

SHIVAJI COLLEGE, UNIVERSITY OF DELHI
RAJA GARDEN, RING ROAD
NEW DELHI -110027

NOTICE INVITING TENDERS

1. Sealed bids are invited from experienced, resourceful and bonafide firms on single stage two bid system for “**Event Manager to organize Gender Fair, a 2 day event to be held on 30-31, January 2018 tentatively**”. The sealed Tender superscribed as “**Tender for Gender Fair 2018.**” along with technical and financial bid in separate envelope must reach the office in the name of the Principal, Shivaji College, Ring Road, Raja Garden, New Delhi – 110027

2. **CRITICAL DATE SHEET as under.**

Date	Date and Time
Published Date	2-11-2017
Bid Submission Start Date	2-11-2017
Bid Submission End Date	23-11-2017 (4:00 PM)
Financial Bid Opening Date	2-12-2017 (11:00 AM)

3. **Bid Submission: Separate envelopes should be used for Technical and Financial Bids and indication to that effect may please be superscribed on the envelopes.**

4. Tenderer/Contractor are advised to follow the following Technical conditions: - .

- (a) Tender fee of Rs 1000/- (Non- refundable) and Earnest Money of Rs. 10,000/- is to be deposited in the form of **Demand Draft in favor of Principal, Shivaji College, New Delhi**
- (b) The firm’s profile with complete details duly signed.
- (c) The firms should have valid statutory numbers.
- (d) The firms who have already completed atleast three similar work of **value Rs. 5 Lakh in** an each contract in Govt., Semi Govt., Govt. Undertakings, and Govt. Autonomous Organizations / Institutes will be selected.

OR

The firms must provide experience certificate of last three years in table form along with proof.

OR


The firm must have annual turnover for **Rs. 10 Lakhs** for similar kinds of business during immediate last three years and must submit Financial standing through latest I.T.R./ Annual report (balance sheet Profit & Loss Account) of last 3 years.

- (e) The firms shall provide a set of detailed working of **Gender Fair 2018** with the Technical specifications and acceptance thereof (**Annexure –I of the tender**).

- (f) An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central / State/UT Government institution and there has been no litigation with any government department.
- (g) No near relative certificate.
- (h) The bidder must submit quotes for atleast **two** artist for each category for the cultural evening. He must submit an undertaking that he has submitted the quotes for the same.
- (i) Acceptance of other terms and conditions.

Other terms and Conditions:-

- i. The institute may accept or reject any or all bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid. The institute at its discretion may change the quantity, upgrade the criteria, and drop any item or part thereof at any time before or after placement of the order.
- ii. **The Institute also reserves the right of splitting the items within two or more contractors for placement of order.**
- iii. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejections.
- iv. Payment terms: Payment will be made in the following way:
 1. 20% within 7 days after signing of MOU
 2. 70% on the second day of the event and
 3. 10% after 5 days of successful organization of Gender Fair 2018.
- v. The bidder shall remain valid for acceptance for a period of 180 days from the date of signing the MOU.
- vi. The payment will be made to the firm at any Bank Account maintained in India by way of NEFT/RTGS after deducting statutory taxes as applicable.
- vii. The quoted price shall be **inclusive** of all taxes by whatever name called.


(Dr. Shashi Nijhawan)
Principal

COMPANY LETTER HEAD

Annexure –I

TECHNICAL SPECIFICATIONS

A. Gender Fair Event Setup

1. Main Stage Setup

- a. LED size 20' x 10' live display with camera broadcasting. Stage setup 40' x 30' x 4' with two Risers, complete masking. Side wings and panels with 2 stairs. Table setup with chairs and bouquet on main stage. Stage to be covered from top.
- b. DJ/ Mixing console with effects (16 Channel- Yamaha)
- c. Side Panels 10' x 4' x 2' with complete masking and framing.
- d. 2-side truss with lights.

2. Sound Requirements:

Cordless mikes and stand mikes as required for both days.

For main stage:

Basic requirement:

- a. 8 Vocal Chord Mics with Mike Stands (Shure SM 58), 4 cordless mikes, 3 Monitors, 4 JBL Speakers, Leads for Guitar and Keyboard.
- b. Additional sound requirement as per Artist on demand on Day 2.

For Auditorium: 4 Vocal Chord Mics (Shure SM 58), 8 cordless mikes, 2 Monitors, 2 JBL Speakers, Mixer.

3. Lighting:

- a. Lights as per requirements on both venues Auditorium and Stage.
- b. General lighting in lawn and passage.

4. Tentage

- a. Red carpet from Gate up to principal's office and from principal's office up to lawn gate.
Lawn : Carpeting up to sofa in front of the stage. Simple partition with bamboo. Maypole setup.
Auditorium: Carpet on and around the stage.
- b. Stalls setup, 15 in number of size 10' x 10' at different places. 3-side with top covered, numbering to be done.
- c. Seating arrangement of 300 chairs and 20, 3 seater sofas.
- d. Registration Desk outside principal's office with 2 tables and 4 chairs.

- e. Main gate setup with truss.

5. General Requirements

- a. Flower Decorations at gate, main stage and some other places.
- b. Bouquets for all guests at Inauguration
- c. Generator Backup on both days.
- d. IMPORTANT: The Stage MUST BE completely ready for Inauguration on day 1 by 7.00am
- e. Any other additional equipment as per requirement.

B. For the Inaugural Function

Arrange for any one of the following as celebrity guest for inauguration on day 1(January 30,2018)

Category 1:

Nandita Das/ Shabana Azmi / Kirron Kher / Lillete Dubey / Ratna Pathak Shah /
Swara Bhaskar / Sonali Kulkarni/ Gul Panag

Category 2:

Mitali Raj / Virat Kohli / Mary Kom / Harman Preet

Boarding, Lodging & Transportation of Celebrity Guest to be provided by the event manager

A. For Cultural Evening

Day 1 (January 30, 2018)

Quote for

Category 1:Famous Indian Idol singers/

Category 2: Sa Re Ga Ma Pa singers Finalist

Day 2 (January 31, 2018)

Category 1: renowned Ghazal singers

Boarding, Lodging & Transportation of the Artist to be provided by the event manager

B. Cancellation or unavailability

1. In the event of the programme being cancelled due to unavoidable circumstances like rain etc., the event manager will ensure that the programme is held on the following day.
2. In case the artist/ chief guest is unavailable at the last moment due to unavoidable circumstances like being sick etc., the event manager will arrange backup of the same stature.

Tenders should reach the undersigned latest by 23.11.2017 upto 4:00 p.m. preferably by hand or by post in the name of Principal, Shivaji College, Raja Garden, New Delhi 110027.

Financial Bids will open on 2nd December 2017.

COMPANY LETTER HEAD

FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

I submit the Price Bid for **GENDER FAIR 2018 at SHIVAJI COLLEGE** and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the price Bid, (Annexure -2) inclusive of all applicable taxes.

4. I hereby declare that price quoted in the Financial Bid are for the **GENDER FAIR 2018 at SHIVAJI COLLEGE** as specified in the Technical Specifications as given in the Tender Document.

Yours Faithfully,

Signature of authorized Representative

COMPANY LETTER HEAD

(Annexure -2)

FINANCIAL BID

Sl. No.	DESCRIPTION	Firm Price(INR) (To be filled in by Bidder)	
		Price In INR	Total Price
1.	A. For Gender Fair Event Setup Technical Bid Specification (Annexure I) inclusive of all taxes and levies, direct and indirect expenses.	INR in figures..... INR in Words	
2.	B. For the Inaugural Function Category 1:- Specify Guest Name Category 2:- Specify Guest Name	INR in figures..... INR in Words	
3.	C. For Cultural Evening Day 1 : January 30, 2018 Category 1 Specify Artist Name Category 2 Specify Artist Name	INR in figures..... INR in Words	INR in Words
	Day 2: January 31, 2018 Specify Artist Name	INR in Words	
		INR in figures.....	

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes (by whatever name called) and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The payment will be made to the firm at any Bank Account maintained in India by way of NEFT/RTGS after deducting the TDS as applicable.
5. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory
(Signature of the Authorized Person)

CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH TECHNICAL AND FINANCIAL BID.

Bidder is required to fill-up this checklist and enclose along with the envelope containing the Technical Bid.

Sl.	Item Description	Yes/No	Bid Reference
1.	NEFT/RTGS Receipt of Tender Fee Deposited Enclosed		
2.	NEFT/RTGS Receipt of Earnest Money Deposited Enclosed		
3.	Tender Acceptance Letter		
4.	Letter of authorization to submit bid.		
5.	Duly authenticated proof of items mentioned in the Technical conditions Point 4 (b) to (i) of Tender document		
6.	Financial Bid Undertaking		
7	Financial Bid		