



रामलाल आनंद कॉलेज

दिल्ली विश्वविद्यालय

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Ram Lal Anand College

University of Delhi

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RLA/SPLENDOUR 23/2022-2023

Dated January 24, 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 February 2023)
Tender For	Event Management Services for SPLENDOUR 2023 for organizing various events in their entirety including, but not limited to, hiring of Star artist(s) and arranging Sponsorships from Commercial organizations
Tender Fee and Earnest Money Deposit (EMD)	Tender fee of Rs.1000/- (Non-Refundable) and Earnest money of Rs. 40000/- (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	1:00 pm on 03.02.2023
Scrutiny and opening of Bids	3.00 pm on 03.02.2023
Presentations by the Bidders before the Festival Organizing Committee/Selection Committee	12.00 noon onwards on 06.02.2023


Principal

Terms and Conditions:

Annexure-I

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 **1:00 pm on 03.02.2023**. Tenders shall be opened on 03.02.2023 at 3.00 pm 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. Self-Attested Copy of the confirmed availability conveyed by the star-artist whom the bidder proposes to arrange for performance at SPLENDOUR 2023.
6. Earnest money deposit (EMD) for an amount of Rs 40,000 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.
7. 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 stage shows will be selected:

- A. The firms must have minimum work experience in at least 4 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. Also at least 3 MOUs of Government Institutions (preferably Delhi University and its affiliated college) / Central/State/UT department (having event production or artist) worth 15 lacs each in last FIVE 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 Splendour 2023 at Ram Lal Anand College with the Technical specifications and acceptance thereof (Annexure-I of the tender).

F. The firm must have annual turnover for Rs. 50 Lakhs during immediate last three years.

G. Undertaking that the bidder has no near relative studying or working in the college.

H. 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).

I. Acceptance of other terms and conditions.

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

K. The qualifying vendors will need to make a presentation of approximately Five minutes before the Committee on 06.02.2023 in the college 3.00 pm onwards.

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. 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 party 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. The bidder has to arrange one Star artist and one upcoming artist after due consultation with and confirmation from the Organizing Committee of Splendour 2023. For the purpose of evaluation of Financial Bids, the price/cost as quoted by the bidder and the acceptability and reputation/standing of the artist would be an important consideration in the final selection of the bidder.
10. Applications without earnest money shall be rejected outrightly.
11. 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.
12. 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.
13. All the necessary safety precautions shall be taken while providing services by the

service provider.

14. 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.
15. 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.
16. Post event cleaning of the premises and disposal of the garbage will also have to be looked after by the Event Manager.
17. The organizing committee and the institute administration shall not be responsible for any damage to goods.
18. 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.
19. The bidder must have confirmed availability of the Star artist whom the Festival Organizing Committee of the college finalizes (and the bidder consents to arrange) while submitting the tender. The confirmation from the artist(s) should be conveyed to the College/bidder in writing.
20. Complimentary band and DJ on Day 1.
21. The college reserves right to exclude or include the performance of the artist like Winners of Indian Idol or any other performers of the similar status) as mentioned in the tender. bidder should have no objection. Also, the amount / cost of the artist mentioned in the Financial Bid should include all charges (like lodging, transportation food etc.) of artist as well as their team from arrival till departure. The Bidder should also include the cost of the equipment's required for their performance. The college shall not make any additional payment under any circumstances (related to artist / performer).
22. The bid shall remain valid for acceptance for a period of 45 days from the date of signing of the MOU.
23. The bidder shall quote price separately for each part as specified in Financial Bid.
24. 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.
25. The quoted price shall be INCLUSIVE of GST and all other taxes (if applicable).
26. **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.
27. The institute also reserves the right of splitting the items within two or more contractors for placement of order.
28. 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 winning event manager will have to give minimum guarantee for arranging sponsorship for minimum of Rs. 3 lacs. As an incentive, the Event Manager will be entitled to an Arrangement Fee equivalent to 20 per cent of the sponsorship(s) arranged above the minimum guarantee of Rs. 3 lacs.
3. The erection of hoardings, banners, flexes etc. inside the College campus will be carried out in consultation with the Festival Organizing Committee.
4. The event manager is advised to visit the campus before quoting the rates to assess the scope of work and site conditions.
5. During Two days of the festival expected foot fall is of 10,000 people with around 6,000 to 7000 people for Star night. 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).
6. 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.
7. The event manager shall have to remove all his material within 48 hours of the conclusion of the festival.
8. 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.
9. Stage setup, music and sound equipment and backdrop as per requirements of the artist and decoration will be the complete responsibility of the Event Manager
10. Boarding, lodging & Transportation, food/refreshments of ARTISTS to be provided by 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.

Star Night shall be organized at the main stage on the afternoon/evening of the festival. The said star artist shall be arranged by the Event Manager after due Name and cost approval of the Organizing Committee of the festival. All necessary Sound and Light arrangements, in addition to the normal Sound and Light arrangement for the main stage (indicated below and elsewhere in this Tender), shall be made by the Event Manager to the requirement and complete satisfaction of the artist and of the performing team.

FINANCIAL BID

(Annexure-II)

All the items given below are required for two days i.e., 23 -24 February, 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/G4 8 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 Kc 500)-1 day
- Pioneer (Nexus 2)
- DJM 900 NEXUS
- Sharpie (10 R) light-10
- Pointies 2
- Spots – 8
- RGBW 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 7or 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 for micing

STAGE FABRICATION

- Stage fabrication and masking (32ft x 28ft)
- Extended ramp-12ft x 8 ft
- Drum kit riser
- Carpet on stage
- LED SCREEN P3QUALITY (20*10) with CAT6 + router linking
- Mounting of Side wings framing, , masking, deigning, printing (10*10) - 2PC
- Mojo barricading layering 300 rft

ACTIVITY AREA

Staging & Decor

- STAGE 12ft x 12ft with carpet and masking
- Masking of Activity area at 10 feet height
- Entrance for Activity Area
- Marigold strings for activity area backdrop and stage
- Cultural décor in activity area (with 20-25 items décor items representing various parts of India)
- Flower vases in Activity area

Sound & Light

- 4 Top
- 2 Monitors
- 12 Mics
- 2 Cordless Mics
- Digital Mixer
- Stage Led lights for effects

PRINTING

- Information board at entry 8ft x 8ft framed
- Flex 6'x4' 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
 - 2 Sofas for Activity area
 - 20 Chairs for Activity area
-

CEREMONY EFFECTS

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

ARTIST REQUIRED

Please quote for artist fee including their stay, travel, food and technical requirements.
Artists should perform Live with Band

Suggestive list of artists given below, quotes for other similar level artist may be included:

- ① MILLIND GABA- MUSIC MG
- ① MANKIRT AULAKH
- ① SHARRY MANN
- ① JASS MANAK
- ① KING
- ① PRATEEK KUIHAD

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.

FINANCIAL BID UNDERTAKING

From: (Full name, address)

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 I 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