

निविदा आमंत्रित करने की सूचना
(राष्ट्रीय प्रतिस्पर्धी बोली)
शिवाजी कॉलेज, दिल्ली विश्वविद्यालय
रिंग रोड, राजा गार्डन
नई दिल्ली -110027

1. Online bids are invited on single stage two bid system for “**Event Manager to organize VIBRATIONS 2023 of Shivaji College**” tentatively to be held on 2nd and 3rd February 2023.
Manual bids shall not be accepted.

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

CRITICAL DATE SHEET

| | |
|--|---------------------------------------|
| Published Date | As mentioned in CPP portal |
| Bid Document Download / Sale Start Date | |
| Pre-bid meeting Date | |
| Bid Submission Start Date | |
| Bid Submission End Date | |
| Bid Opening Date | |

3. Bid Submission:

Bids shall be submitted online only at Central Public Procurement Portal (CPPP) website/portal: <https://eprocure.gov.in/eprocure/app>.

Tenderers/Contractors are advised to follow “Instructions to Bidder for Online Bid Submission” provided in Annexure “I” for online submission of bids.

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

4. Not more than one tender shall be submitted by one bidder or bidders having a business relationship. Under no circumstances will the father and his son(s) or other close relations who have a 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 a

separate competitor. Any breach of this condition will render the tenders of both parties liable to rejection. Not more than one tender shall be submitted by any licensee/trust or societies/trusts having kinship relationships.

5. Tenderer, who has downloaded the tender from the Shivaji College, University of Delhi website <http://www.shivajicollege.ac.in/tender.php> 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 financial Bid template in any manner.** In case if the same is found to be tempered/modified in any manner, the tender will be completely rejected, EMD would be forfeited, and the tenderer is liable to be banned from doing business with Shivaji College in future.

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

7. Applicant/bidder must provide a non-refundable demand draft of Rs. 5,000/- (Rupees five thousand only) with their application/downloaded tenders as the cost of tender forms/documents in favor of Principal, Shivaji College, payable at New Delhi, issued by any Nationalized/Scheduled Bank having validity for three months.

All applicable bank charges are to be borne by the applicant and the applicant shall have no claim whatsoever on this account on Government. In case of re-tendering, the firms, which have submitted the Demand Draft (DD) in earlier calls, will require to submit DD along with their tender/application in subsequent calls also. A tender not accompanied by the cost of tender documents is liable to be rejected. However, public sector undertaking/Govt. undertaking firms are exempted from the payment towards the cost of tender documents.

*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 Tender fees. They should furnish with the Bid (offline) a Notarized copy of the valid registration certificate issued by NSIC in their favor, for the goods/services covered under this Tender document. **No other bidders are exempted from furnishing Bid Security/ EMD as mentioned.***

EMD Payment:

Earnest Money Deposit of Rs. 1,00,000/- 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 (bearing no interest) payment at the time of Bid Preparation.

8. The **Hard Copy of original instruments** in respect of the 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 the bid opening date/time as mentioned in critical date sheet**. The tenderer shall likely 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 a tender fee shall be non-refundable.

9. The bidders should have the **MINIMUM TURNOVER of ONE CRORE (from similar nature of receipts of Event Management services)** in each of the last five financial years (FY2017-18 to 2021-22). The certificate from Chartered Accountant along with relevant proof for supporting the same shall be submitted.

OR

The Bidder should have experience **AT LEAST TWO ORDER OF EVENT MANAGEMENT SERVICES NOT LESS THAN AMOUNT OF ₹ 15 LACS AFTER 01.01.2015** each in the Government Departments/Corporates/Societies/institution. (*Certified copy of the award letter for the same shall be submitted*)

AND

Audited Balance Sheet, Form 26AS, and Income tax return for the last five years (FY2017-18 to 2021-22).

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

11. The college with sufficient justification at its discretion to relax any of the condition(s) mentioned in the tender document and/or increase any criteria to shortlist the bidders during scrutiny of the tender. The college at its discretion may change the quantity, upgrade the criteria, and drop any item or part thereof at any time before or after the placement of the order.

12. The **QUOTED AMOUNT** must be inclusive of basic prices/charges, boarding, lodging, and transportation of Artists/Guests/Band, management fee, any other charges/costs, charges for obtaining all statutory “No Objection Certificates” for organizing vibration 2023, and all taxes by whatever name called.

13. The College will give preference to the star night artist as per its choice, and the contract will be awarded after due consideration of the total event cost.

14. **Penalty:** In case of non-compliance with any terms & conditions of the agreement, the College reserves the sole right to impose a penalty as deemed fit and/or forfeit the security amount.

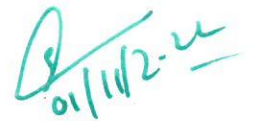
15. **PAYMENT TERMS:** Payment will be made to the firm at any Bank Account maintained in India by way of NEFT/RTGS after statutory deduction as per applicable laws in the following manner:

- 20% within 7 days after signing of MOU.
- 15% within 7 days after submission of all statutory "No Objection Certificates" to the college.
- 55% at the time of the arrival of the star, and
- 10% after 1 week of successful organization of Vibrations 2023.

16. The college may extend the contract for two consecutive years subject to satisfactory service of event management and with the approval of the competent authority.

17. The finalized bidder has to take all statutory "No Objection Certificates" from competent authorities for organizing Vibrations 2023 on the college campus.

18. The College reserves the right to cancel the tender at any stage without assigning/attribution any reason thereof.



Officiating Principal

SUBMISSION OF TENDER

The tender shall be submitted online in two-part; namely, technical bid and price bid.

All the pages of a bid being submitted must be signed and sequentially numbered by the bidder irrespective of the nature of the 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.

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 demand draft of Tender fee, EMD, GST registration no., PAN No. shall be submitted
- 2) A signed and Scanned Copy of the Incorporation certificate shall be submitted. (Partnership deed in case of partnership firm, Memorandum and Article of Association in case of a limited company, ownership certificate in case of the sole of proprietary firm, and Power of Attorney in favor of authorized signatory in case the firm is not a proprietary firm, Registration certificate/Trade license certificate/Enlistment certificate/Incorporation certificate in any Govt. dept./Statutory body/PSU).
- 3) Signed and scanned copies of supporting documents as mentioned in point 9 of the tender document (Page No. 3).
- 4) Signed and scanned copies of at least two names of artists under categories 1 & 2 for the INAUGURAL FUNCTION and FIRST-DAY EVENING PERFORMANCE.
- 5) Signed and scanned copies of at least THREE names of the leading award-winning Bollywood singers along with 'the list of songs' FOR THE STAR NITE.
- 6) Signed and scanned copies of Tender Acceptance Letter (**Annexure -1**) and the Technical data sheet (**Annexure -2**).

FINANCIAL BID

- (a) Financial 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,
The Principal
Shivaji College, University of Delhi
Ring Road, Raja Garden
New Delhi -110027

Dear Sir/Madam,

1. I submit the Price Bid for **VIBRATION 2023 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 in pith and substance.
3. I offer to work at the rates indicated in the price Bid, **Annexure III** basic price/charges, boarding, lodging, and transportation of artists, management fee, any other charges/cost, charges for obtaining all statutory “No Objection Certificates” for organizing Vibrations 2023, and all taxes by whatever name called for the successful organization of the event.

Yours Faithfully,

Signature of authorized Representative:

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 2023 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 website <http://eprocure.gov.in/eprocure/app> .
- ii. I/We, hereby, certify that I/We have read all the terms and conditions of the tender document (including all annexure(s), schedule(s), drawing(s), etc.), which shall be part of the contract, and I/We shall abide by 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 the above-mentioned tender document and corrigendum(s) as applicable.
- v. I/We, hereby, certify that quoted price shall be inclusive of basic price/charges, boarding, lodging & transportation of artists, management fee, any other charges/costs, and all taxes by whatever name called for the successful organization of the event.
- vi. I/ we hereby certify that I/ We will provide a **LIST OF AT LEAST THREE** Bollywood singers’ names along with a Song list, Band names, and inaugural artist in the Technical bid documents.
- vii. I/ We will arrange the event on tentative 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 the earnest money deposit.
- ix. I/We confirm that our bid shall be valid up to 120 days up to 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 qualifications and withheld 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 have furnished all Statutory “No Objection Certificates” obtained from the competent authority to the college for organizing Vibrations 2023 (at least before one week function).
- xiv. I/We certify that comply with the eligibility requirements as per the Bid documents.
- xv. **I / We do, hereby, declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking**
- xvi. **I / We do, hereby, declare that our Firm does not have any relative in the college.**

Seal and Sign of Agency

Name:

Address:

TECHNICAL DATASHEET

A. For Cultural Event Setup in the Sports Ground

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 Octonorm Stalls as 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, and some tent walls (barricading and masking- for artist's private entry into star area and from gate to stage). Carpet for stage and auditorium, and carpet from sports ground gate to stage. Four-sided truss gate of size 15*15 in the sports ground.

8. Proper barricading and masking around the stage and separate enclosure for media persons near the stage.

9. Teacher enclosure with barricading and carpeting in front of the stage.

10. LED/ Halogen Lights in college passage and ground for lighting.

11. Two Big LED Screens (10' x 12' approx.) on sports ground with a base height of seven feet each for live broadcasting.

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 the top covered, numbering to be done.

15. Three pagodas and 20 chemical toilets

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

16. IN CASE OF RAIN, the college may give the order for the following items:

- (i) German hanger of size - 120 W x 180 L x 20 H

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

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

18. 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)

19. A. Tents for Vertical Coverage- 10.

B. Registration Tables- 9.

C. Chairs for Registration Tables- 20.

III Other Requirements

20. Designing of Publicity Material

A. Designing and Printing of Three Flexes of size 12 feet by 8 feet with iron frames and One Flex Banner of size: 13 feet by 5 feet with an iron frame

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) of size 5'x5' approx.

21. Back drop and side panels for auditorium

22. Fresh Flower Decoration: As required

Main Stage Table (flat bouquets first day)

Entrance Gate of College, Sports ground and Shivaji Statue.

Entrance Door of the Auditorium (second day)

Bouquets for all guests at Inauguration and Star Nite

23. Comprehensive Security arrangements

➤ **For Frist day :-** Bouncers- 6 (timing 11.00 am to 7 pm)

➤ **For Second Day (Star Nite) :** Bouncers- 20 (timing 11.00 am to 7 pm)

24. Mojo Barricading 1000 running ft inside sports ground and 500 running ft outside the gate.

25. Generator Backup for the entire event on both days. (**2 Gensets- 125 KV**)

26. Video and Still Photography to cover all programmes in all venues during VIBRATIONS 2023 and give the college 200 hard copies in an album and other photos and videos in pen-drives.

27. 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 – of the likes of Hansraj Hans, Satinder Sartaj, Mame khan and Amjad Ali Khan.

C. For the First Evening

Band performance of the likes of Ballimaaraan (Piyush Mishra), The Local Train, Sifar, Indian Ocean, Euphoria, Parikrama.

Boarding, lodging, and transportation of artists are to be provided by the event manager.

D. For the Star Nite: - Second Day

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

Category 1: Guru Randhawa, Badshah, Arijit Singh, Sunidhi Chauhan, Gurdas Maan, Daler Mehndi, Sonu Nigam, Shaan, Honey Singh, Kailash Kher.

Category 2: Papon, Neha Bhasin, Kanika Kapoor, Richa Sharma, Kumar Sanu, Jasmine Sandlas, Javed Ali, Neeti Mohan, Milind Gaba, King, Mame khan

NOTE- The following artists have performed in the past in our college:

Neha Kakkar, Armaan Malik, Sherry Maan, Shalmali, Jubin Nautiyal and Benny Dyal.

Band – Euphoria, Moongphali, Vedas, bismil band, Samaveda Bands

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

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

3. Stage setup and backdrop as per requirements of the artist and decoration
4. Sound/amplifiers/speakers/revolving lights as per the Tech Rider of the artist will be attached if required.
5. Boarding, lodging, transportation, and refreshments of **ARTISTS** are to be provided by the event manager.
6. Anchors for the Star Nite
7. Live performance by the artist. **No lip-syncing.**

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

F. Cancellation or unavailability

1. In the event of the programme being canceled 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 for another artist of the same stature.

FINANCIAL BID

Schedule of price bid in the form of BOQ_XXXX.xls

The 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 financial Bid templates in any manner. In case, the same is found to be tampered/modified in any manner, the tender will be completely rejected and EMD would be forfeited and the tenderer is liable to be banned from doing business with the college.

| NUMBER # | TEXT # | TEXT # | NUMBER # | TEXT # | NUMBER | TEXT # | NUMBER # |
|----------|---|------------------|----------|--------|-------------------------|---|--|
| Sl. No. | Item Description | Item Code / Make | Quantity | Units | Estimated Rate in Rs. P | Quoted Currency in INR / Other Currency | BASIC RATE In Figures To be entered by the Bidder in Rs. P |
| 1 | 2 | 3 | 4 | 5 | 6 | 12 | 7 |
| 1 | For Cultural Event Setup VIBRATIONS 2023 | | | | | | |
| 1.01 | All Setup cost for VIBRATIONS 2023 mentioned in Technical Specification (Annexure II) | item1 | 1.00 | Nos | 7,00,000.00 | INR | |
| 2 | For the Inaugural Function- Guest Name {inclusive of all cost mentioned in Technical Specification (Annexure II)} | | | | | | |
| 2.01 | Guest Name :- (as per Technical Bid) | item2 | 1.00 | Nos | 1,00,000.00 | INR | |
| 3 | For the First Evening- Band {inclusive of all cost mentioned in Technical Specification (Annexure II)} | | | | | | |
| 3.01 | Specify Band Name (as per Technical Bid) | item4 | 1.00 | Nos | 1,20,000.00 | INR | |
| 4 | For the Star Nite - Bollywood Singer {inclusive of all cost mentioned in Technical Specification (Annexure II)} | | | | | | |
| 4.01 | Specify Artist Name under Category 1 (as per Technical Bid) | item6 | 1.00 | Nos | 15,00,000.00 | INR | |
| 4.02 | Specify Artist Name under Category 2 (as per Technical Bid) | item7 | 1.00 | Nos | 10,00,000.00 | INR | |
| 5 | IN CASE OF RAIN - VIBRATIONS 2023 | | | | | | |
| 5.01 | German hanger of size - 120 W x 180 L x 20 H , | item8 | 1.00 | Nos | 1,50,000.00 | INR | |

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 statutory dues 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)