

NOTICE INVITING TENDERS
(NATIONAL COMPETITIVE BIDDING)
SHIVAJI COLLEGE, UNIVERSITY OF DELHI
RING ROAD, RAJA GARDEN
NEW DELHI -110027

1. Online bids are invited on single stage two bid system for "Event Manager to organize VIBRATIONS 2019 of Shivaji College" tentatively to be held on 21st -22nd February 2019. Manual bids shall not be accepted.

2. **Document Download:** Tender documents may be downloaded from Shivaji College, University of Delhi web site <http://shivajicollege.ac.in/tender.php> and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET

Published Date	15.10.2018 (11.30AM)
Bid Document Download / Sale Start Date	15.10.2018 (12.00 Noon)
Clarification Start Date	18.10.2018 (12.00 Noon)
Clarification End Date	08.11.2018 (2:00 PM)
Pre bid meeting	24.10.2018 (12.00 Noon)
Bid Submission Start Date	25-10-2018 (10:00 AM)
Bid Submission End Date	10.11.2018 (11:55 AM)
Bid Opening Date	12.11.2018 (3:00 PM)

3. **Bid Submission:**

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Tenderer/Contractor are advised to follow the instructions "Instructions To Bidder for Online Bid Submission" provided in the Annexure " " for online submission of bids - .

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Not more than one tender shall be submitted by one contractor 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 rejection.



5. Tenderer who has downloaded the tender from the Shivaji College, University of Delhi website <http://shivajicollege.ac.in/Staffctrl/Tender> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> , <https://eprocure.gov.in/epublish/app> **shall not tamper/modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Shivaji College .

6. Intending tenderers are **advised to visit again** Shivaji College website <http://www.shivajicollege.ac.in/> and **CPPP website** <https://eprocure.gov.in/eprocure/app> **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

7. Applicant contractor must provide demand draft for Rs 2000/- (Rupees Two thousand only) in favour of **Principal, Shivaji College, payable at New Delhi** from any Nationalized/ scheduled Bank valid for six months with their application/downloaded tenders as the cost of tender forms/ documents. The all applicable bank charges shall be born by the applicant and he shall not have any claim what so ever on this account on Government. In case of re- tendering, the firms which has submitted the DD in earlier calls will require to submit DD along with their tender/application in subsequent calls also. Tender not accompanied with the cost of tender documents is liable to be rejected. However, public sectors undertaking / Govt undertaking firms are exempted from the payment towards cost of tender documents.

EMD Payment:

Earnest Money Deposit of Rs 45000/- is to be deposited through Demand Draft in favour of Principal, Shivaji College, payable at New Delhi. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

Micro and Small enterprises (MSEs) Units registered with NSIC under their Single Point Registration Scheme for the goods/services at NSIC are exempted from furnishing the Bid Security deposit/ EMD/Tender fee. They should furnish with the Bid (offline) a Notarized copy of the valid registration certificate issued by NSIC in their favors, for the goods/services covered under this Tender document. No other bidders are exempted from furnishing Bid Security/ EMD as mentioned above

8. **The Hard Copy of original instruments** in respect of cost of tender document, earnest money and original copy of affidavits must be delivered to the **Principal, Shivaji College, Ring Road, Raja Garden, New Delhi – 110027 on or before bid opening date/time as mentioned in critical date sheet**. Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD, etc., against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non refundable.

9. The bidders should have the minimum turnover of Rs. 50 lakh (from Event Management Services) each in the last 3 financial years (2015-16, 2016-17 and 2017-18). Relevant proof for supporting the above shall be submitted.

OR

10. The Bidder should have experience in the similar field of providing **Event Management services**. in the Government Departments for the last 3 years. Relevant proof for supporting the above shall be submitted.

OR



The firms who have already at least three completed similar nature of work of **value Rs. 15 Lakh or more in** a single contract in Govt., Semi Govt., Govt. Undertakings, and Govt. Autonomous Organizations / Institutes will be selected. Relevant proof for supporting the above shall be submitted.

11. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated latter.

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. Payment terms: - Payment will be made in the following ways
 - 20% within 7 days after signing of MOU.
 - 70% at the time of the arrival of the star and
 - 10% after 1 week of successful organization of Vibrations 2019.
- iv. The payment will be made to the firm at any Bank Account maintained in India by way of NEFT/RTGS after statutory deduction as per applicable laws.
- v. The quoted price shall be **INCLUSIVE** of all taxes by whatever name called.
- vi. The institution may extend the contract for 2 consecutive years subject to satisfactory service of event management and with the approval of competent authority.

Submission of Tender

The tender shall be submitted online in two part, viz., technical bid and price bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

[Handwritten signatures and initials]

Chirag
Chirag
Usahitay
K. Dandh.
ABR
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TECHNICAL BID

The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document:

- 1) Signed and Scanned Copy of Tender fee and EMD.
- 2) Signed and Scanned copy of current income-tax challan/Return, GST registration no., PAN No. and EPF Registration No, Power of Attorney/ Registration certificate /Trade licence certificate/ Enlistment certificate / Incorporation certificate in any Govt. deptt. / Statutory body / PSU shall be submitted
- 3) Relevant proof for supporting point (9) as per indicating in NIT.
- 4) Signed and Scanned copy of at least two Name of artists for the **INAUGURAL FUNCTION**.
- 5) Signed and Scanned copy of at least two band names along with Songs list **FOR THE FIRST DAY EVENING PERFORMANCE**.
- 6) Signed and Scanned copy of at least two Name of leading award winning bollywood singers along with Songs list **FOR THE STAR NITE**.
- 7) Signed and Scanned copy of Details of Past Experience, Bid Proforma, Declaration regarding MSME under MSMED Act 2006 (if applicable).
- 8) Signed and Scanned copy of Tender Acceptance Letter. (**Annexure -1**)
- 9) Signed and Scanned Copy of partnership deed in case of partnership firm, Memorandum and Article of Association in case of limited company, ownership certificate in case of sole of proprietary firm and Power of Attorney in favour of authorized signatory in case the firm is not a proprietary firm.
- 10) No near relative certificate
- 11) Signed and Scanned Copy of Technical data sheet (**Annexure -2**)

Sypharwan

[Signature]

[Signature]

[Signature]

[Signature]
[Signature]

PRICE BID

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ_XXXX .xls

PRICE BID UNDERTAKING

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

To,

Dear Sir/Madam,

I submit the Price Bid for **VIBRATION 2019 at SHIVAJI COLLEGE** 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 III inclusive of all applicable taxes by whatever name called.

Yours Faithfully,

Signature of
authorized
Representative:



Opus
le Danda.

Balraj *ASR*

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:



To,
The Principal,
Shivaji College, University of Delhi
Raja Garden, Ring Road
New Delhi - 110027

Sub: Acceptance in respect of Terms & Conditions of Tender Document of “VIBRATION 2019 at SHIVAJI COLLEGE”

Ref: NIT NO-Dt.

Sir,

- i. I/We have downloaded the tender document(s) for the above mentioned ‘Tender/Work’ from the web site <http://eprocure.gov.in/eprocure/app> .
- ii. I/We hereby certify that I/We have read all the terms and conditions of tender document (including all annexure(s), schedule(s), drawing(s), etc.), which shall part of the contract and I/We shall abide hereby all terms & conditions contained therein.
- iii. The Corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
- iv. I/We hereby unconditionally accept all the terms and Conditions of above mentioned tender document and corrigendum(s) as applicable.
- v. I/ We hereby certify that quoted price shall be inclusive of all taxes by whatever name called and all directly or indirectly ,general or specific cost for successful organization of the event.
- vi. I/ we hereby certify that I/ We will provide **LIST OF AT LEAST TWO** Bollywood singers names along with Songs list , Band names and inaugural artist in the Technical bid documents.
- vii. I/ We will arrange event on tentatively date mentioned in NIT or any other dates given by the committee with mutual consent.
- viii. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject my bid including the forfeiture of earnest money deposit.
- ix. I/We confirm that our bid shall be valid up to 120 days upto days as mentioned in this tender document from the date of opening of cover-1, Techno-commercial Bid.
- x. I/We hereby certify that all the statements made and information supplied in the enclosed Annexures and additional data etc. furnished herewith are true and correct.
- xi. I/We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information.

xii. I/We understand that you are not bound to accept the lowest or any bid you may receive.

xiii. I/We certify that comply with the eligibility requirements as per Bid documents.

xiv. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking

Seal and Sign of Agency

Name:

Address:



TECHNICAL DATA SHEET

A. For Cultural Event Setup

I Stage Setup

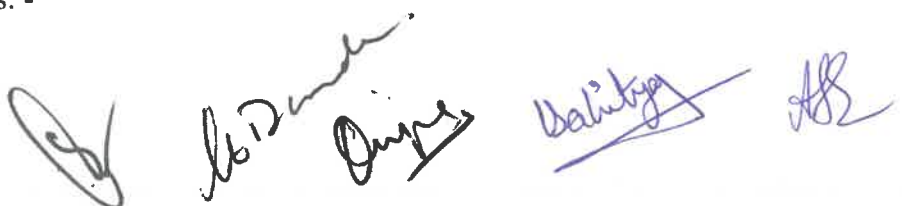
1. Lights
4 sided Truss frame 50x50 Aluminum Alloy with LED Par 54x3 watt- 40 Numbers; Moving Head Sharpy 24 pieces; Hazer Machines-2; Par Light 64 40 Numbers)
2. Stage setup 40' x 32' x 4' with Risers, Fashion Ramp 20' X 8', and 8 Green Rooms complete masking and framing. Extra masking where ever required.
3. LED Backdrop size 24' x 12' live display with camera broadcasting.
4. Side Panels 10' x 4' x 2' with complete masking and framing.
5. DJ/ Mixing console (Digital Console- 58 Channels; Guitar apps- Bass, Ampeg, Hartke; JBL Line Array Speakers Verte 4888).
6. Cordless mikes and stand mikes as required.

II Tentage

7. 60 Three seater sofas (without arms), 700 chairs and carpet from the college gate to the Principal office, some tent walls (barricading and masking- for artist's private entry into star area and from gate to stage). Carpet for stage and auditorium.
8. Proper barricading and masking around stage.
9. Teacher enclosure with barricading and carpeting in front of stage.
10. LED/ Halogen Lights in college passage and ground for lighting.
11. Two Big LED Screens in college premises with base height of seven feet each.
12. Approx 1000 feet running barricading for enclosing the event area and other places.
13. Maypole set up in seating area.
14. Stalls setup, 10 in number of size 10' x 10' at different places. 3-side with top covered, numbering to be done.

IMPORTANT: The Stage **MUST BE** completely ready for Inauguration by **7.00 am**.

15. **Auditorium Requirements:** Carpets, Chandni (white sheets), Backdrop, LED lights, and Sound Requirements: -

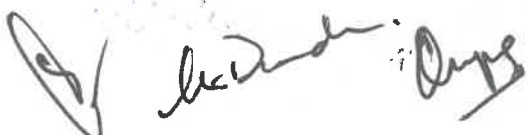
The bottom of the page features four handwritten signatures or initials in blue ink. From left to right: a stylized signature, a signature that appears to be 'Abhinav', a signature that appears to be 'Anurag', and a signature that appears to be 'AB'.

1. Analog Mixer with Effects (16 Channel- Yamaha)
 2. 8 Vocal Chord Mics with Mike Stands (Shure SM 58)
 3. 3 Instrument Mics (Shure SM 57)
 4. 3 Monitors
 5. 4 JBL Speakers
 6. Leads for Instruments.
- Cordless mikes and stand mikes as required
16. A. In One Room: Small Sound System with Four Mikes for the Debate Competition (one day)
 - B. Backstage/Outside Chemistry lab: Small Sound System with Two Mikes and Big Durries (to cover 6,000 sq feet of space) and 50 Chairs (two days)
 17. A. Tents for Vertical Coverage- 10.
 - B. Registration Tables- 9.
 - C. Chairs for Registration Tables- 20.

III Other Requirements

18. Designing of Publicity Material

- A. Designing and Printing Three Big Flex and One Banner of Flex and others: Flex: 12 feet by 8 feet with iron frames – (3)
- Banner: 13 feet by 5 feet with iron frame- (1)
- B. Printing of Poster (same design as flex) – (150)
- C. Designing and Printing of Certificates in accordance with the Poster (700)
- D. Designing and Printing of Identity Cards in accordance with the Poster (450) along with as many strings and plastic covers
- E. Designing and Printing of Invitation Cards in accordance with the Poster (100)
- F. Food Coupons (1700—850x2) on GSM 75 paper in two different colours
- G. Printing of Flexes of Societies (14)
19. Back drop and side panels for auditorium
20. Fresh Flower Decoration: As required
- Main Stage Table (flat bouquets first day)
- Entrance Gate of College and Sports ground
- Entrance Door of the Auditorium (second day)
- Bouquets for all guests at Inauguration and Star Nite
21. Comprehensive Security arrangements for Star Nite: Bouncers- 20; Mojo Barricading 1000 sq ft + 500 sq ft outside the gate.
22. Generator Backup for the entire event on both days. (2 **Gensets- 125 KV**)




23. Video and Still Photography to cover all programmes in all venues during VIBRATIONS 2019 and give the college 200 hard copies in an album and other photos and videos in pen-drives.

24. The Event Manager must ensure coverage of the event in a leading English daily like The Hindustan Times, The Times of India, The Hindu etc.

B. For the Inaugural Function

Arrange classical dance/ sufi music performance for inaugural Function. Boarding and lodging of Artists to be provided by event manager.

C. For the First Evening

Band performance of the likes of The Local Train, Sifar.

Boarding, lodging & Transportation of artist to be provided by the event manager.

D. For the Star Nite:- Day Two

1. Arrange any two of the following artists (one artist as back- up):

From the likes of Mohit Chauhan, Sukhwinder Singh, Diljeet Dosanj, Guru Randhawa, Badshah, Benny Dayal, , Papon, Anushka Manchanda, Neha Bhasin, Jubin Nautiyal, Sona Mohapatra, Neeti Mohan, Darshan Rawal, Shibani Kashyap, Monali Thakur, Lucky Ali, Palak Muchhal

2. Stage setup and backdrop as per requirements of the artist and decoration

3. Sound/ amplifiers/ speakers/ revolving lights as per the Tech Rider of the artist will be attached if required.

4. Boarding, lodging, Transportation and refreshments of **ARTISTS** to be provided by the event manager.

5. Anchors for the Star Nite

6. Live performance by the artist. **No lip- syncing.**

E. Film Promotion:- In case a film is being promoted the event- manager may get the stars without extra charges.

F. 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 is unavailable at the last moment due to unavoidable circumstances like being sick etc., the event manager will arrange another artist of the same stature. **Tenders should reach the undersigned latest 11- 11- 2018 up to 11:59 AM**

Annexure -III

FINANCIAL BID

Schedule of price bid in the form of BOQ_XXXX .xls

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app> . Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with BRO .


Sh. D. D. D.


A. P. S.


B. S. S.


C. S. S.

Sl. No.	Item Description	Quantity	Estimated Rate in Rs. P	BASIC RATE
1	2	4	6	13
1	For Cultural Event Setup VIBRATIONS 2019			
1.01	All Setup cost for VIBRATIONS 2019 mentioned in Technical Specification (Annexure II)	1.000	700000.00	
2	For the Inaugural Function- Guest Name {inclusive of all cost mentioned in Technical Specification (Annexure I)}			
2.01	Guest Name 1 (as per Technical Bid)	1.000	50000.000	
2.02	Guest Name 2 (as per Technical Bid)	1.000	50000.000	
3	For the First Evening- Band {inclusive of all cost mentioned in Technical Specification (Annexure II)}			
3.01	Specify Band Name 1 (as per Technical Bid)	1.000	150000.000	
3.02	Specify Band Name 2 (as per Technical Bid)	1.000	150000.000	
4	For the Star Nite - Bollywood Singer {inclusive of all cost mentioned in Technical Specification (Annexure II)}			
4.01	Specify Artist Name 1 (as per Technical Bid)	1.000	1200000.000	
4.02	Specify Artist Name 2 (as per Technical Bid)	1.000	1200000.000	

1. The rates will be inclusive of all taxes, fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
2. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
3. The payment will be made to the Consultant at any Bank Account maintained in India by way of ECS/RTGS after deducting the TDS as applicable.
4. 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)


Dr. Dunder. Dugg

