



रामलाल आनंद कॉलेज

दिल्ली विश्वविद्यालय

बेनिटो हुआरेज़ रोड, नई दिल्ली-110021 (इंडिया)

Ram Lal Anand College

University of Delhi

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RLA/Annual Day/2025/ 101

Date 16/04/2025

NOTICE INVITING TENDER

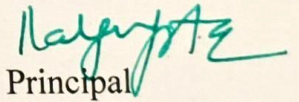
Online E-tender through CPP Portal i.e. <https://eprocure.gov.in/eprocure/app> are invited from registered and bona-fide event management Firm. /Company for “**Annual Prize Distribution Function & Farewell Function**” of Ram Lal Anand College, University of Delhi” tentatively to be held on 2th & 3rd May 2025.

Document Download: Tender documents can be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> or college website: www.rlacollege.edu.in

Name of work	:	“ Annual Prize Distribution Function & Farewell Function ” of Ram Lal Anand College, University of Delhi” tentatively to be held on 2 th & 3 rd May 2025.
Tender Fees	:	Rs. 1,000/- Separate D. D. in favor of Principal Ram Lal Anand college
Earnest Money	:	Rs.10,000/- Separate D. D. in favor of Principal Ram Lal Anand college
Publication date	:	16.04.2025
Bid submission start date	:	16.04.2025
Bid submission end date	:	22.04.2025 at 3:00 PM
Bid Opening Date	:	23.04.2025 at 3:30 PM

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

Tenderers/Contactors are advised to follow “Instructions to Bidders for Online Bid Submission” provided in Annexure 1 for online submission of Bids.



Principal

Ram Lal Anand College

“Annual Prize Distribution Function & Farewell Function”

Ram Lal Anand College,
University of Delhi

Check list of documents

(to be given on company letter head)

Bidder is required to fill-up this checklist and enclose along with the envelope containing the technical bid:

S.No.	Item description	Yes/no	Reference
1.	Company Profile		
2.	In-corporation Certificate		
3.	Pan Card		
4.	GST Certificate		
5.	Separate D.D. For Tender Fee and EMD		
6.	Bank Details		
7.	Balance Sheet and ITR		
8.	Completion Certificate		
9.	An undertaking for declaring that the firm has not been blacklisted / debarred by any Govt. Department / Public Sector Undertaking.		
10.	Acceptance of other terms and conditions: Annexure-A		
11.	Tender Acceptance Letter		
12.	Financial Undertaking		
13.	Turnover Certificate		

Tender Acceptance Letter

(To be given on company letter head)

To,
The principal

Subject: Acceptance in respect of terms & conditions

tender reference no:

Name of the tender:

Respected,

I/we have downloaded the tender document(s) for the above mentioned 'tender/ work' from CPPP Portal/College Website.

I/we hereby certify that we have read all the terms and conditions of Tender Document (including all annexures(s), etc.) which are part of the contract and we shall abide by all terms & conditions contained therein.

The corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.

I/we hereby unconditionally accept all the terms and conditions mentioned in this tender document and corrigendum(s) in its totality/entirety.

I/we do hereby declare that our firm has not been blacklisted / debarred by any govt. Department / public sector undertaking.

I / we do hereby declare that our firm does not have any relative working or studying in the college.

I/we certify that all information furnished by our firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully

Signature with company seal and stamp

Only the firm having credential of organizing event of colleges or stage shows will be selected:

- A.** The firms must have minimum 2 work orders of 2 lakhs or above of event management in Delhi University or its colleges / Government Institution from April 2023 to March 2025.
- B.** The firms must provide experience certificate of last three years in table form along with Completion Certificate.
- 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 firms shall provide a set of detailed working of Event(s) (if any) at Ram Lal Anand College with the Technical specifications and acceptance.
- E.** Undertaking that the bidder has no near relative studying or working in the college.
- F.** Last 3 financial year turnover and latest I.T.R, Annual report (balance sheet and profit & Loss account) duly signed and stamped by the Chartered Accountant.
- G.** Acceptance of other terms and conditions. (Annexure-A)
- H.** Any proof for the successful completion of each work should be submitted.

ACCEPTANCE OF OTHER TERMS AND CONDITIONS:

1. **Tender Fee** of Rs. 1,000/- (non-refundable) is to be Deposited along with the technical bid by demand draft from a nationalized bank in the favor of Principal, Ram Lal Anand College. Hard copy of the same must be sent to the office of the Principal, Ram Lal Anand College, University of Delhi on or before the last date. If, hard copy of the EMD is not received during that period, the tender will be summarily rejected.
2. **Earnest Money** of Rs.10,000/- (refundable without interest) is to be Deposited along with the technical bid by demand draft from a nationalized bank in the favor of Principal, Ram Lal Anand College. Hard copy of the same must be sent to the office of the Principal, Ram Lal Anand College, University of Delhi on or before the last date. If, hard copy of the EMD is not received during that period, the tender will be summarily rejected.
(EMD Exemption is not applicable.
(Annual Turnover and Work Experience Exemption is Not Applicable.
3. **The rates will be inclusive of all taxes, fee, levies, etc. and any revision in the statutory taxes, fees,etc.**
4. The quoted rates shall remain same throughout the tenure of the contract and no revision is permissible for any reason.
5. Payment shall be made only after satisfactory completion of services.
6. College reserves the right to reschedule or cancel the event and no compensation shall be entertained in such circumstances.
7. Any tender with incomplete information or quotes will not be accepted under any circumstances.
8. 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.
9. 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.
10. All the necessary safety precautions shall be taken while providing services by the service provider.
11. 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.
12. All installations/equipment/tentage/stage/sound and light equipment shall be made functional starting 2:00 pm on the day(s) of the event/function and should be available for use up to 9:00 pm on all the days of the events.
13. The organizing committee and the college administration shall not be responsible for any damage to goods.
14. 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.
15. DJ is required only on 2nd day.
16. 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 after deducting the TDS as applicable.

17. **The quoted price shall be INCLUSIVE of GST and all other taxes (if applicable).**
18. **The college 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 college 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.
19. 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 and take legal action against them.

“Annual Prize Distribution Function & Farewell Function”

Ram Lal Anand College,
University of Delhi

SCHEDULE OF WORK

Sl. No.	Item Description	Quantity	Units	Rate
1	Annual Prize Distribution Function & Farewell Function of Ram Lal Anand College, University of Delhi” tentatively to be held on 2th & 3rd May 2025			
2	Day 1 (2 May 2025)			
2.01	Couches on stage (2-Seater)	3.00	Nos	
2.02	Coffee Tables on Stage with flower vase	3.00	Nos	
2.03	Carpeting on stage (new single-color preferably Blue/Beige) 37 x 45 sq. ft	1665.00	sq. ft.	
2.04	10x12 Print Backdrop	1.00	No.	
2.05	Black masking back of the stage 45 x 10 sq. ft.	450.00	sq. ft.	
2.06	Cordless mics	2.00	Nos	
2.07	Mics with Cord	8.00	Nos	
2.08	Aluminum truss with light and sharpy one side 40 X 10 = 400 ft.	400.00	ft.	
2.09	Sofas (2 Seaters)	8.00	Nos	
2.10	Chairs for students and teachers (with covers) with Carpeting under the chairs	300.00	Nos	
2.11	Round Tables	6.00	Nos	
2.12	Buffet tables with frills as per size of canopy size 6 x 2.5 sq. ft Total Table 8	8.00	Nos	
2.13	Food Canopies	3.00	Nos	
2.14	Sufficient Lighting in ground near food stall setup and seating	10.00	Nos	
2.15	Marigold flowers on gates (2) and podium	7.00	Kg	
2.16	Pedestal Fans (Mist)/Cooler	8.00	Nos	
2.17	Rice light College tress and walls	400.00	Nos	
3	Day 2 (3 May 2025)			
3.01	Chairs for students and teachers (with covers)	200.00	Nos	
3.02	Carpeting on stage (new single-color preferably Blue/Beige) 37 x 45 sq. ft	1665.00	sq. ft.	
3.03	Buffet tables with frills as per size of canopy size 6 x 2.5 sq. ft Total Table 15	15.00	Nos	
3.04	Food Canopies	6.00	Nos	
3.05	Sufficient Lighting in ground near food stall setup and seating	15.00	Nos	

“Annual Prize Distribution Function & Farewell Function”

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3.06	Aluminum truss with light and sharpy one side 40 X 10 = 400 ft.	400.00	ft.	
3.07	Sofas (on ground)	8.00	Nos	
3.08	Cordless mics	2.00	Nos	
3.09	Mics with Cord	8.00	Nos	
3.10	10x12 Print Backdrop	1.00	No.	
3.11	Black masking back of the stage 45 x 10 sq. ft.	450.00	sq. ft.	
3.12	Marigold flowers on gate (two) and podium	7.00	Kg	
3.13	Coffee Tables with Flower Vase 2	2.00	Nos	
3.14	Pedestal Fans (Mist)	10.00	Nos	
3.15	Rice light College tress and walls	400.00	Nos	
3.16	DJ Player	1.00	No.	
3.17	Round Table	6.00	Nos	
4	Special Note: The Principal and the Function 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.			