

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

**NOTICE INVITING TENDERS**

1. Sealed bids are invited from experienced, resourceful and bona- fide firms on single stage two bid system for “**Event Manager to organize VIBRATIONS 2018 of Shivaji College**” to be held in the second week of February 2018. The sealed Tender super- scribed as “**Tender for VIBRATIONS 2018**” along with technical and financial bid in separate envelopes 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.**

<b>Tender Particulars</b>	<b>Date and Time</b>
Published Date	11- 8- 2017
Pre- Bid Meeting	21-8-2017
Bid Submission Start Date	29-8-2017
Bid Submission End Date	8-9-2017
Financial Bid Opening Date	20-9-2017

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

4. Tenderers/Contractors are advised to follow the following Technical conditions:

- (a) Tender fee of Rs 1000/- (Non- refundable) and Earnest Money of Rs. 45,000/ (Refundable without interest)- are to be deposited in DD form in favour of the Principal, Shivaji College, payable at New Delhi. Bidders are required to submit the proof/details of Tender Fee and EMD payment deposit.
- (b) The firm’s profile with complete details duly signed.
- (c) The firms having credential of organizing event of colleges or stage shows will be selected for the same. The firms should have valid PAN & all statutory registration numbers.
- (d) The firms who have already completed at least three similar work of **value Rs. 15 Lakhs or more in** each contract in Govt., Semi Govt., Govt. Undertakings, and Govt. Autonomous Organizations/ Private Institutions will be selected. The firms must provide work order copy for the same.

**OR**

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

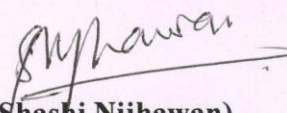
**OR**

The firm must have annual turnover for **Rs. 50 Lakhs** during immediate last three years or Financial standing through latest I.T.R., Annual report (Balance Sheet and Profit & Loss Account) of last 3 years.

- (e) The firms shall provide a set of detailed working of **VIBRATIONS 2018 at Shivaji College** 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) The **estimated expenditure of the event will be Rs. 20 Lakhs** inclusive of Set- up, Inauguration, Star Nite and all other management fee and taxes by whatever name called. **Sponsorship** arranged by the Event Firm to be retained by the Firm itself, under intimation to the College.
- (h) Undertaking that No near relative is in the College.
- (i) Undertaking that the firm will quote price/arrange at least two performers in each category (1,2 & 3) under each part (B & D).
- (j) Acceptance of other terms and conditions.

**Other Terms and Conditions:-**

- i. The institution 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 institution 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 Institution 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 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 rejections.
- iv. Payment terms: - Payment will be made in the following way:
  - 20% within 7 days after signing of MOU
  - 70% at the time of the arrival of the star and
  - 10% after 2 days of successful organization of Vibrations 2017.
- v. The bidder shall remain valid for acceptance for a period of 45 days from the date of the signing of the MOU.
- vi. The bidder shall quote price separately for part as specified in Financial Bid.
- vii. The payment will be made to the firm at any Bank Account maintained in India by way of NEFT/RTGS/DD after deducting the TDS as applicable.
- viii. The quoted price shall be **INCLUSIVE** of all taxes.

  
**(Dr. Shashi Nijhawan)**  
**Principal**  
**SHIVAJI COLLEGE**  
**(University of Delhi)**  
**Raja Garden, New Delhi - 110027**

# Company Letter Head

Annexure –I

## **TECHNICAL SPECIFICATIONS**

### **A. For Cultural Event Setup**

#### 1. Lights

Trussing 50x50 side Box Aluminum Alloy

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 6 Green Rooms complete masking and framing. (3 Normal Green Rooms)

#### 3. DJ/ Mixing console

(Digital Console- 58 Channels; Guitar apps- Bass, Ampeg, Hartke; JBL Line Array Speakers Verte 4888)

4. Backdrop 36' x 10'. Side Panels 10' x 4' x 2' with complete masking and framing.

5. Tentage: 30 Three seater sofas (without arms), 600 chairs and carpet from the gate to the stage, some tent walls (tent wall- for artist's private entry into college from gate to stage). Gadde and Chandni (mattresses and white sheets) for stage if required.

6. Cordless mikes and stand mikes as required.

#### 7. 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 Rule Book in accordance with the Poster (100)

D. Designing and Printing of Certificates in accordance with the Poster (700)

E. Designing and Printing of Identity Cards in accordance with the Poster (450) along with as many strings and plastic covers

F. Designing and Printing of Invitation Cards in accordance with the Poster (100)

G. Food Coupons (1700—850x2) on GSM 75 paper in two different colours

H. Printing of Flexes of Societies (14)

8. Back drop and side panels for both the stage and the auditorium, in proportion to both the venues.

9. Fresh Flower Decoration:

Stage Table (first day)

Entrance Gate of College (both days)

Entrance Door of the Auditorium (second day)

Bouquets for all guests at Inauguration and Star Nite

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

10. 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.

11. A. In One Room: Small Sound System with Four Mikes for the Debate Competition (one day)

B. Backstage: Small Sound System with Two Mikes and Big Durries (to cover 6,000 sq feet of space) and 50 Chairs (two days)

12. Big LED Screens in two places in the College Premises with base height of seven feet each.

13. A. Four covered Stalls 6x6 with 2 Tables and 3 Chairs each.

B. Tents for Vertical Coverage- 10.

C. Registration Tables- 9.

#### D. Chairs for Registration Tables- 20.

14. Barricading of the stage seating and enclosures.
15. DJ evening: separate demarcated area for girls.
16. Comprehensive Security arrangements for Star Nite: Bouncers- 20; Mojo Barricading 1000 sq ft + 500 sq ft outside the gate.
17. Generator Backup for the entire event on both days. **(2 Gensets- 125 KV)**
18. Video and Still Photography to cover all programmes in all venues during VIBRATIONS 2018 and give the college 100 hard copies in an album and other photos and videos in pen- drives.
19. 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**

1. Arrange for any two of the following artists (one as back- up) to perform at the Inaugural Function:

##### **Category 1:-**

Pandit Bhajan Sopori, Shubha Mudgal, Rahul Sharma, Geeta Chandran

##### **Category 2:-**

Ayaan Ali Bangash, Yamini Reddy, Aditi Mangaldas, Abhay Rustom Sopori

*Boarding, Lodging & Transportation of **ARTISITS** to be provided by the event manager.*

#### **C. For the First Evening:**

**EDM Nite for 60 minutes**

**Arrangement for a EDM Artist/ DJ Player (of good standard, with experience of performing in a college event)**

Boarding, lodging & Transportation of **EDM Artist/ DJ Player** 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):

Category 1:-

Sonu Nigam, Shaan, Sunidhi Chauhan, Arijit Singh, Vishal Shekhar, Mohit Chauhan, Shankar Ehsan Loy

Category 2 :-

Kanika Kapoor, Sukhvinder Singh, Diljeet Dosanj, Kailash Kher

Category 3:-

Adnan Sami, Benny Dayal, Master Saleem, Papon

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 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 8- 9- 2017 up to 4.00 pm preferably by hand or by post in the name of the Principal, Shivaji College, Raja Garden, Ring Road, New Delhi- 110027.**

**Financial Bids of Tenders will be opened on 20<sup>th</sup> September 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 **VIBRATIONS 2018 at SHIVAJI COLLEGE** and related activities as envisaged in the Bid document.

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

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

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

Yours Faithfully,

Signature of authorized Representative

(Annexure -2)

## Company Letter Head

### FINANCIAL BID

Sl. No.	DESCRIPTION	Firm Price (INR) (To be filled in by Bidder)	
		Price for One	Total Price
1.	<b>A. For Cultural Event Set-up</b> <i>Technical Bid Specification (Annexure I)</i> inclusive of all taxes and levies, direct and indirect expenses, and without any escalation.	INR in figures.....  INR in Words .....	INR in figures.....          INR in Words .....
2.	<b>B. For the Inaugural Function</b> <b>Category 1:-</b> Specify Artist's Name <b>Category 2:-</b> Specify Artist's Name	INR in figures.....  INR in Words .....	
3.	<b>D. For the Star Nite:-</b> <b>Category 1:-</b> Specify Artist's Name <b>Category 2:-</b> Specify Artist's Name <b>Category 3:-</b> Specify Artist's Name	INR in figures.....  INR in Words .....	

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes fees, levies, etc. and any revision in the statutory taxes, fees, etc



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. Refreshments, Boarding, lodging & Transportation of ARTISITS will be the responsibility of the Bidder.
5. The quoted rates shall remain same 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 BID.

### TECHNICAL BID CHECKLIST

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.	DD Receipt of Tender Fee Deposited Enclosed		
2.	DD 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) (c) and (d) of Tender document		

## CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH FINANCIAL BID

### FINANCIAL BID CHECKLIST

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

Sl.	Item Description	Yes/No	Bid Reference
1.	Financial Bid Undertaking		