

**DESHBANDHU COLLEGE
UNIVERSITY OF DELHI
KALKAJI, NEW DELHI-110019**

NOTICE INVITING TENDER

1. Sealed bids are invited from Event Management Firm/Company on two bid system to organize our Cultural Event i.e. SABRANG 2024 on the theme of VIKSIT BHARAT@2047 on 14th and 15th March, 2024. The sealed tender super-scribed as "Sealed Tender for SABRANG 2024" along with technical and financial bid separate envelope must reach the office in the name of The Principal, Deshbandhu College, Kalkaji, New Delhi - 110019.
2. Schedule for SABRANG 2024 is as under:

Publication Date	As per the Schedule
Bid Submission Start Date	As per the Schedule
Pre-Bid Presentation Date	As per the Schedule
Bid Submission End Date	As per the Schedule
Bid Opening Date	As per the Schedule

3. Bid Submission: Separate envelopes should be used for Technical and Financial Bids and indication to that effect may please be super-scribed on the envelopes.
4. Pre-Bid Presentation of 5 -7 minutes will be held on 16th February, 2024 at 10:30 am.
5. **Bids should be submitted in hard copy otherwise bid shall not be entertained.**

Tenders/Contractors are advised to follow the following Technical Conditions: -

Tender fee of Rs. 2000*/- (Non-Refundable) and Earnest Money of Rs. 1,00,000/- (Refundable without interest) is to be deposited along with the technical bid by Demand Draft from a nationalized bank in the favor of Principal, Deshbandhu College. Scanned copy of both is to be uploaded online and Hard Copy of the same must be sent to Office of the Principal, Deshbandhu College, on or before last date. If, hard copy of the EMD and Fees is not received during that period, the tender will be summarily rejected.

PRINCIPAL

KINDLY NOTE: -

The quotations are required to furnish following documents in technical bid: -

a) A copy of Bid Acknowledgment submitted with the document of Tender.

b) EMD

c) PAN No.

d) GST Certificate.

e) Demand draft of earnest money and tender fees should be attached with the technical bid only.

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) / Central/State/UT department in last 2 years. Attach MOU's.**
- B. Also at least 3 MOUs of Government Institutions (preferably Delhi University) / Central/State/UT department (having event production or artist) worth 15 lacs each in last 5 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 Sabrang, 2024 at Deshbandhu College with the Technical specifications and acceptance thereof (Annexure-1 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 3 financial 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 5-7 minutes before the committee at Time: 10:30 p.m. on Date: 16/02/2024 in the college.

Other Terms and conditions:

1. The prices shall be quoted in Indian Rupees only.
2. The rates will be inclusive of all taxes, fee, levies, etc. and any revision in the statutory taxes, fees, etc.
3. In case of any discrepancy/difference in the amounts indicated in figures and words, the amount in words will prevail and will be considered.
4. The quoted rates shall remain same throughout the tenure of the contract and no revision is permissible for any reason.
5. **Payment terms:** - Payment will be made in the following way:
 - 20% of the total payment shall be made via NEFT/RTGS after signing of MOU
 - 60% of the total payment shall be made via NEFT/RTGS on day 2 of event
 - 20% of the total payment shall be made via NEFT/RTGS after 2 days of successful organization of SABRANG 2024.

6. If the selected party tenderer is found to be fake, then the College has the right to forfeit EMD.
7. No branding of any third party shall be done on head ramp or fascia except college.
8. DJ to be organized on day 1.
9. College reserves the right to reschedule or cancel the event under unavoidable situations.
10. The college reserves right to exclude or include the performance of artists/performers 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).
11. The bid shall remain valid for acceptance for a period of 45 days from the date of signing of the MOU.
12. The bidder shall quote price separately for each part as specified in Financial Bid.
13. 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.
14. The quoted price shall be INCLUSIVE of GST and all other taxes (if applicable).
15. 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.
16. The institute also reserves the right of splitting the items within two or more contractors for placement of order.
17. 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.

Technical Bid**Events**

Event	Society
Inauguration	
Alpana /Rangoli Competition	Art Meisters
Art Competition – I	Art Meisters
Art Competition -2	Art Meisters
Encuesta – Quiz Competition	Quizzards
Sanskrit Shloka Recitation	Sanskritik Samiti
Vivechana – Hindi Debate Competition	Antardrishti
Picturesque -Photography Competition	Sharpshooters
Colloquium- English Debate Competition	Dialecticians
Symphony – Western Solo Singing Competition	Soprano Music Society
Madhurya - Indian Solo Singing Competition	Timbre Music Society
Acapella	Soprano Music Society
Vaaditra – Group Singing	Timbre Music Society
Inaayat - Nukkad Natak	Street Players
Jash-n-theatre – Drama Competition	Stage Players
Avatar- Fashion Show	Audaz
Nazaakat –Solo Indian Classical Dance	Riwayat
Mr. and Ms. Sabrang	
Cosmic Showdown-Western Solo Dance	D-Squad
Cosmic Showdown-Western Group Dance	D-Squad
Ruhaaniyat – Group Folk Dance	Riwayat
Dhwanify - western Solo Instrumental	Soprano Music Society
Battle of Bands – Western Band Competition	Timbre Music Society
Madvertainment (Film making competition)	Oculus

All the items given below for the above events are required for two days i.e. 14-15 March, 2024 in exact specifications

**SOUND & LIGHTING (Annexure 1)
MAIN-STAGE**

Frontend

- Line Array - 16 (IST DAY VERTEC 4889, 2ND DAY AS PER THE ARTISTS)
- Base - 12 (IST DAY VERTEC 4889, 2ND DAY AS PER THE ARTISTS)
- Monitor - 10 (IST DAY VERTEC 4889, 2ND DAY AS PER THE ARTISTS)
- Side fill - 8 (JBL/Rcf or Similar)
- Sound System
- In Ear Monitor synhesser - 10
- DI Units - 6
- Podium Mic - 2
- Corded mic kit - 12
- Mic stands - 12
- Cordless mic kit (Shure) - 6
- Vocal Mic - 4
- Vocal mic stand - 4
- Jack to Jack - 6
- Drum mic kit Shure (APR) - 8
- Drum Kit (Pearl / Tama)
- Drum Mic - 8
- Guitar amps - 3 (Marshall)
- Bass amp - 1 (Peavey / Fender / Haartke)
- Keyboard amp (Roland Kc 500)
- Pioneer (Nexus 2)
- DJM 900 NEXUS
- Sharpie (10 R) light - 30
- Pointies - 10
- Spots - 24
- RGBW Wash - 40
- 4 eyed Molefays 1kw each - 4
- Kit box levitates (4-8)
- Totem truss with spider legs for safety 12-18"- 4
- Lateral aluminum beams 12" - 4
- Smog machine/Smoke machine - 4
- LED Wall P4 only 500sq.ft.
- Truss box 4 side (72X58 size) for 4 days

Backend

- Digital mixer 62 channel –DiGico SD10/Soundcraft / Venue SC48 / Allen Health
- Gate compressor
- Effect rack
- All leads
- Crossovers - 3
- Digital light controller (Avolite Tiger Touch 2/ Pearl AVL Pro)
- Dimmer Packs
- Sound engineer
- Light engineer
- Clear coms – 4

AUDITORIUM

- Sound Top - 6 (srx series)
- Monitor - 4 JBL srx series
- Corded mic kit – 6
- Mic stands - 6
- Vocal Mic with stand - 9
- Mic - 8 (4 dynamic, 2 wireless, 2 unidirectional)
- Instrumental Mic - 3
- Instrumental Heads - 3
- Jack to jack for Vocal Mic - 2
- Guitar Cables - 2
- Cordless mic kit (Shure) – 2
- Digital mixer 18 channel – Soundcraft / Venue SC48 / Digico / Allen Health
- Effect rack
- All leads
- Sound engineer
- T Stand Light - 2
- PAR-CAN - 30
- Follow Spots - 10

CONFERENCE HALL

- Cordless mic kit (Shure) – 2
- Speaker
- Projector Screen
- Decoration with cloth
- Standee of the Sabrang poster

BCR – 2 days (11th and 12th March, 2024)

- Covering of BCR with black masking (Window, Walls, Stage Background, Multipurpose Hall and full carpeting)
- 150 Chairs
- Stage wings
- Setup for drama acts with LED lights, RGB Lights
- Sound System and Sound engineer
- T Stand Light - 2
- PAR-CAN - 10
- All Leads
- Digital Mixer- 16 channel
- Cordless Mic Kit - 2
- Arch gates- 2
- Gymnasium to Hall Gate Decoration (passage with full carpeting)

ZLT

- Sound System
- Unidirectional mic - 1
- Cables
- Vocal Mic with Vocal Mic Stand - 1
- Instrumentalists - 2
- Jack to Jack - 2
- Instrumental Stands - 2

PLT

- Podium - 2
- Mic - 2

IN FRONT OF LIBRARY (12th March, 2024)

- Sofa Set - 3
- Chairs - 30
- Draping in the form of Canopy (to cover the area from the sun heat)
- Water Dispenser with glasses - 1
- Full Carpeting in the whole area
- Mist fans - 2

MINIMUM TWO SELFIE BOOTHS (BIG BACKDROP - 15x10 FT) with a platform of 1.5 feet height

STAGE AND TENTING WORK

	DESCRIPTION	DAYS	SIZE/ NUMBERS	AREA
	EXTENDED RAMP	2	20X8 FEET	MAIN STAGE
	REGISTRATION DESK WITH COVERED TENT WITH 3 TABLE AND 8 CHAIRS	2		AT ENTRANCE NEAR BANK
	EXHIBITION TENT FOR PHOTO BOOTH STAGE	2	35X25 FEET	IN FRONT OF ADMINISTRATION WINDOWS
	DRAPING	2		IN FRONT OF ADMINISTRATION WINDOWS (COVER THE TENT TO AVOID SUN)
	STAGE WOODEN FRAME BLACKMASKING	2		MAIN STAGE
	DRAPING	2		SITTING IN FRONT OF MAIN STAGE (COVERED TO AVOID SUN)
	BENGALI CHUNNAT WORK FASCIA	2	100X60 FEET	THEME COLOURS DRAPES MAINSTAGE
	CARPET ON STAGE GREY ONLY	2	72X58 FEET	MAIN STAGE
	STAGE COVERING	2	72X58 FEET	THEME COLOURS DRAPES MAINSTAGE
	DRAPING	2	60 FEET	IN AUDITORIUM
	DRAPING	2	140 FEET	IN BCR
	DRAPING	2	80 FEET	OFFICE GATE
	DRAPING	2	130 FEET	NEAR GARDEN AREA
	VIP SOFA (IN GOOD CONDITION)	2	60	120 PEOPLE SEATING COUNTED
	VIP TABLE	2	10	-
	CHAIRS WITH COVER	2	500	MAIN STAGE
	CARPETING UNDER SOFA AND CHAIR	2	3000 SQ FEET	RED – MAIN STAGE, FOR WHOLE GROUND

	PEDESTALS, MIST FANS / COOLERS	2	16	MAIN STAGE 6 FRONT OF MAIN STAGE 10
	MATS (Long Rectangular Red Carpet with proper Tapping)	2	1500 SQ FEET	NEW RED - MAIN GATE TO MAINSTAGE
	CARPET	2	500 SQ FEET	IN BCR
	BLACK SIDE WINGS	2	6	IN BCR
	SETUP FOR EXHIBITION AT FRONT LAWN NEAR ENTRY (in front of Administration Office) 5 chairs and tables for display	2		COVERED WITH DRAPES TO AVOID SUN
	SOFT BOARDS FOR EXHIBITION AT FRONT LAWN NEAR ENTRY (in front of Administration Office)	2	4 (7X3 FEET)	
	PVC STALL PARTITION WALLS TO PUT UP ARTWORKS	2	8 (7X3 FEET)	AT FRONT LAWN NEAR ENTRY (in front of Administration Office)
	SET UP FOR PRIZE AND CERTIFICATE DISTRIBUTION AREA Chairs: 8 and Tables:3	2	1(15X15 FEET)	COVERED WITH TENT IN FORM OF A BOOTH AND ALSO COVER TO AVOID SUN
	STALLS - 2 TABLE AND 2 CHAIR EACH STALL WITH POWER POINT AND LIGHT	2	15 (15X15 FEET) 10 (7.5x 7.5 FEET)	GROUND GROUND/FRONT OF LIBRARY/NCC GROUND
	BLACK STALL AND TWO SOFT LIGHTS AND DRAPPING TABLES FOR DISPLAY AND CHAIRS	2	35X25 FEET 6	PHOTOGRAPHY SOCIETY EXHIBITION (IN FRONT OF ADMINISTRATION)
	GREEN ROOM WITH TABLE CHAIRS, LIGHTS - NEAR EACH STAGE	2	4 (10X10) FEET	MAIN STAGE
	TRUSS WITH DRAPING AND COLOURED LIGHTS	2	30X30 FEET	COLLEGE GATE
	TRUSS WITH DRAPING	2	30X30 FEET	NEAR GARDEN AREA
	TRUSS WITH DRAPING	2	30X30 FEET	OUTSIDE BCR ROOM
	MAYPOLE DRAPING	2	100X45 FEET	OUTSIDE LIBRARY
	SIDE LOUNGES WITH CARPET	2	60X60 FEET	MAIN STAGE
	BLACK MASKING	2	2000 FEET	MAIN STAGE AREA

DECOR

	THICK CUT FLOWERS BORDERON COMPLETE FASCIA AND DRAPING DESIGN GULDAVARI, ZERBRA, BABY BREATHETC	2	450 FEET	MAIN STAGE, AUDITORIUM, BCR, OFFICE GATE, MAIN GATE, ENTRANCE GATE, CONFERENCE HALL
	FLOWERS PETALS	2	15 KG	FOR RANGOLI
	FLOWERS FOR LAMP	2	10 KG	DÉCOR
	GULDAVRI AND ROSE GARLANDS (4 FEET)			2 FOR IDOLS
	RICE LIGHT	2	1000	BEFORE START SABRANG WHOLE COLLEGE
	LED PAR CAN LIGHT DÉCOR	2	150	BEFORE START SABRANG WHOLE COLLEGE
	CCTV	2	20	AS REQUIRED

PRINTING

	FLEX (STAR)	2	4*20 - 2PEC	COLLEGE BUILDING
	BACKDROP	2	20*10	PHOTO BOOTH
	INFORMATION BOARD ENTRY	2	10*10	
	CERTIFICATES	2	500 each day	300 GSM PAPER
	TROPHIES	2	100 (TOTAL)	
	BOOKLETS PRINTING	2	100	300 GSM PAPER
	VOLUNTEER CARDS WITH LANYARD	2	250	300 GSM PAPER
	ENTRY PASSES	2	300	300 GSM PAPER
	REFRESHMENT COUPON	2	500 (EACH DAY)	300 GSM PAPER
	LED WALL FLYER DESIGN	2	APR	DIGITAL
	PROFESSIONAL GRAPHIC DESIGNER		2	FOR 7 DAYS
(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
SET OF LIVE BROADCASTING WITH SOUND AND VIDEO CARD - MAIN STAGESET OF BROADCASTING FOR FACEBOOK AND YOUTUBE				
	PHOTOGRAPHY CANDID ANDTRADITIONAL	2+3	-	ALL EVENTS - 4 VENUE
	VIDEOGRAPHY	2+3		ALL EVENTS - 4 VENUE
	DRONE VIDEOGRAPHY	2	2	COLLEGE EVENTS AND WHOLEDAY MAIN STAGE
	EDITING 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
	LOW FOG DURING	2		VARIOUS EVENTS
	1000WATT GERMAN WATER BASESDHAZER	2	2	
	CO2 JET	2	6 PAIR	45KG EACH CYLINDER
	CONFETTI BLASTER JUMBO	2	20 CUES	
	40-WATT LAZERS LIGHT	2	4	MAIN STAGE

SECURITY

	MOJO BARRICADING LAYERING	2	1250 SQ FT	
	BOUNCERS	2	30	

	GENSET SILENT	2	1	125KV 10 HOURS RUNNING
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Artist

FIRST DAY – 14th March, 2024

- 1. AJAY HOODA**

SECOND DAY – 15th March, 2024

- 1. MANKIRT AULAKH**
- 2. KING**
- 3. JUBIN NAUTIYAL**

***Please note that the performers and artists must not use any obscene words during their performances**

Note: The bidders/vendors are requested to go through the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions/ furnishing wrong information in this tender document may disqualify the bidders/vendors for the tender exercise. Incomplete tenders/amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

(On the Company's Letter Head)

FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder)

To,

Dear Sir/Madam,

I submit the Price Bid for **SABRANG 2024 at Deshbandhu 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 -2) inclusive of all applicable taxes.

I hereby declare that price quoted in the Financial Bid are of the **SABRANG 2024 at DESHBANHU 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

Financial Bid

(On the Firm/Company Letter Head)

**SOUND & LIGHTING
MAIN-STAGE**

Frontend

- **Line Array - 16 (IST DAY VERTEC 4889, 2ND DAY AS PER THE ARTISTS)**
- **Base - 12 (IST DAY VERTEC 4889, 2ND DAY AS PER THE ARTISTS)**
- **Monitor - 10(IST DAY VERTEC 4889, 2ND DAY AS PER THE ARTISTS)**
- **Side fill - 8 (JBL/Rcf or Similar)**
- **Sound System**
- **In Ear Monitor synhesser - 10**
- **DI Units - 6**
- **Podium Mic - 2**
- **Corded mic kit -12**
- **Mic stands - 12**
- **Cordless mic kit (Shure) - 6**
- **Vocal Mic - 4**
- **Vocal mic stand - 4**
- **Jack to Jack - 6**
- **Drum mic kit Shure (APR) - 8**
- **Drum Kit (Pearl / Tama)**
- **Drum Mic - 8**
- **Guitar amps - 3 (Marshall)**
- **Bass amp - 1 (Peavey / Fender / Haartke)**
- **Keyboard amp (Roland Kc 500)**
- **Pioneer (Nexus 2)**
- **DJM 900 NEXUS**
- **Sharpie (10 R) light - 30**
- **Pointies - 10**
- **Spots - 24**
- **RGBW Wash - 40**
- **4 eyed Molefays 1kw each - 4**
- **Kit box levitates (4-8)**
- **Totem truss with spider legs for safety 12-18"- 4**
- **Lateral aluminum beams 12" - 4**
- **Smog machine/Smoke machine - 4**
- **LED Wall P4 only 500sq.ft.**
- **Truss box 4 side (72X58 size) for 4 days**

Backend

- **Digital mixer 62 channel –DiGico SD10/Soundcraft / Venue SC48 / Allen Health**
- **Gate compressor**
- **Effect rack**
- **All leads**
- **Crossovers - 3**
- **Digital light controller (Avolite Tiger Touch 2/ Pearl AVL Pro)**
- **Dimmer Packs**
- **Sound engineer**
- **Light engineer**
- **Clear coms – 4**

AUDITORIUM

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- **Mic stands - 6**
- **Vocal Mic with stand - 9**
- **Mic - 8 (4 dynamic, 2 wireless, 2 unidirectional)**
- **Instrumental Mic - 3**
- **Instrumental Heads - 3**
- **Jack to jack for Vocal Mic - 2**
- **Guitar Cables - 2**
- **Cordless mic kit (Shure) – 2**
- **Digital mixer 18 channel – Soundcraft / Venue SC48 / Digico / Allen Health**
- **Effect rack**
- **All leads**
- **Sound engineer**
- **T Stand Light - 2**
- **PAR-CAN - 30**
- **Follow Spots - 10**

CONFERENCE HALL

- **Cordless mic kit (Shure) – 2**
- **Speaker**
- **Projector Screen**
- **Decoration with cloth**
- **Standee of the Sabrang poster**

BCR – 2 days (11th and 12th March, 2024)

- **Covering of BCR with black masking (Window, Walls, Stage Background, Multipurpose Hall and full carpeting)**
- **150 Chairs**
- **Stage wings**
- **Setup for drama acts with LED lights, RGB Lights**
- **Sound System and Sound engineer**
- **T Stand Light - 2**
- **PAR-CAN - 10**
- **All Leads**
- **Digital Mixer- 16 channel**
- **Cordless Mic Kit - 2**
- **Arch gates- 2**
- **Gymnasium to Hall Gate Decoration (passage with full carpeting)**

ZLT

- **Sound System**
- **Unidirectional mic - 1**
- **Cables**
- **Vocal Mic with Vocal Mic Stand - 1**
- **Instrumentalists - 2**
- **Jack to Jack - 2**
- **Instrumental Stands - 2**

PLT

- **Podium - 2**
- **Mic - 2**

IN FRONT OF LIBRARY (12th March, 2024)

- **Sofa Set - 3**
- **Chairs - 30**
- **Draping in the form of Canopy (to cover the area from the sun heat)**
- **Water Dispenser with glasses - 1**
- **Full Carpeting in the whole area**
- **Mist fans - 2**

MINIMUM TWO SELFIE BOOTHS (BIG BACKDROP - 15x10 FT) with a platform of 1.5 feet height

STAGE AND TENTING WORK

	DESCRIPTION	DAYS	SIZE/ NUMBERS	AREA
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	DRAPING	2		IN FRONT OF ADMINISTRATION WINDOWS (COVER THE TENT TO AVOID SUN)
	STAGE WOODEN FRAME BLACKMASKING	2		MAIN STAGE
	DRAPING	2		SITTING IN FRONT OF MAIN STAGE (COVERED TO AVOID SUN)
	BENGALI CHUNNAT WORK FASCIA	2	100X60 FEET	THEME COLOURS DRAPES MAINSTAGE
	CARPET ON STAGE GREY ONLY	2	72X58 FEET	MAIN STAGE
	STAGE COVERING	2	72X58 FEET	THEME COLOURS DRAPES MAINSTAGE
	DRAPING	2	60 FEET	IN AUDITORIUM
	DRAPING	2	140 FEET	IN BCR
	DRAPING	2	80 FEET	OFFICE GATE
	DRAPING	2	130 FEET	NEAR GARDEN AREA
	VIP SOFA (IN GOOD CONDITION)	2	60	120 PEOPLE SEATING COUNTED
	VIP TABLE	2	10	-
	CHAIRS WITH COVER	2	500	MAIN STAGE
	CARPETING UNDER SOFA AND CHAIR	2	3000 SQ FEET	RED – MAIN STAGE, FOR WHOLE GROUND

	PEDESTALS, MIST FANS / COOLERS	2	16	MAIN STAGE 6 FRONT OF MAIN STAGE 10
	MATS (Long Rectangular Red Carpet with proper Tapping)	2	1500 SQ FEET	NEW RED - MAIN GATE TO MAINSTAGE
	CARPET	2	500 SQ FEET	IN BCR
	BLACK SIDE WINGS	2	6	IN BCR
	SETUP FOR EXHIBITION AT FRONT LAWN NEAR ENTRY (in front of Administration Office) 5 chairs and tables for display	2		COVERED WITH DRAPES TO AVOID SUN
	SOFT BOARDS FOR EXHIBITION AT FRONT LAWN NEAR ENTRY (in front of Administration Office)	2	4 (7X3 FEET)	
	PVC STALL PARTITION WALLS TO PUT UP ARTWORKS	2	8 (7X3 FEET)	AT FRONT LAWN NEAR ENTRY (in front of Administration Office)
	SET UP FOR PRIZE AND CERTIFICATE DISTRIBUTION AREA Chairs: 8 and Tables:3	2	1(15X15 FEET)	COVERED WITH TENT IN FORM OF A BOOTH AND ALSO COVER TO AVOID SUN
	STALLS - 2 TABLE AND 2 CHAIR EACH STALL WITH POWER POINT AND LIGHT	2	15 (15X15 FEET) 10 (7.5x 7.5 FEET)	GROUND GROUND/FRONT OF LIBRARY/NCC GROUND
	BLACK STALL AND TWO SOFT LIGHTS AND DRAPPING TABLES FOR DISPLAY AND CHAIRS	2	35X25 FEET 6	PHOTOGRAPHY SOCIETY EXHIBITION (IN FRONT OF ADMINISTRATION)
	GREEN ROOM WITH TABLE CHAIRS, LIGHTS - NEAR EACH STAGE	2	4 (10X10) FEET	MAIN STAGE
	TRUSS WITH DRAPING AND COLOURED LIGHTS	2	30X30 FEET	COLLEGE GATE
	TRUSS WITH DRAPING	2	30X30 FEET	NEAR GARDEN AREA
	TRUSS WITH DRAPING	2	30X30 FEET	OUTSIDE BCR ROOM
	MAYPOLE DRAPING	2	100X45 FEET	OUTSIDE LIBRARY
	SIDE LOUNGES WITH CARPET	2	60X60 FEET	MAIN STAGE
	BLACK MASKING	2	2000 FEET	MAIN STAGE AREA

DECOR

THICK CUT FLOWERS BORDERON COMPLETE FASCIA AND DRAPING DESIGN GULDAVARI, ZERBRA, BABY BREATHETC	2	450 FEET	MAIN STAGE, AUDITORIUM, BCR, OFFICE GATE, MAIN GATE, ENTRANCE GATE, CONFERENCE HALL
FLOWERS PETALS	2	15 KG	FOR RANGOLI
FLOWERS FOR LAMP	2	10 KG	DÉCOR
GULDAVRI AND ROSE GARLANDS (4 FEET)			2 FOR IDOLS
RICE LIGHT	2	1000	BEFORE START SABRANG WHOLE COLLEGE
LED PAR CAN LIGHT DÉCOR	2	150	BEFORE START SABRANG WHOLE COLLEGE
CCTV	2	20	AS REQUIRED

PRINTING

	FLEX (STAR)	2	4*20 - 2PEC	COLLEGE BUILDING
	BACKDROP	2	20*10	PHOTO BOOTH
	INFORMATION BOARD ENTRY	2	10*10	
	CERTIFICATES	2	500 each day	300 GSM PAPER
	TROPHIES	2	100 (TOTAL)	
	BOOKLETS PRINTING	2	100	300 GSM PAPER
	VOLUNTEER CARDS WITH LANYARD	2	250	300 GSM PAPER
	ENTRY PASSES	2	300	300 GSM PAPER
	REFRESHMENT COUPON	2	500 (EACH DAY)	300 GSM PAPER
	LED WALL FLYER DESIGN	2	APR	DIGITAL
	PROFESSIONAL GRAPHIC DESIGNER		2	FOR 7 DAYS
(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
SET OF LIVE BROADCASTING WITH SOUND AND VIDEO CARD - MAIN STAGESET OF BROADCASTING FOR FACEBOOK AND YOUTUBE				
	PHOTOGRAPHY CANDID ANDTRADITIONAL	2+3	-	ALL EVENTS - 4 VENUE
	VIDEOGRAPHY	2+3		ALL EVENTS - 4 VENUE
	DRONE VIDEOGRAPHY	2	2	COLLEGE EVENTS AND WHOLEDAY MAIN STAGE
	EDITING 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
	LOW FOG DURING	2		VARIOUS EVENTS
	1000WATT GERMAN WATER BASESDHAZER	2	2	
	CO2 JET	2	6 PAIR	45KG EACH CYLINDER
	CONFETTI BLASTER JUMBO	2	20 CUES	
	40-WATT LAZERS LIGHT	2	4	MAIN STAGE

SECURITY

	MOJO BARRICADING LAYERING	2	1250 SQ FT	
	BOUNCERS	2	30	

	GENSET SILENT	2	1	125KV 10 HOURS RUNNING
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Artist

FIRST DAY – 14th March, 2024

2. AJAY HOODA

SECOND DAY – 15th March, 2024

4. MANKIRT AULAKH

5. KING

6. JUBIN NAUTIYAL

***Please note that the performers and artists must not use any obscene words during their performances**

Note: The bidders/vendors are requested to go through the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions/ furnishing wrong information in this tender document may disqualify the bidders/vendors for the tender exercise. Incomplete tenders/amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

Other Terms and conditions:

1. The prices shall be quoted in Indian Rupees only.
2. The rates will be inclusive of all taxes, fee, levies, etc. and any revision in the statutory taxes, fees, etc.
3. In case of any discrepancy/difference in the amounts indicated in figures and words, the amount in words will prevail and will be considered.
4. The quoted rates shall remain same throughout the tenure of the contract and no revision is permissible for any reason.
5. **Payment terms:** - Payment will be made in the following way:
 - 20% of the total payment shall be made via NEFT/RTGS after signing of MOU
 - 60% of the total payment shall be made via NEFT/RTGS on day 2 of event
 - 20% of the total payment shall be made via NEFT/RTGS after 2 days of successful organization of SABRANG 2024.
6. If the selected party Tenderer is found to be fake, then the College has the right to forfeit EMD
7. No branding of any third party shall be done on head ramp or fascia except college.
8. DJ to be organized on day 1.
9. College reserves the right to reschedule or cancel the event under covid restrictions.
10. 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).
11. The bid shall remain valid for acceptance for a period of 45 days from the date of signing of the MOU.
12. The bidder shall quote price separately for each part as specified in Financial Bid.
13. 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.
14. The quoted price shall be INCLUSIVE of GST and all other taxes (if applicable).
15. 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.
16. The institute also reserves the right of splitting the items within two or more contractors for placement of order.
17. 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.

Authorized Signatory

(Signature of Authorized Person)

CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH TECHNICAL AND FINANCIAL BID

Bidder is required to fill-up this checklist and enclose along with the envelope containing the Technical Bid

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.	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		
14.	EARNST MONEY DD DETAIL		
15.	AUTHORIZATION LETTER TO SUBMIT BID		
16.	DULY AUTHENTICATED PROOF OF ITEMS MENTIONED IN THE TECHNICAL CONDITIONS		
17.	FINANCIAL BID		
18.	FINANCIAL BID UNDERTAKING		