



रामलाल आनंद कॉलेज

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

Ram Lal Anand College

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RLA/2025/

Date 03/04/2025

NOTICE INVITING TENDER

Sealed tenders 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 Annual Prize Distribution Function & Farewell Function.

The sealed tender superscribed as "Sealed Tender for Annual Prize Distribution Function & Farewell Function 2025" 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 by 9 April 2025.

Salient Points of the Tender

Name of Event	Annual Day & Prize Distribution Function 2025 of Ram Lal Anand College, University of Delhi
Duration/Dates of the Event	2 Days (2 th & 3 rd May 2025)
Last Date for Submission of Tender	11 am on 11.04.2025
Scrutiny and opening of Bids	1.30 pm on 11.04.2025
Presentations by the Bidders before the Organizing Committee/Selection Committee	2:30 pm onwards on 11.04.2025

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

- A. The firms must have minimum work experience in at least 2 MOU / PO / Work Order of Event Management 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 have minimum work experience in at least 2 MOU / PO / Work Order of Event Management of Government Institutions (preferably Delhi University and its affiliated college) / Central/State/UT department in last TWO years. Attach MOU's.
- C. The firms must provide experience certificate of last three years in table form along with proof.
- D. 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.
- E. 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 thereof (Annexure-I of the tender).
- F. Undertaking that the bidder has no near relative studying or working in the college.

- G. 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).
- H. Acceptance of other terms and conditions.
- I. Any proof for the successful completion of each work should be submitted.

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 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.
5. College reserves the right to reschedule or cancel the event and no compensation shall be entertained in such circumstances.
6. Any tender with incomplete information or quotes will not be accepted under any circumstances.
7. 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.
8. 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.
9. All the necessary safety precautions shall be taken while providing services by the service provider.
10. 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.
11. All installations/equipment/tentage/stage/sound and light equipment shall be made functional starting 2:00 pm on the day(s) of the event/Festival and should be available for use up to 9:00 pm on all the days of the events.
12. The organizing committee and the institute administration shall not be responsible for any damage to goods.
13. 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.
14. DJ on Day 2.
15. The bidder shall quote price separately for each part as specified in Financial Bid.
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/ DD after deducting the TDS as applicable.
17. **The quoted price shall be INCLUSIVE of GST and all other taxes (if applicable).**
18. **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.

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.

All the items given below are required

Date: 2 May 2025	
Couches on stage (2-Seater)	3
Coffee Tables on Stage 2 with flower vase	
Carpeting on stage (new single-color preferably Blue/Beige)	
10x12 Print Backdrop	1
Sound for awards and mics	10
Aluminum truss with light and sharpy	
Sofas (on ground)	8
Chairs for students and teachers (with covers)	300
Carpeting under chairs	
Round Tables	6
Buffet tables with frills as per size of canopy	
Food Canopies	3
Sufficient Lighting in ground near food stall setup and seating	
Marigold flowers on gate and podium	
Pedestal Fans (Mist)/Cooler	8
Rice Light	
Date: 3 May 2025	
Chairs (with covers)	200
Carpeting on stage (new single-color preferably Blue/Beige)	
Food Canopies	8
Sufficient Lighting in ground near food stall setup and seating	
Aluminum truss with light and sharpy	
Sofas (on ground)	
Sound for awards and mics (with Cord & Cordless)	
10x12 Print Backdrop	
Marigold flowers on gate (two) and podium	
Flower Vase on 2 Coffee Tables	
Pedestal Fans (Mist)	10
Rice Light - Decoration	
DJ Player	
Couch	4
Tables with frills	
Round Table	6


PRINCIPAL

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.