



# रामलाल आनंद कॉलेज

दिल्ली विश्वविद्यालय  
बेनिटो हुआरेज़ रोड, नई दिल्ली-110021 ( इंडिया )

## Ram Lal Anand College

University of Delhi

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RLA/SPLENDOUR 23/2022-2023 1412

Dated March 3,2023

### NOTICE INVITING TENDER

Sealed tenders in two Bid system (Technical Bid and Financial Bid in two separate sealed envelopes) are hereby invited by the Principal, Ram Lal Anand College, University of Delhi, South Campus, 5, Benito Juarez Road, New Delhi 110021 from entities/agencies fulfilling the eligibility criteria given below for Event Management services for SPLENDOUR 2023. The sealed tender super-scribed as "Sealed Tender for SPLENDOUR 2023" along with **technical and financial bid in separate envelopes** must reach the office in the name of The Principal, Ram Lal Anand College, University of Delhi, South Campus, 5, Benito Juarez Road, New Delhi 110021.

#### Salient Points of the Tender

Name of Event	SPLENDOUR 2023 – Annual Cultural Festival of Ram Lal Anand College, University of Delhi
Duration/Dates of the Event	2 Days (23-24 March 2023)
Tender For	Event Management Services for SPLENDOUR 2023 for organizing various events.
Tender Fee and Earnest Money Deposit (EMD)	Tender fee of Rs.1000/- (Non-Refundable) and Earnest money of Rs. 20000/- (Refundable without interest) is to be deposited by DD/Pay Order in favor of the Principal, Ram Lal Anand College along with Quotations as part of Technical and Financial Bid (EMD will be refunded to unsuccessful bidders and will be adjusted with the payment of the successful bidder). If EMD and fee is not received on or before last date of submission the tender will be summarily rejected.
Last Date for Submission of Tender	11:00 am on 13.03.2023
Scrutiny and opening of Bids	12.00 noon 13.03.2023
Presentations by the Bidders before the Festival Organizing Committee/Selection Committee	3:00 pm onwards on 13.03.2023

Principal

## Annexure-I

### Terms and Conditions:

Name of work: Annual Cultural Festival Splendour 2023 of Ram Lal Anand College, University of Delhi

**Special Note: The Principal and the Festival Organizing Committee holds absolute right to amend/add/modify/drop/delete/cancel the bid or any of the clauses of this tender and terms and conditions, as they deem fit without assigning any reasons.**

### Last Date for Submission of Tender:

Complete Tenders must reach the office of the undersigned up to **11:00 am on 13.03.2023**. Tenders shall be opened on 13.03.2023 at 12.00 noon in Seminar Room, Ram Lal Anand College by the Committees duly constituted/authorized by the Principal for the purpose.

### Documents to be submitted in the Technical Bid:

1. Self-Attested copy of PAN Card
2. Self-Attested Copy of GST Registration Certificate.
3. Self-Attested Copy of Income Tax and Service Tax return(s) for the FY 2020- 21 to FY 2021-22.
4. Self-Attested Copy of the Contract/Work order (at least 3 to be attached) issued by the concerned organization where the bidder had carried out similar service contract/Event Management activity as required at Serial No 2 of Eligibility Criteria.
5. Earnest money deposit (EMD) for an amount of Rs 20,000 and tender fee of amount Rs.1000/- in form of Demand Draft / Pay Order issued by a Scheduled Bank in favor of the Principal, Ram Lal Anand College.
6. Acceptance of Terms and Conditions (Annexure-I) duly signed by the Bidder with seal.

### Only the firms having credential of organizing event of colleges or stages shows will be selected:

- A. The firms must have minimum work experience in at least 2 MOU / PO / Work Order of Event Management (having event production or artist) of Government Institutions (preferably Delhi University and its affiliated college)/Central/State/UT department in last TWO years. Attach MOU's.
- B. The firms must provide experience certificate of last three years in table form along with proof.
- C. An undertaking (self-certificate) that the agency hasn't been blacklisted by a Central/State/UT Government Institutions and there has been no litigation with any Government department on account of IT services.

D. The firm shall provide a set of detailed working of Splendour 2023 at Ram Lal College with the Technical specifications and acceptance thereof (Annexure-I of the tender).

E. Undertaking that the bidder has no near relatives studying or working in the college.

F. Financial standing through latest I.T.R, Annual report (balance sheet and profit & Loss account) of last financial 3 years (duly signed and stamped by the Chartered Accountant).

G. Acceptance of other terms and conditions.

H. Any proof for the successful completion of each work should be submitted.

I. The qualifying vendors will need to make a presentation of approximately Five minutes before the Committee on 13.03.2023 in the college.

#### **Other Terms and Conditions:**

1. **The rates will be inclusive of all taxes, fee, levies, etc. and any revision in the statutory taxes, fees, etc.**
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 quoted rates shall remain the same throughout the tenure of the contract and no revision is permissible for any reason.
4. Payment shall be made only after satisfactory completion of services. 75 per cent within three days of the conclusion of the festival and the rest 25 per cent after all the bills are thoroughly checked and verified.
5. If the selected Tenderer is found to be fake, then the College has the right to forfeit EMD.
6. No branding of any third party shall be done on head ramp or fascia except college.
7. College reserves the right to reschedule or cancel the event and no compensation shall be entertained in such circumstances.
8. Any tender with incomplete information or quotes will not be accepted under any circumstances.
9. Applications without earnest money shall be rejected outrightly.
10. If the agency fails to provide the services to the satisfaction of the Organizing Committee, such as inferior quality of service, failing in providing the mentioned services in part or in full, College can impose appropriate penalty and in such case decision of the Principal, Ram Lal Anand College shall be final and binding on the bidder/contractor.
11. Electricity for the scope of work shall be provided by the Ram Lal Anand College free of cost. **However, sufficient Power Back-up shall be arranged by the Event Manager.** The Event Manager will be solely responsible for the connecting cables and other connecting devices from the main supply to the respective event venues.
12. All the necessary safety precautions shall be taken while providing services by the service provider.
13. The contractor shall indemnify Ram Lal Anand College against any accident causing any financial loss or injury and/or loss to the contractor or his workmen while

- providing the services.
14. All installations/equipment/tentage/stage/sound and light equipment shall be made functional starting 9 am on the day(s) of the event/Festival and should be available for use up to 9 pm on all the days of the events.
  15. Post event cleaning of the premises and disposal of the garbage will also have to be looked after by the Event Manager.
  16. The organizing committee and the institute administration shall not be responsible for any damage to goods.
  17. The contractor shall indemnify Ram Lal Anand College against any damage in college properties during installations of equipment/tentage/stage/sound and light equipment etc.
  18. DJ on Day 2.
  19. The bid shall remain valid for acceptance for a period of 45 days from the date of signing of the MOU.
  20. **The bidders shall quote prices separately for each part as specified in Financial Bid.**
  21. The payment will be made to the Firm only on the Bank Account registered in their name maintained in India by way of NEFT/RTGS/DD after deducting the TDS as applicable.
  22. **The quoted prices shall be INCLUSIVE of GST and all other taxes (if applicable).**
  23. **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.
  24. The institute also reserves the right of splitting the items within two or more contractors for placement of order.
  25. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstances 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.

### **Special Terms and Conditions:**

1. The whole event is meant for Ram Lal Anand College students, faculty, officers, staff of Ram Lal Anand College or other guests invited by Ram Lal Anand College authorities only. The event manager can neither sell tickets nor issue passes to anyone and nor can he extend any sort of invitation to anyone whatsoever for any of the events being organized at Ram Lal Anand College campus during the contract period.
2. The erection of hoardings, banners, flexes etc. inside the College campus will be carried out in consultation with the Festival Organizing Committee.
3. The event manager is advised to visit the campus before quoting the rates to assess the scope of work and site conditions.
4. During Two days of the festival expected foot fall is of approximately 7,000 people. The arrangement for adequate manpower and other resources, besides crowd management and orderly conduct of the events shall be the responsibility of the Event Manager (contractor).
5. Neither direct advertisements nor proxy advertisements for any liquor or tobacco product or any other banned item shall be allowed inside the College Campus.

Besides this, hoardings, banners or flexes containing obscene/vulgar/defamatory content shall also not be allowed for display.

6. The event manager shall have to remove all his material within 48 hours of the conclusion of the festival.
7. The event manager shall ensure that there is no loss or damage to any College property due to any act of Event Managers team/hires/subcontracts. The loss, if any, shall be recovered from the event manager and shall be deducted from the payments due at source itself. The decision of the Principal of Ram Lal Anand College regarding the calculation of the amount of loss shall be final and binding.
8. Stage setup, music and sound equipment and backdrop as per requirements and decoration will be the complete responsibility of the Event Manager

**Important Note:**

The mentioned items and numbers of various items indicated herein are approximations and some essential linked items may not have been specifically mentioned/indicated. The bidder will have to work on a total sequence without leaving any missing links and will be responsible for provision and full functionality of each of the items in isolation and in conjunction with other related items wherever required/essential.

## FINANCIAL BID

## Annexure-II

All the items given below are required for two days i.e., 23 -24 March, 2023 in exact specifications

### SOUND & LIGHTING

#### Main Stage

##### Frontend

- Line Array-12 (Vertac series 4889 or Adamson E12, RCF is not accepted)
- Base-8 (Similar series as top)
- Monitor-8 (L-ACOUSTICS or similar)
- Side fill-4 (JBL)
- IEM 2000/G48 channels -6
- DI Units (6)
- Podium Mic 2
- Corded mic kit -12
- Artist mic only 6000 series-2
- Mic stands 12
- Cordless mic kit (Shure) -2
- Drum mic kit Shure-1 day
- Drum kit (Pearl/Tama)-1 day
- Guitar amp Haartke/ Marshall/Fender-1 day
- Bass amp (Peavey/Fender/Haartke)-1 day
- Keyboard amp (Roland Kc500)-1 day
- Pioneer (Nexus 2)
- DJM 900 NEXUS
- Sharpie (10R) light-10
- Pointies 2
- Spots -8
- RGB Wash 8
- 4 eyed Molefays 1kw each-2
- Kit box levitates (8)
- Totem truss with spider legs for safety 18"x15'x2
- Lateral aluminium beams 18"x44'
- Smog machine

## **Backend**

- German schuko for all instruments
- Digital mixer 48 channel – SD5/SD 7 or SD10
- Effect rack
- All leads
- Crossovers (3)
- Digital light controller (Avolite Tiger Touch 2/Pearl AVL Pro)
- Dimmer Packs
- Sound engineer
- Light engineer
- 2 clearcoms
- 2 turntables – Technics 1210
- DJM NEXUS-1
- CDJ 2000-2
- Snake cable forming

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## **STAGE FABRICATION**

- Stage fabrication and masking (32ft x 28ft)
- Extended ramp – 12ft x 8ft
- Drum kit riser
- Carpet on stage
- LED SCREEN P3 QUALITY (20\*10) with CAT6 + router linking
- Mounting of side wings framing, masking, deigning, printing (10\*10) – 2PC
- Mojobarricading layering 300rft
- Mattress (32ft x 28ft) with white cover

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## **SEMINAR ROOM**

### **Staging & Décor for 24 March 2023 (One day)**

- STAGE 10ft x 7ft with carpet
- Marigold strings for stage
- Lower seating arrangement – mattress with white cover (17ft X 20 ft)

## **Sound & Light**

- 2 Monitors
- 12 Mics
- 2 Cordless Mics
- Digital Mixer

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### **PRINTING**

- Information board at entry 8ft x 8ft framed
- Flex 6' x 4' for 2

### **TENTING, SITTING & DECOR**

- Maypole draping in art exhibition area
- 8 sofas
- Green rooms - 2 (10ft x 10ft) with tables and chairs, lights
- VIP tables 4
- Chairs with cover - 100
- Carpeting under sofa
- 4 Light stands with 16 Mercury lights
- Drapes on sides in college campus near entry
- Drapes on main gate
- Flower strings on gate
- Flower petals for inauguration
- Bouquet with Guldavari & Orchids - 4
- Reception with chairs and table
- Top cover in front lawn near Main stage (21m x 10m)
- 10 Fans (Quantity may change as per weather condition)
- 4 Coolers (Quantity may change as per weather condition)

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### **CEREMONY EFFECTS**

- Electric confetti 10
- Electric sparkle - 10
- Low fog during various events



**▲**

**Sound and Light Arrangement.**

Sound Arrangements for the Main Stage near front lawn for a period of two days and at each of the venues of different events for two days, i.e. at the Front Lawn, Seminar Room, Lecture Rooms and other venues of events.

Different/adequate quantity/numbers of the following items (or equivalent) are expected to be provided.

**Note:**

The vendors are requested to go through the tender document carefully and ensure compliance with all specifications/instructions here in. Noncompliance of specification/instruction and/or furnishing wrong information in this tender document May disqualify the vendor for tender exercise. Incomplete tenders/amendments and additions to tender after opening or late tenders are liable to be ignored and summarily rejected.

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**FINANCIAL BID UNDERTAKING**

From: (Full name,  
address)

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

I submit the Price Bid for **Splendour 2023 at Ram Lal Anand 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-II) inclusive of all applicable taxes.

I hereby declare that price quoted in the Financial Bid are of the **Splendour 2023 at Ram Lal Anand College** as specified in the Technical Bid meeting all the specifications and parameters of Technical Specifications as given in the Tender Document.

Yours faithfully,

\_\_\_\_\_  
Signature of Authorized Representative