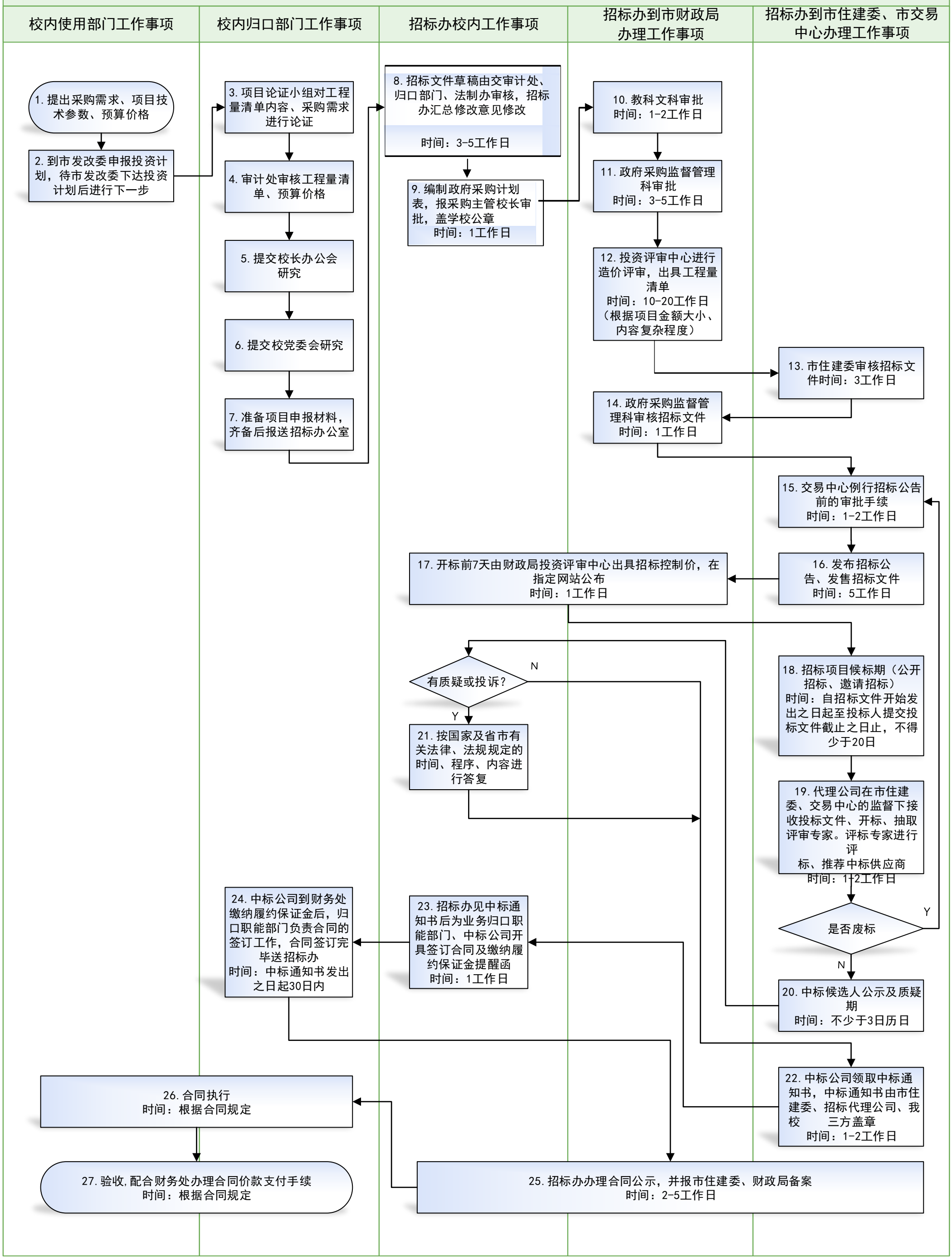新乡学院工程类项目招标采购办理简易流程