

**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 4<sup>th</sup> and 5<sup>th</sup> April, 2024. The sealed tender super-scribed as "**Sealed Tender for SABRANG 2024**" along with technical and financial bid in separate envelopes must reach the office in the name of - The Principal, Deshbandhu College, Kalkaji, New Delhi - 110019.
2. The schedule for **SABRANG 2024** is as under:

Publication Date	01.03.2024
Bid Submission Start Date	01.03.2024
Bid Submission End Date	09.03.2024 till 5 p.m.
Bid Opening Date (Technical)	11.03.2024 at 10.00 a.m.
Presentation Date	11.03.2024 at 1:30 p.m.
Bid Opening Date (Financial)	12.03.2024 at 10 a.m.

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. **Bids should be submitted in hard copy otherwise bids 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 favour of **Principal, Deshbandhu College**. A scanned copy of both is to be uploaded online and Hard Copy of the same must be sent to the 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.

**Note\* Those who have submitted the tender fee in the earlier bid dated 07.02.2024 are exempted from the same after attaching the proof.**

PRINCIPAL

**KINDLY NOTE: -**

**The proposals for Sabrang 2024 are required to furnish the 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/ Private University in last 2 years. Attach MOU's for the same.**
- B. Also at least 3 MOUs of Government Institutions (preferably Delhi University) / Central/State/UT/ Department/ Private University (having event production or artist) worth 10 lacs (each) in the last 3 years. Attach MOU's for the same.**
- C. The firms must provide valid experience certificates of the last three years in table form along with proof. The documents can be verified by the College/ Committee at any time for further validation. In case of the usage of any forged document the bid is liable to be cancelled any time and the responsible bidder will be blacklisted by the College/ University.**
- D. An undertaking (Self-certificate) that the agency hasn't been blacklisted by a Central/State/UT Government/ Private University/ Institutions and there has been no litigation with any government department on account of IT services should be submitted.**
- 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 of Rs. 30 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 bidders are required to make a presentation of approximately 7-10 minutes before the Committee at 1: 30 p.m. on 11.03.2024 in the College. The Committee reserves right to cancel any tender based on the presentation of the bidder.**

**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:
  - 30% 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
  - 10% 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. Complementary DJ to be organized on Day 1.
- 9. College reserves all rights to reschedule/cancel the event under unavoidable situations.**
10. College reserves all rights to change/amend any of the given clauses in the tender document.
11. The College reserves the 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).
12. The bid shall remain valid for acceptance for a period of 45 days from the date of signing of the MOU.
13. The bidder shall quote price separately for each part as specified in Financial Bid.
14. 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.
15. The quoted price shall be INCLUSIVE of GST and all other taxes (if applicable).
16. 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.
17. The Institute also reserves the right of splitting the items within two or more contractors for placement of order.
18. 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.
19. The bidder (after the award of work should submit 10% amount as a security deposit of the total awarded work in the form of Demand Draft.
20. Preference will be given to the bidder offering higher sponsorship.

**Technical Bid****Events**

<b>Event</b>	<b>Society</b>
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. 4-5 April, 2024 in exact specifications except wherever mentioned as per the required days

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

### Frontend

- Line Array - 16 (IST DAY VERTEC 4889, 2<sup>ND</sup> DAY AS PER THE ARTISTS)
- Base - 12 (IST DAY VERTEC 4889, 2<sup>ND</sup> DAY AS PER THE ARTISTS)
- Monitor – 10 IST DAY VERTEC 4889, 2<sup>ND</sup> DAY AS PER THE ARTISTS)
- Side fill (JBL/Rcf or Similar) 4, Centre fill 2
- In Ear Monitor synthesiser as per the requirement of the artist
- DI Units - 6
- Podium Mic - 2
- Corded mic kit -12
- Mic stands - 12
- Cordless mic kit (Shure) - 4
- Vocal Mic - 4
- Vocal mic stand - 4
- Jack to Jack – As per the requirement
- Drum mic kit Shure (APR) - 8
- Drum Kit (Pearl / Tama) for both days
- Drum Mic kit
- Guitar amps - 3 (Marshall)
- Bass amp - 1 (Peavey / Fender / Haartke)
- Keyboard amp (Roland Kc 500)
- Pioneer (Nexus 2)- 2
- DJM NX2
- Sharpie (10 R) light - 24
- Pointies - 10
- Spots - 24
- RGBW Wash - 40
- 4 eyed Molefays 1kw each - 4
- Kit box levitates (4-8)
- Smog machine/Smoke machine - 2
- LED Wall 400sq.ft. (P3)
- Truss box 4 side (60X40 size) for 2 days
- Laser light -2 (40 watts) **as per Artist on day 2**
- 01 Flicker - 6
- Strobes - 6

## **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

## **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 (with 6 LED each)

## **CONFERENCE HALL**

- Decoration with cloth
- Standee of the Sabrang poster (2)

**BCR (2<sup>nd</sup> and 3<sup>rd</sup> April 2024)**

- Covering of BCR with black masking (Window, Walls, Stage Background, Multipurpose Hall and full carpeting)
- 50 Chairs
- Stage wings
- Setup for drama acts with LED lights, RGB Lights
- Sound System and Sound engineer
- T Stand Light - 2
- 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 2 Top
- Unidirectional mic - 1
- Cables
- Vocal Mic with Vocal Mic Stand - 1
- Instrumentalists - 2
- Jack to Jack - 2
- Instrumental Stands - 2

**PLT**

- Mic – 2
- 2 Speaker JBL(RCF) amplifier -

**IN FRONT OF LIBRARY (3<sup>rd</sup> April 2024)**

- Sofa Set - 5
- Chairs - 30
- Thick Draping in the form of Canopy with dense colorful cloth (to cover the area from the sun heat)
- Full Carpeting in the whole area
- Mist fans - 06

**MINIMUM TWO SELFIE BOOTHS (BIG BACKDROP - 8x8 FT) with a platform of 1.5 feet height****.STAGE AND TENTING WORK**

	<b>DESCRIPTION</b>	<b>DAYS</b>	<b>SIZE/ NUMBERS</b>	<b>AREA</b>
	EXTENDED RAMP	2	16X8 FEET	MAIN STAGE
	REGISTRATION DESK WITH COVERED TENT WITH 3 TABLE AND 8 CHAIRS	2		AT ENTRANCE NEAR BANK
	DRAPING	2		IN FRONT OF ADMINISTRATION WINDOWS (COVER THE TENT TO AVOID SUN)
	STAGE BLACKMASKING	2		MAIN STAGE
	DRAPING SHADE ALL OVER COVERING THE GROUND	2		SITTING IN FRONT OF MAIN STAGE (COVERED TO AVOID SUN AND TWO SIDES OF THE GROUND )
	CARPET ON STAGE GREY	2	72X58 FEET	MAIN STAGE
	STAGE COVERING	2	60X40 FEET	THEME COLOURS DRAPES MAINSTAGE
	DRAPING	2		IN AUDITORIUM
	DRAPING	2		IN BCR
	DRAPING	2		OFFICE GATE
	DRAPING	2	300 FEET Appx.	NEAR GARDEN AREA
	VIP SOFA (IN GOOD CONDITION)	2	50	
	VIP TABLE	2	10	-
	CHAIRS WITH COVER	2	300	MAIN STAGE



CARPETING UNDER SOFA AND CHAIR AND IN FRONT OF STAGE	2		
JUMBOO COOLERS	2	6	MAIN STAGE AND IN SITTING AREA
MIST FANS	2	20	MAIN STAGE, IN FRONT OF LIBRARY, AND FRONT AREA OF MAIN STAGE
MATS (Long Rectangular Red Carpet with proper Taping)	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 COLOURED DRAPES TO AVOID SUN
SOFT BOARDS FOR EXHIBITION AT FRONT LAWN NEAR ENTRY (in front of Administration Office)	2	4 (7X3 FEET)	
COVERED STALLS WITH TABLES 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 IN MAIN GROUND
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	36X18 FEET  6	PHOTOGRAPHY SOCIETY EXHIBITION (IN FRONT OF ADMINISTRATION)
GREEN ROOM WITH TABLE CHAIRS, LIGHTS - NEAR STAGE	2	2 (10X10) FEET	MAIN STAGE
TRUSS WITH DRAPING AND COLOURED LIGHTS	2	20X15 FEET	COLLEGE GATE
TRUSS WITH DRAPING	2	30X30 FEET	NEAR GARDEN AREA
TRUSS WITH DRAPING	2	12X10 FEET	OUTSIDE BCR ROOM
MAYPOLE DRAPING	2	30X30 FEET	OUTSIDE LIBRARY

	2 SIDE LOUNGES WITH CARPET	2	36X18 FEET	MAIN STAGE (BOTH SIDES)
	BLACK MASKING	2	1100 FEET	MAIN STAGE AREA
	EXTRA LARGE UMBRELLA FOR SITTING AREA	2	6	MAIN STAGE AND SITTING AREA

**DECOR**

	THICK CUT FLOWERS BORDER ON COMPLETE FASCIA AND DRAPING DESIGN (ORCHIDS, ROSES, CARNATIONS, LILLIES, JASMINE GULDAVARI, ZERBRA, BABY BREATHE TC, MARIGOLD, ETC.)	1	FLOWER DÉCOR OF 60 FT ON MAIN STAGE, MARIGOLD HEAVY DÉCOR ON GATE 20 FEET X 10 FEET, CUT FLOWER DÉCOR AND MARIGOLD STRINGS ON PODIUMS ON STAGE	MARIGOLD STRINGS IN AUDITORIUM, BCR, OFFICE GATE, CONFERENCE HALL ETC.
	FLOWERS PETALS	1	15 KG	FOR RANGOLI
	FLOWERS FOR LAMP	1	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	100	BEFORE START SABRANG WHOLE COLLEGE
	CCTV	2	20	AS REQUIRED

## **PRINTING**

	FLEX (STAR)	2	4*20 - 2PEC	COLLEGE BUILDING
	INFORMATION BOARD ENTRY	2	10*10	
	CERTIFICATES	2	1000	300 GSM PAPER
	TROPHIES	2	90 (TOTAL)	30 LARGE, 30 MEDIUM AND 30 SMALL
	BOOKLETS PRINTING	2	50	300 GSM PAPER
	VOLUNTEER CARDS WITH LANYARD	2	250	300 GSM PAPER
	ENTRY PASSES	2	300	300 GSM PAPER
	REFRESHMENT COUPON	2	1500	300 GSM PAPER
	PROFESSIONAL GRAPHIC DESIGNER(COMPLEMENTARY)	-	-	FOR 7 DAYS
(ALL ITEMS DESIGN CONFIRM BY COLLEGE)				

(Annexure-4)

## **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 STAGE SET OF BROADCASTING FOR FACEBOOK AND YOUTUBE				
	PHOTOGRAPHY CANDID AND TRADITIONAL	2	1+1	ALL EVENTS - 4 VENUE
	VIDEOGRAPHY AND CINEMATOGRAPHER	2	1+1	ALL EVENTS - 4 VENUE
	DRONE VIDEOGRAPHY	2	01	COLLEGE EVENTS AND WHOLEDAY MAIN STAGE
	EDITING OF RAW DATA	2		
	AFTER SHOW REEL AND DATA	2		

**CEREMONY EFFECTS**

	ELECTRIC CONFETTI	2	6	ON INAUGURATION
	ELECTRIC CONFETTI	2	6	ON EVENT CONCLUSION
	ELECTRIC SPARKLE	2	6	ON INAUGURATION
	ELECTRIC SPARKLE	2	6	ON EVENT CONCLUSION
	LOW FOG DURING	2		VARIOUS EVENTS
	CO2 JET	2	6 PAIR	45KG EACH CYLINDER

**SECURITY**

	MOJO BARRICADING LAYERING	2	1250 SQ FT	
	BOUNCERS	2	30	10 BOUNCERS FOR FIRST DAY 20 BOUNCERS ON DAY 2

	GENSET SILENT	2	1	125KV FOR BACK UP
	GENSET FOR ARTIST	01		AS PER TECH READER OF ARTIST

## Artist

**FIRST DAY – 4<sup>th</sup> APRIL, 2024**

- 1. COMPLEMENTARY DJ OF GOOD REPUTE**

**SECOND DAY – 5<sup>th</sup> APRIL, 2024**

- 1. VISHAL MISHRA**
- 2. JUBIN NAUTIYAL**
- 3. AMIT TRIVEDI**
- 4. PAPON**
- 5. ANY OTHER BOLLYWOOD SINGER OF SIMILAR STATURE**

**\*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 Bid, (Annexures) 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

**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 ANNEXURES		
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		