

**SRI AUROBINDO COLLEGE (EVENING)  
(UNIVERSITY OF DELHI)  
MALVIYA NAGAR, NEW DELHI-110017**

TENDER REFERENCE NO.: *SACCE)/BID/2025*

DATE: *13/02/2025*

**NOTICE INVITING TENDER**

1. BIDS ARE INVITED FROM THE EVENT MANAGEMENT FIRM/COMPANY ON SINGLE STAGE TO BID SYSTEM FOR "ANNUAL CULTURAL FESTIVAL MALHAR 2025 OF SRI AUROBINDO COLLEGE (EVENING), UNIVERSITY OF DELHI" TENTATIVELY TO BE HELD ON THE 05<sup>th</sup> AND 06<sup>th</sup> MARCH 2025. BIDS IN SEALED ENVELOPE SHALL BE SUBMITTED BY HAND TO OFFICE OF THE PRINCIPAL BY 5:00 PM ON 24/02/2025 (MONDAY)
2. DOCUMENT DOWNLOAD: TENDER DOCUMENTS MAY BE DOWNLOADED FROM THE BELOW MENTIONED SITE AS PER THE SCHEDULE GIVEN IN CRITICAL DATE SHEET AS UNDER:

SRI AUROBINDO COLLEGE (EVENING) WEBSITE:

<https://www.aurobindoe.du.ac.in/>

PUBLICATION DATE	13/02/2025 (Thursday)
BID SUBMISSION START DATE	13/02/2025 (Thursday)
BID SUBMISSION END DATE & TIME	24/02/2025 (Monday) 5:00 PM
BID OPENING DATE & TIME	25/02/2025 (Tuesday) 1:30 PM
PRESENTATION DATE & TIME	27/02/2025 (Thursday) 3:30 PM

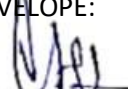
3. THE BIDDERS ARE REQUIRED TO SUBMIT THE HARD COPY OF THE DOCUMENTS TO THE OFFICE OF PRINCIPAL, SRI AUROBINDO COLLEGE (EVENING), UNIVERSITY OF DELHI, MALVIYA NAGAR, NEW DELHI-110017 AS UPLOADED IN TECHNICAL AND FINANCIAL BID AS ASKED IN TENDER WITH ORIGINAL SIGNATURE AND COMPANY SEAL AND STAMP FOR THE

TENDER FOR ANNUAL CULTURAL FEST MALHAR 2025

TO  
THE PRINCIPAL  
SRI AUROBINDO COLLEGE (EVENING),  
UNIVERSITY OF DELHI, MALVIYA NAGAR  
DELHI-110017, INDIA

FROM: M/S  
ADDRESS:  
CONTACT  
NUMBER:  
EMAIL ID:

VERIFICATION PURPOSE. SEPARATE ENVELOPES SHOULD BE USED FOR TECHNICAL AND FINANCIAL BIDS. FOLLOWING MUST BE SUPER SCRIBED ON THE SEALED ENVELOPE:

  
PROF. VIPIN KUMAR AGGARWAL  
PRINCIPAL  
SRI AUROBINDO COLLEGE (EVENING)

## **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:

<b>S.NO.</b>	<b>ITEM DESCRIPTION</b>	<b>YES/NO</b>	<b>REFERENCE</b>
1.	PRESENTATION / COMPANY PROFILE		
2.	INCORPORATION CERTIFICATE		
3.	PAN CARD		
4.	GST CERTIFICATE		
5.	D.D. FOR TENDER FEE & EMD/ MSME CERTIFICATE		
6.	BANK DETAILS		
7.	BALANCE SHEET AND ITR		
8.	WORK ORDERS/ M.O.U.		
9.	NOT- BLACKLISTED UNDERTAKING		
10.	ACCEPTANCE OF ANNEXURE-1		
11.	TENDER ACCEPTANCE LETTER		
12.	FINANCIAL UNDERTAKING		
13.	RESUME		

## ANNEXURE-1: TERMS AND CONDITIONS

### GENERAL TERMS AND CONDITIONS TO PARTICIPATE IN THE TENDER:

1. THE TECHNICAL QUALIFICATION PARAMETER IS BASED ON:
  - A. PRESENTATION AT BID MEETING: 50%
  - B. TECHNICAL DOCUMENTS AS MENTIONED IN NOTICE: 50%

THE BIDDERS ARE ADVISED TO COME PREPARED WITH A PRESENTATION OF 10 MINUTES EXPLAINING THEIR PAST EXPERIENCES AND A DETAILED WORKING OF MALHAR 2025.

ONLY TECHNICALLY QUALIFIED BIDS WILL BE ELIGIBLE FOR FINANCIAL EVALUATION.

2. TENDER FEE OF RS.1000/- (NON-REFUNDABLE) AND EARNEST MONEY OF RS. 25,000/- (REFUNDABLE WITHOUT INTEREST) IS TO BE DEPOSITED ALONG WITH THE TECHNICAL BID BY DEMAND DRAFT FROM A NATIONALIZED BANK IN THE FAVOUR OF PRINCIPAL, SRI AUROBINDO COLLEGE (EVENING). HARD COPY OF THE SAME MUST BE SENT TO THE OFFICE OF THE PRINCIPAL, SRI AUROBINDO COLLEGE (EVENING), UNIVERSITY OF DELHI ON OR BEFORE THE LAST DATE. IF, HARD COPY OF THE EMD AND FEES IS NOT RECEIVED DURING THAT PERIOD, THE TENDER WILL BE SUMMARILY REJECTED.

MICRO AND SMALL ENTERPRISES (MSES) UNITS REGISTERED WITH NSIC UNDER THEIR SINGLE POINT REGISTRATION SCHEME FOR THE GOODS/SERVICES AT NSIC ARE EXEMPTED FROM FURNISHING EMD. THEY SHOULD FURNISH WITH THE BID (OFFLINE) A NOTARIZED COPY OF THE VALID REGISTRATION CERTIFICATE ISSUED BY NSIC IN THEIR FAVORS, FOR THE GOODS/SERVICES COVERED UNDER THIS TENDER DOCUMENT. NO OTHER BIDDERS ARE EXEMPTED FROM FURNISHING BID SECURITY/ EMD AS MENTIONED.

TENDER FEE EXEMPTION IS NOT APPLICABLE.

3. THE QUOTED RATES SHOULD BE INCLUSIVE OF G.S.T., TRANSPORTATION, TECH-RIDER OF THE ARTIST, BOARDING 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.
4. THE TECHNICAL DOCUMENTS SHOULD BE SUBMITTED BY HAND ON THE LETTER HEAD OF THE COMPANY IN A SEALED ENVELOPE WITH SIGNATURE AND COMPANY STAMP.

5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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 SRI AUROBINDO COLLEGE (EVENING), UNIVERSITY OF DELHI. ALL DISPUTES ARE SUBJECT TO EXCLUSIVE JURISDICTION OF COMPETENT COURT AND FORUM IN NEW DELHI, INDIA ONLY.

11. THIS TENDER IS BEING INVITED IN COMPLIANCE WITH RULE 144 (XI) OF GFR RULES, 2017
12. **PAYMENT TERMS:** PAYMENT WILL BE MADE IN THE FOLLOWING WAY:
- 40% OF THE TOTAL PAYMENT SHALL BE MADE VIA NEFT/RTGS AFTER SIGNING OF MOU.
  - 50% OF THE TOTAL PAYMENT SHALL BE MADE VIA NEFT/RTGS ON DAY 1 OF THE EVENT AFTER SETUP IS DONE.
  - 10% OF THE TOTAL PAYMENT SHALL BE MADE VIA NEFT/RTGS AFTER SUBMITTING ALL THE BILLS AND REQUIRED DOCUMENTS.
13. IF THE BIDDERS DOCUMENTS IS 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.

**SIGNATURE WITH COMPANY SEAL AND STAMP**

## ANNEXURE-2: TECHNICAL BID

### DOCUMENTS REQUIRED FOR TECHNICAL QUALIFICATION

\*DOCUMENTS SHOULD BE SELF-ATTESTED OR DIGITALLY SIGNED

1. PRESENTATION AND WORK PROFILE OF THE COMPANY.
2. INCORPORATION CERTIFICATE OF THE FIRM SHALL BE SUBMITTED.
3. PAN CARD
4. GST REGISTRATION CERTIFICATE
5. D.D. FOR TENDER FEE & EMD Rs 25,000/- MSME REGISTRATION CERTIFICATE.
6. BANK DETAILS/ CANCELLED CHEQUE
7. **THE FIRM SHOULD HAVE MINIMUM TURNOVER OF 20 LAKH OF THE LAST THREE FINANCIAL YEAR**
  - A. AUDITED BALANCE SHEET WITH TURNOVER 2024-2025
  - B. ITR OF LAST 5 YEARS
8. THE FIRMS MUST HAVE MINIMUM WORK EXPERIENCE OF DELIVERING ATLEAST 4 PROJECTS (HAVING EVENT PRODUCTION OR ARTIST) TO THE GOVERNMENT INSTITUTIONS PREFERABLY (DELHI UNIVERSITY/ CENTRAL/ STATE/ UT). COPY OF WORKORDERS/M.O.U. WITH ISSUED BILLS SHOULD BE ATTACHED.
9. NOT-BLACKLISTED UNDERTAKING
10. ACCEPTANCE OF ANNEXURE-1 ON COMPANY LETTERHEAD
11. TENDER ACCEPTANCE LETTER
12. FINANCIAL BID UNDERTAKING
13. RESUME AND QUALIFICATION OF THE EVENT MANAGER

## **TENDER ACCEPTANCE LETTER**

(TO BE GIVEN ON COMPANY LETTER HEAD)

TO,  
THE PRINCIPAL  
SRI AUROBINDO COLLEGE (EVENING)  
UNIVERSITY OF DELHI  
NEW DELHI-110017

SUBJECT: ACCEPTANCE IN RESPECT OF TERMS & CONDITIONS  
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

## **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 **MALHAR 2025 AT SRI AUROBINDO COLLEGE (EVENING)** 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 **MALHAR 2025 AT SRI AUROBINDO COLLEGE (EVENING)** 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



**ANNEXURE-3 (REQUIREMENTS)****REQUIREMENTS OF THE COLLEGE FOR MALHAR 2025****MAIN STAGE, SOUND, LIGHTING AND LED WALL**

<b>S.NO</b>	<b>DESCRIPTION</b>	<b>DAYS</b>	<b>QUANTITY</b>	<b>REMARKS</b>
	Line Array	2	12	1 <sup>ST</sup> DAY VERTEC 4889, 2 <sup>ND</sup> AS PER ARTIST
	Base	2	8	1 <sup>ST</sup> DAY VERTEC 4889, 2 <sup>ND</sup> AS PER ARTIST
	Monitor	2	10	1 <sup>ST</sup> DAY VERTEC 4889, 2 <sup>ND</sup> AS PER ARTIST
	Side fill	2	8	
	In Ear Monitor	2	10	Sennheiser
	DI Units	2	6	
	Podium MIC	2	2	
	Corded mic kit	2	12	
	Mic stands	2	12	
	Cordless mic kit	2	6	Shure
	Drum mic kit	2	APR	Shure
	Drum Kit	2	1	PEARL OR TAMA
	Guitar amp	2	1	MARSHALL
	Bass amp	2	1	FENDER
	Keyboard amp	2	1	ROLAND KC 500
	Pioneer (Nexus 2)	2		

	LED WALL P4 ONLY	2	300 SQ FEET	
	Truss box	2	4 Side	40*40 SIZE
	Sharpie	2	30	
	Pointies	2	10	
	Spots	2	20	
	RGBW Wash	2	40	
	4 eyed Molefays 1kw each- 4	2		
	Kit box levitates 4-8	2		
	Totem truss with spider legs for safety	2		12-18-4
	Lateral aluminium beams	2		12-4
	Digital mixer 62 channel	2		Sd 10
	Gate compressor	2		
	Effect rack	2		
	All leads	2		
	Crossovers	2		
	Digital light controller	2		Pearl AVL Pro
	Dimmer Packs	2		
	Sound engineer	2		
	Light engineer	2		
	4 clearcoms	2		
	WALKIE TALKIE	2	20	
	DJ & CONSOLE	1		DJ PERFORMANCE ON 05 <sup>th</sup> MARCH 2025 (Wednesday)

## STAGE AND TENTING WORK

	<b>DESCRIPTION</b>	<b>DAYS</b>	<b>SIZE</b>	<b>AREA</b>
	STAGE WITH RAMP	2	36*24 (HEIGHT 4 FEET)	MAIN STAGE
	STAGE WOODEN FRAME BLACK MASKING	2		MAIN STAGE
	GATE TO STAGE DRAPING MULTICOLOUR	2	100*60	THEME COLOURS DRAPES MAIN STAGE
	RED CARPET	2	1000 SQ FT	
	BLACK MASKING	2	1000 SQ FT	THEME COLOURS DRAPES MAIN STAGE
	3-SEATER SOFAS	2	40	MAIN GROUND
	MAYPOLE DRAPES	2	10 MULTICOLOUR 100*100	
	CHAIRS WITH COVER	2	250	MAIN GROUND
	BLACK SIDE WINGS	2	2	
	STALLS - 2 TABLE AND 2 CHAIR EACH STALL WITH POWER POINT AND LIGHT	2	30 (10*10)	COLLEGE PARKING
	TRUSS WITH MULTI COLOUR DRAPING AND COLOURLIGHTS	2	15*15	COLLEGE GATE
	BLACK MASKING	2	2000 FT	MAIN STAGE AREA

## DECOR

	THICK CUT FLOWERS BORDERON COMPLETE FASCIA AND DRAPING DESIGN  GULDAVARI, ZERBRA, BABY BREATH ETC	2	450 FEET	MAIN STAGE,
	FLOWERS PETALS	2	15 KG	FOR RANGOLI
	FLOWERS FOR LAMP	2	10 KG	DECOR
	RICE LIGHT	2	1000	BEFORE START MALHAR WHOLE COLLEGE
	LED PAR CAN LIGHT DECOR	2	80	BEFORE START MALHAR WHOLE COLLEGE

**SECURITY**

	MOJO BARRICADING LAYERING	2	500 SQ FT	
	BOUNCERS	2	10 EACH DAY	

**PRINTING**

	FLEX (STAR)	2	4*20 – 2 PEC	COLLEGE BUILDING
	FLEX	2	30*8	COLLEGE BUILDING
	INFORMATION BOARD ENTRY	2	10*10	
	VOLUNTEER CARDS WITH LANYARD	2	250	300 GSM PAPER
	LED WALL FLYER DESIGN	2	APR	DIGITAL
PROFESSIONAL GRAPHIC DESIGNER				
(ALL ITEMS DESIGN CONFIRM BY COLLEGE)				

**CAMERA AND BROADCASTING**

	SET OF SOUND OUTPUT	2	1	MAIN STAGE
	SET OF VIDEO OUTPUT	2	1	MAIN STAGE
	PHOTOGRAPHY CANDID AND TRADITIONAL	2	1	ALL EVENTS
	VIDEOGRAPHY	2	1	ALL EVENTS
	EDTING OF RAW DATA	2		
	AFTER SHOW REEL AND DATA	2		

**CEREMONY EFFECTS**

	ELECTRIC CONFETTI	2	10	ON INAUGURATION
	ELECTRIC CONFETTI	2	10	ON EVENT CONCLUSION
	ELECTRIC SPARKLE	2	10	ON INAUGURATION
	ELECTRIC SPARKLE	2	10	ON EVENT CONCLUSION
	1000WATT GERMAN WATER BASED HAZER	2	2	
	CO2 JET	2	4 PAIR	45KG EACH CYLINDER
	CONFETTI BLASTER JUMBO	2	20 CUES	
	40 WATT LAZERS LIGHT	2	2	MAIN ASTAGE

**MUSICAL ARTIST**

	VENDORS ARE REQUIRED TO QUOTE 3 STAR ARTISTS FOR A LIVE MUSICAL PERFORMANCE.	1	1	LIVE MUSICAL PERFORMANCE
--	--	---	---	--------------------------

	GENSET SILENT	2	2	125KV 10 HOURS RUNNING
--	---------------	---	---	------------------------

  
PROF. VIPIN KUMAR AGGARWAL  
PRINCIPAL  
SRI AUROBINDO COLLEGE (EVENING)