

**SARVAJANIK UNIVERSITY**

S-2026 Date: 04-05-26 Time: 09:30 AM to 11:30 AM
Regular / Backlog Exam

B.ID - SEMESTER- VIII EXAMINATION**Course Code: BIID16803****Total Marks: 60****Course Name: Professional Practice and Office Management****Instructions:**

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.

Q1.	Answer the following (Compulsory)	12 Marks
	1. What are Ethics? 2. Project Management consultant always provides design which is executed by interior designer. (True / False) 3. Define the Tender? 4. Enlist the various types of Tenders 5. Full form of E.M.D. is _____ 6. Retention Amount is always demanded by the contractor at the beginning of the project's work. (True / False) 7. Enlist the steps involved in tendering process. 8. Full form of LLP is _____ 9. Enlist the various methods of invitation of tender 10. PERT is an event oriented technique. (True/False) 11. Goods & Service tax is applied at 18% in the Interior Design Profession. (True/False) 12. Lump Sum fees are based on carpet area and percentage. (True/False)	
Q.2	Answer the following (Any Two)	12 Marks
	1. Why tender is required? 2. Enlist stages of drawings required during the project in the field of interior design and give brief information about them. 3. What are the advantages and disadvantages of inviting the tender by Public notice? 4. Elaborate proprietorship business establishment.	
Q.3.	Answer the following (Any Three)	24 Marks
	1. Explain in detail about : Demolition work tender 2. What is Arbitration? Elaborate its requirements and its advantages. 3. Explain in detail about : Labour tender 4. Explain : E.M.D. , Security deposit, Retention amount	
Q.4.	Answer the following (Any one)	12 Marks
	1. Explain in detail about "Tender notice" and draft Draft the tender notice for any interior project 2. Design an architect's office in 5m x 10m area with detail of partitions and material palette of each cabin. Explain in terms of plan and sectional elevation.	