

Independent University, Bangladesh (IUB)

Bill of Quantity for Event Management Works of 20th Convocation at IUB, Bashundhara, Dhaka

Sl. No.	Description	Size	Unit	Quantity	Rate (Tk)	Amount (Tk)
Stage & Amphitheatre Preparation:						
1	Stage Preparation *					
a)	Extention of Stage area with wooden frame, side & top of semi-circular RCC Stage	280 Sft	Sft	280		
b)	Providing wooden deck over RCC Stage	900 Sft	Sft	900		
2	Making of Shed above Stage and VIP Gallery with Steel Truss and water proof canvas	70'x 50'x 30' (H)	Sft	3,500		
3	Providing Shamiana with bamboo & fabric other than Stage & VIP Gallery area	12,000 Sft	Sft	12,000		
4	Providing Side Covering with bamboo & Black fabric	290 ft x10 ft	Sft	2,900		
5	Red Carpet on Stage floor and VIP Entry walkway	46' x 26' 4' x 100 rft	Sft	1,596		
6	VIP Chairs on Stage	Standard	Nos	13		
7	Head Table with cover	13 persons (39' x3')	LS	1		
8	Air Conditioner	5 Tons	Nos	2		
9	Air Cooling Fan/ Mist Fan	Standard	Nos	31		
10	Pedestal/ Ceiling Fans	Standard	nos	52		
11	Floral Decoration in Head Table and Stage area	Standard	LS	1		
Sub-Total						-
Amphitheatre Seating Arrangement:						
1	Chinese Aluminium Chair	Standard	nos	2,200		
2	Chair with Handle	Standard	nos	200		
3	Sofa (for two rows)	Special sofa	Nos	70		
4	Jute Mat to cover the ground area	6500 Sft	Sft	6,500		
Sub- Total						-
Procession Gathering - in front the Campus:						
1	Pandel (Side Open)	100'x30' & 50'x30'	Sft	4500		
2	Ushering Boards (text will be given later)	As required	Sft	350		
Sub- Total						-
Decorative Display:						
1	Back drop along with wooden frame and Digital print (Elevated) including fixing and removing	36' x 16'	Nos	2		
2	Back drop wings including fixing and removing	Standard	Nos	1		
3	Directional sign for venue management	4ft x 2ft	Nos	35		
4	Venue entry Gate at different locations	Standard	Pair	6		
5	Outside Access Road Welcome Wings/ Gate	Standard	Pair	6		
Sub- Total						-
Banner & Festoon: Without Frame including Design						
1	Long Banner	30'X10'	Sft	300		
2		30'X20'	Sft	600		

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3	Horizontal Banner	5'X70'	Sft	350			
4		100'X5'	Sft	500			
5	Vertical Banner	50'X10'x3 nos	Sft	1500			
6		45'x10'	Sft	450			
7	Welcome Banner	48'x7'	Sft	336			
8	Horizontal Banner	45'x8'	Sft	360			
9		46'x8'	Sft	368			
10		47'x6'	Sft	282			
11		43'x8'	Sft	344			
12	Long Banner including fixing & without Design	50'-0"X 10'-0"	Nos	1			
	Sub- Total						-
	With Frame including Design						
1	Students Photo Banner	52'X10' with Frame	Sft	520			
2	Digital Banner	47'X6' with Frame	Sft	282			
3	Congratulations Banner	52'X10' with Frame	Sft	520			
4		10'-0"X8'-0"	Sft	80			
5		4'-0"X6'-0"X4pc	Sft	96			
6		8'-0"X6'-0"X10pc	Sft	480			
	Sub- Total						-
	Other Works:						
1	Counter (Food Counter)	8 ft x 4 ft	Nos	6			
2	Dining Setting for 10 ppt, with cover		Nos	100			
3	Flower Bouquet for VIP (Chief Guest and Others)		Nos	3			
4	Flower Bouquet for Dinner Table		Nos	10			
5	Service Table		Nos	54			
6	Electrical main line connection		LS	1			
7	Power Cable Holder		Nos	8			
8	Platform for Piano Base, Student standing, Music Conductor, Podium etc (5"-9" Height).	22'-0"X2'-0"	Sft	44			
		8'-0"X8'-0"	Sft	64			
		2'-10"X2'-10"	sft	7.84			
		2'-0"X2'-0"	Sft	4			
9	Pop-up Stand	81"X31"	Nos	8			
10	ID Card with Pouch & Ribon		Nos	150			
11	Flag Stand		Nos	2			
12	Partition Wall with Fabric & Bamboo for Diner seating		Sft	930			
	Sub- Total						-
	Total						-
	VAT						-
	AIT						-
	Total including VAT & AIT						-

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Terms & Conditions:

1. All works should be completed as per instruction of the concern person of IUB before 2 (Two) days of date of Convocation.
2. The Vendor will take prior approval for excess quantity of any individual item more than 10% of BoQ.
3. The Vendor will dismantle and remove all materials from the Site (IUB Campus) immediately after completion of the Convocation Ceremony.
4. The installation of Steel Truss at Courtyard should be done by the Vendor without damaging the structure as well as Floor Tiles.
5. The Vendor will be paid an advance amount, 25% of Work Order Amount against a Bank Solvency Certificate & an undertaking on a non-judicial stamp worth Tk.300/-.
6. The final payment will be made within 30 (Thirty) days from the date of submission of Final Bill after successful completion of the Works.
7. The Final payment shall be made as per actual work done.
8. The University will deduct VAT and Tax from the Final Bill as per the Bangladesh Government Rules.

Note:

- The Vendor/ representative of Vendor may visit the Site before submitting the Offer.
- For further information, Vendor may contact with Office of the Operations & Maintenance of IUB.

*** - Vendor will be encouraged to provide Steel Truss in the whole area of Courtyard.**