - 011-26544812/874/829

Last date for receiving quotations is - August 10, 2017 at 03:00PM
Date and Time for Opening of quotation is - August 10, 2017 at 03:30PM

Yours faithfully,


(G. Veerabahu)
Administrative Officer