

UNIVERSITY OF ENGINEERING & TECHNOLOGY MARDAN



DETAILED SPECIFICATIONS DOCUMENT

Procurement Reference	Tender Advertised for Supply of Goods and Services of ICEAI 2026
Procuring Entity	University of Engineering & Technology Mardan
Advertisement Date	August 25, 2026
Tender Submission Deadline	September 10, 2026, 11:00 AM
Opening of Tender Bids	September 10, 2026, 11:30 AM
Prebid Meeting Date & Time	August 31, 2026, 11:00 AM
Venue for the meetings	Video Conference Room, Old Academic Block UET Mardan

DIRECTOR ORIC
UNIVERSITY OF ENGINEERING & TECHNOLOGY MARDAN

LOT 1: AV, TECHNICAL INFRASTRUCTURE & LIGHTING SERVICES

Item No.	Item / Service Description	Technical Specifications	Unit	Unit Price
1.	SMD LED Screen Display	P2.5/P3 High-definition indoor/outdoor LED screen with processing unit, frame structure, scaling, and live playback setup.	Sq.ft per day	
2.	Main Hall Audio/Sound System	At least 8 speakers for perfect sound quality, Line array sound system with digital mixer, power amplifiers, subwoofers, and cabling suitable for standard auditorium setup.	Day	
3.	Microphone Package	Wireless podium mic (1), wireless handheld mics (4), collar/lapel mics (2) with receiver unit and batteries.	Set / Day	
4.	Stage & Ambient Lighting	Stage warm lights/PAR cans (12 units), moving heads, LED spotlights, and lighting control console.	Set / Day	
			Total	

Amount in words:

Official Stamp:

LOT 2: Branding, Printing, Stationery & Souvenirs

Item No.	Item / Service Description	Technical Specifications	Unit	Unit Price
1.	Backdrop & Backdrop Stand	240+ GSM Flex printing with custom size framing, installation, and removal.	Sq. Ft.	
2.	Standeers / Roll-up Banners	2x5 ft ft high-resolution vinyl print	Unit	
3.	Conference Bags	Premium fabric/canvas bag, custom screen/embroidery printed with event branding, zipper, and laptop compartment.	Unit	
4.	Conference Notepad	Custom leatherette/cardboard folder, A5 writing pad 100 pages (at least) with printed header with ring binding.	Unit	
5.	Executive Pen	Metal ballpoint pen with custom laser engraving of conference name/logo.	Unit	
6.	Mug	Custom Designed Mug with UET Mardan and Conference Logo	Unit	
7.	USb	32 GB minimum wallet card-based USB with custom Printing	Unit	
8.	Name Badges & Lanyards	Hard PVC card / printed card with plastic holder, customized 20mm woven printed lanyard.	Unit	
9.	Shields / Trophies (Chief Guest / Keynote)	Wooden shield with metal brass coin premium souvenir shield with custom engraving and box packaging.	Unit	
10.	Plaques / Mementos (Presenters)	Standard size wooden base plaque with brass plate printing/engraving.	Unit	
11.	Certificate Printing	300 GSM art card/textured paper, full-color printing with gold foil embellishment (A4 size).	Unit	
Total				

Amount in words:**Official Stamp:**

LOT 3: Media Coverage & Live Streaming Services

Item No.	Item / Service Description	Technical Specifications	Unit	Price
1.	Professional Photography	Full-frame DSLR cameras with high-grade lenses, coverage of all sessions, raw and high-res edited photos delivered digitally.	Day	
2.	Videography (4K / Full HD)	Professional video setup, coverage of keynotes, sessions, and closing ceremony; raw video files + edited highlights reel (2–3 mins) and full event video.	Day	
3.	Multi-Camera Live Streaming	2–3 camera setup with video switcher, audio integration, and live stream broadcast over YouTube/Facebook/Zoom.	Day	
4.	Dronography / Aerial View	4K Drone photography and video coverage for outdoor venue branding and group photography (where permitted).	Day	
TOTAL				

Amount in words:**Official Stamp:**

LOT 4: Stage Setup, Decoration & Event Logistics

Item No.	Item / Service Description	Technical Specifications	Unit	Est. Qty
1.	Main Stage Setup	Wooden stage structure (standard dimensions, covered with clean carpeting and front fascia.	Sq. Ft. / Day	
2.	Podium / Rostrum	Wooden or acrylic branded rostrum with microphone attachment space.	Unit / Day	
3.	Stage Seating (Executive)	Executive leather/VIP sofa chairs for chief guest and dignitaries	Seat / Day	
4.	Audience Seating	Banquet chairs with fitted fabric covers and thematic ribbons/bows.	Chair / Day	
5.	Sofa	Executive leather/VIP sofa for chief guest and dignitaries (3-seater).	Each/Day	
6.	Flower Arrangements	Premium fresh flower arrangements for podium, head table, and stage front border.	Setup / Day	
7.	Canopy	For around 500 persons	Day	
TOTAL				

Amount in words: _____**Official Stamp:**

LOT 5: Food Services & Catering

Item No.	Item / Service Description	Technical Specifications	Unit	Est. Qty
1.	VIP / Executive Lunch	Rice (Chicken Fried Rice, Beef Biryani/ Beef Pulao), Chicken roast, Seekh Kabab, Chicken Qorma/White Handi, Mix Vegetable, Kheer, Soft drink, Water,	Per Head	
2.	Standard Participant Lunch	Buffet lunch (Chawal, Seekh Kabab, chicken Piece	Per Head	
3.	Hi-Tea Services	Tea and coffee with Biscuits, patties, Cake	Per Head	
4.	Hotel room in Mardan for Executive Guest	Single/Double occupancy room for keynote speakers/dignitaries including breakfast and standard amenities (3/4-star standard).	Per night	
5.	Arrival Tea / Coffee	Tea, Coffee, Mineral Water, and Assorted Biscuits for registration morning.	Per Head	
6.	Mineral Water & Refreshments	Small mineral water bottles (500 ml) for stage tables, speaker pods, and session halls.	Carton (24 pcs)	
7.	Dining / Catering Area Setup	Designated covered venue setup for serving buffet meals with dining tables and service stations Round table 10-person arrangement	Day	
			TOTAL	

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TERMS AND CONDITIONS

1. The bidder shall quote prices for the complete lot. Quotations for individual items within a lot shall not be entertained. However, a bidder may submit a bid for one or more individual lots.
2. Unit prices shall be quoted separately for each item included in the lot.
3. The University reserves the right to increase or decrease the quantity of any item, subject to the applicable procurement rules and the terms and conditions of the bidding documents.
4. The validity period of the quotation/tender must be at least 06 months.
5. Bid/rate may be quoted for the unit price of the items (including all taxes) according to the prescribed specification available in the bidding documents for each item. Rates with cutting or overwriting will be considered nonresponsive. No tender with a conditional, ambiguous or alternative price will be considered.
6. Arithmetical errors will be rectified on the following basis.
 - a. If there is a discrepancy between the unit price and the total price, the unit price shall prevail, and the total price shall be corrected.
 - b. If there is a discrepancy between words and figures, the amount in words will prevail. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.
7. Copies of registration with income tax, sales tax, NTN/CNIC with the bill; otherwise, 2% additional Income tax will be deducted from the Bill.
8. Interested firms fulfilling the required conditions may send their quotations in a sealed envelope (single-stage single envelope) for technical and financial evaluation along with 2% Call Deposit/Bank Draft in favour of Treasurer UET Mardan latest by the date closing date mentioned on the first page. The University Purchase Committee will open bids on the same day at 11:30 A.M. in the Video Conference Hall, Old Academic Block UET Mardan in the presence of the bidders desiring to attend the opening meeting.
9. A CDR equal to 2% of the quoted value must accompany the bid; otherwise, the bid will be considered as nonresponsive.
10. The Vendor shall be responsible for depositing a CDR of 10% of the total work order to successful bidders within one week of the issuance of the work order; otherwise, the vendor will be considered nonresponsive.
11. The Call Deposits shall be verified before the preparation of comparative statements and if found fake, legal action will be taken against the firm as per the rules.
12. **The firm will be bound to supply items within 10 days of the issuance of the supply order**, failing which their call deposit will be forfeited, and the orders will be cancelled /withdrawn.
13. All applicable Govt. Taxes will be deducted from the approved firm bill as quoted on BOQ.
14. Suppliers must provide Guarantees/warranties for at least one year after Sales, Services & Maintenance.
15. In case of fraudulent practice by the supplier, strict action will be taken against the supplier i.e., forfeit of security and call deposit amount and penalty.
16. All documents relating to the bid and contract shall be in English.
17. The bidding documents should be signed and stamped by a person duly authorised on behalf of the suppliers on every page.
18. No partial payment will be made against partial supply/delivery.
19. In case of supply of defective or used items, the firm will be dealt with as per the Government rules and regulations.
20. UET Mardan, on obtaining the Technical/Inspection Committee report and a satisfactory report submitted by the end user, will release the payment after inspection. If any item/s is/are rejected by the UET Technical/Inspection Committee, the supplier will be bound to replace it within 03 days at their own risk and cost.
21. The suppliers shall also be responsible for installing and demonstrating the required equipment at the site specified by the authority at their own cost.
22. The Payment will be made on successful Installation and Commissioning of items/equipment.
23. Incomplete Tenders & after the due date, no tenders will be accepted.
24. Any other factor that a procuring entity may deem relevant, depending on the nature and complexity of the contract, but not inconsistent with these rules.

Director ORIC
University of Engineering & Technology Mardan