



रामलाल आनंद कॉलेज

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

Ram Lal Anand College

University of Delhi

Benito Juarez Road, New Delhi-110021 (India)

Tel. No. : 011-24112557

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rlac.bjr.du@gov.in

Website : www.rlacollege.edu.in

RLAC/2026/

Date:16th February 2026

Notice Inviting Tender

Online E-tender through the **College website** is invited from registered and bonafide event management Firms / Companies for "Annual Alumni Meet 2026" of Ram Lal Anand College, University of Delhi, to be held on 28th February 2026.

Tender Document to be downloaded from the college website:
www.rlacollege.edu.in

Publication date	16 th February 2026
Bid submission Start Date	16 th February 2026
Bid End date	20 th February 2026
Tech Bid Opening Date	20 th February 2026

Bidders are required to submit their bids offline at the College Office by way of a sealed hard copy, duly signed and stamped by the authorized signatory of the organization.


Principal

**ANNUAL ALUMNI MEET 2026 OF RAM LAL ANAND COLLEGE,
UNIVERSITY OF DELHI, BENITO JUAREZ ROAD, NEW DELHI-110021**

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	Incorporation certificate		
3	Pan Card		
4	GST certificate		
5	Tender Fee & EMP in Demand Draft		
6	Bank details		
7	Balance sheet and ITR		
8	Completion certificate and satisfactory Letter on college letterhead		
9	Not- blacklisted undertaking		
10	Acceptance of annexure-1		
11	Tender acceptance letter		
12	Financial undertaking		
13	Turnover certificate		
14	Tender document read carefully and submitted with firm stamp and sign		

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ANNEXURE-1

- 1 Earnest money of Rs. 10,000/- (refundable without interest) and a Tender Fees of Rs. 2,000/- (non-refundable) are to be deposited by demand draft from a nationalized bank in favour of the Principal, Ram Lal Anand College. Hard copies 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 the hard copies of the Demand Draft are not received during that period, the tender will be summarily rejected. a. TENDER FEES AND EMD EXEMPTION ARE NOT APPLICABLE. b. ANNUAL TURNOVER AND WORK EXPERIENCE EXEMPTION ARE NO c. APPLICABLE. STARTUP AND MSME EXEMPTIONS ARE NOT APPLICABLE.
- 2 The quoted rates should be including of G.S.T., Transportation and Other Taxes and Requirements. In case of any discrepancy/difference in the amounts indicated in figures and words, the amount in words will prevail and will be considered. The quoted rates shall remain same throughout the tenure of the contract and no revision is permissible for any reason. No extra amount will be paid apart from the work order.
- 3 The firms must have completed at least 7 work order each worth ₹3 lakhs or more for event management in Delhi University or any government institution in last 4 years.
- 4 The firm should have minimum average turnover of 15 lakh in the last 3 years.
- 5 The firms must provide atleast 7 Notarized Agreement copies of worth 3 lakhs or more of at least 7 festivals in Delhi University or Government Institution in last 4 years.
- 6 The company should have a GST Registration for DELHI NCR, and it should also have its registered office located in DELHI NCR, attach proof.
- 7 The college is not bound to choose the lowest one (L1) and has all rights to reject any quotation without assigning any reason. 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. The college also reserves the right of splitting the items within two or more contractors for placement of order. Late and delayed quotation will not be considered in any case. The quotation should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.

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- 8 Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender.
- 9 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.
- 10 The bidder shall quote price separately for each part as specified in financial bid. The bid shall remain valid for acceptance for a period of 45 days from the date of signing of the mou.
- 11 New clothes will be used in the event. The quality of the technical equipments should be as per the set government guidelines. The stage, trussing and other mentioned items in tender should be completed at least one day before the date of event.
- 12 Applicable law: the contract shall be governed by the laws and procedures established by govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings / processing, as may be applicable upon Ram Lal Anand College, University of Delhi. All disputes are subject to exclusive jurisdiction of competent court and forum in New Delhi, India only.
- 13 If any college property is damaged by the event company, the event company will be liable
- 14 The firm must provide a Completion Certificate on college Letterhead or a list of client with relevant contact details and official email for verification if required.

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Payment terms: payment will be made in the following way:

- a. 50% of the total payment shall be made via NEFT/RTGS after signing of mou.
- b. 40% of the total payment shall be made via NEFT/RTGS after the event post submission of all the bills and required documents.
- c. 10% of the total payment shall be made via NEFT/RTGS after assessing the arrangements made as per the tender document.

If the bidder documents are found to be fake, the college has the right to forfeit their EMD and take other legal steps like black list them from participating in other government and institutions tender.

Only technically qualified bidders will be eligible for financial bid opening.

Signature with company seal and stamp

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Annexure-2

TECHNICAL BID

Documents scan and upload on CPP Portal for Technical Qualification
*documents should be self-attested or digitally signed

- 1 Work profile of the company.
- 2 Incorporation certificate of the firm shall be submitted.
- 3 Pan card
- 4 GST registration certificate
- 5 DD Tender Fees and EMD.
- 6 Bank details/ cancelled cheque
- 7 The firm should have minimum average turnover of 40 lakh in the last 3 years.
 - A. Audited balance sheet with turnover 2023-2024 UDIN NO
 - B. ITR of last 3 years
- 8 The firms must have completed at least 6 work order each worth ₹20 lakhs or more for event management in Delhi University or any government institution from 1 April 2023 to 31 March 2025”.
- 9 The firms must have minimum satisfactory letter on college letterhead of delivering at least 6 festivals in Delhi University or Government Institution from 1 April 2023 to 31 March 2025”.
- 10 The company should have a GST registration for DELHI NCR, and it should also have its registered office located in DELHI NCR, attach proof.
- 11 Not-blacklisted undertaking
- 12 Acceptance of annexure-1 on company letterhead
- 13 Tender acceptance letter
- 14 Tender document read carefully and submitted with firm stamp and sign
- 15 Financial bid undertaking

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TENDER ACCEPTANCE LETTER
(to be given on company letter head)

To,
The principal

Respected sir

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 the college website.

I/we hereby certify that we have read all the terms and conditions of tender document (including all annexures(s), etc.) Which shall part of the contract and we shall abide hereby 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 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

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**FINANCIAL BID UNDERTAKING
(To Be Given on Company Letter Head)**

From: (full name and address of the bidder)

**To,
Dear sir/madam,**

I submit the price bid for ALUMNI MEET 2026 AT RAM LAL ANAND COLLEGE, DELHI UNIVERSITY 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 of the ALUMNI MEET 2026 AT RAM LAL ANAND COLLEGE, DELHI UNIVERSITY as specified in the technical bid, meeting all the specifications and parameters of technical specifications as given in the tender document.

Yours faithfully,

Name Signature

company stamp

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ANNEXURE-3

**(REQUIREMENTS)
REQUIREMENTS OF THE COLLEGE FOR THE ANNUAL ALUMNI
MEET 2026 (SOUND, LIGHT AND TENTING)**

S.No	Item	Category	Details / Quantity	Rate with GST
1	Chairs with Covers	Seating	250 chairs with covers	
2	VIP Sofas	Seating / Furniture	12 VIP sofas	
3	VIP Glass Tables	Furniture	7 VIP glass tables	
4	High Tables	Tables	10 high tables with overlay & underlay	
5	LED Screen (Main)	LED & AV	15 ft (W) × 10 ft (H), with 4 ft riser	
6	Food Stalls	Setup / Catering Area	8 stalls with table setup & drape work	
7	Rice Lights	Lighting / Decor	100 pcs	
8	Venue LED Lighting	Lighting	20 LED lights	
9	Carpet Under Seating	Flooring	Standard carpet Blue color – 800 sq ft	
10	Stage Carpet	Flooring	High-quality carpet blue color– 3600 sq ft	
11	Trussing Gate (Entrance)	Trussing / Decor	10 ft height with drapework & floral bunches	
12	Passage Drapework	Decor	250 ft depth	
13	Passage Lighting Props	Lighting / Decor	250 ft depth	
14	Buffet Tables	Catering Setup	32 tables with covers	
15	Cut Flower Bouquets	Floral Decor	5 bouquets	
16	Coffee Table Bouquets	Floral Decor	7 bouquets	
17	Podium Decoration	Floral Decor	Cut flowers & heavy white floral garlands	
18	Branding Standees	Branding	2 high standees with welcome boards	
19	Side Wall Masking	Masking / Fabrication	Black masking – 10 ft height	
20	Staircase Masking	Masking / Fabrication	Black masking	
21	Rangoli & Floral Stair Decor	Floral / Decor	Medium rangoli & flowerwork	
22	LED PAR Lights	Sound & Lighting	28 pcs	
23	Sharpy Lights	Sound & Lighting	6 pcs	

24	Blinders	Sound & Lighting	2 pcs	
25	Lighting Console	Sound & Lighting	Avolite Pearl / Arena	
26	Nexus 3	Sound & Lighting	1 unit	
27	DJ Console	Sound & Lighting	DJM + CJD Set	
28	Sound Mixer	Sound	Avantis / SLive / Vi300 / Soundcraft or similar – 1	
29	Line Array System	Sound	6 pcs (JBL 900 / DNB KSL / VTX / RCF HDL / VERTEC 4889)	
30	Bass	Sound	2 units (Brand as per line array)	
31	Stage Monitors	Sound	3 units (L-Acoustics / JBL)	
32	Corded Microphones	Sound	12 mics	
33	Cordless Microphones	Sound	2 mics	
34	Mic Stands	Sound	12 stands	
35	Amplifiers	Sound	As per need	
36	Aux Amplifiers (J2U)	Sound	2 units	
37	Sound & Light Engineer	Technical Crew	Dedicated engineer & operator	
38	Photography	Media Coverage	1 photographer	
39	Videography	Media Coverage	1 videographer	
40	Halogen lights	Stall lightening	16 units	