



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 2023. The sealed tender super-scribed as "Sealed Tender for SABRANG 2023" 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 2023 is as under:

Publication Date	06.01.2023
Bid Submission Start Date	06.01.2023
Bid Submission End Date	19.01.2023 UPTO 12: 30 PM
Bid Opening Date	20.01.2023 At 01:30 PM

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.

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

Tender fee of Rs.1000/- (Non-Refundable) and Earnest Money of Rs. 50,000/- (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, or before last date. If, hard copy of the EMD and Fees is not received during that period, the tender will be summarily rejected.

Rejiv Aggarwal

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 atleast 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, 2023 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 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 at Time :.....on Date:.....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
- 70% 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 2023.

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. Band and DJ /Performer to be organized on day 2

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.

Technical Bid

Events:

Event	Society
Inauguration	
Alpana /Rangoli Competition	
Art Competition - 1	Art Meisters
Art Competition -2	Art Meisters
Encuesta – Quiz Competition	Quizzards
Sanskrit Shloka Recitation	Sanskritik Samiti
Vivechana – Hindi Debate Competition	Antardrishti
Photography Competition	Sharpshooters
Colloquium- English Debate Competition	Dialecticians
Symphony – Western Solo Singing Competition	Timbre and Soprano Music Society
Madhurya - Indian Solo Singing Competition	Timbre and Soprano Music Society
Vaaditra – Group Singing	Timbre and Soprano Music Society
Inaat - Nukkad Natak	Street Players
Jash-n-theatre – Drama Competition	Stage Players
Avatar- Fashion Show	Audaz
Nazaakat –Solo Indian Classical Dance	Riwayat
Mr. ans 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	Timbre and Soprano Music Society
Battle of Bands – Western Band Competition	Timbre and Soprano Music Society

All the items given below for the above events are required for two days i.e. 10-11 February, 2023 in exact specifications

SOUND & LIGHTING MAIN-STAGE

Frontend

- Line Array-16 (Outline GTO / JBL Vertec 4889/ Adamson E12 / Bose / TTL 55A/D&B KSL)
- Base-12 (Same series as above)
- Monitor-6(L,ACOUSTICS or similar)
- Side fill- 4 (JBL/Rcf or Similar)
- In Ear Monitor synhesser (6)
- DI Units (6)
- Podium Mic 2
- Corded mic kit – 12
- Mic stands 12
- Cordless mic kit (Shure) – 2
- Drum mic kit Shure
- Drum Kit (Pearl / Tama)
- Guitar amp Haartke / Marshall / Fender
- Bass amp (Peavey / Fender / Haartke)
- Keyboard amp (Roland Kc 500)
- Pioneer (Nexus 2)
- DJM 900 NEXUS
- Sharpie (10 R) light-24
- Pointies 2
- Spots – 24
- RGBW Wash 24
- 4 eyed Molefays 1kw each- 4
- Kit box levitates (4-8)
- Totem truss with spider legs for safety 12-18”- 4
- Lateral aluminium beams 12” - 4
- Smog machine

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
- 4 clearcoms

AUDITORIUM

- Sound Top 4 (Rcf / Jbl)
- Monitor-4(L-ACOUSTICS or similar)
- Corded mic kit – 6
- Mic stands 6
- Cordless mic kit (Shure) – 2
- Digital mixer 18 channel – Soundcraft / Venue SC48 / Digico / Allen Health
- Effect rack
- All leads
- Sound engineer

BCR

- Setup for drama acts with LED lights
- Covering of BCR with black masking
- 150 Chairs

STAGE FABRICATION & DECOR

- Stage fabrication and masking (theme colours drapes, Bengali chunnat work fascia) -(60ft x 45ft)
- Extended ramp-16ft x 8 ft
- Thick Cut flowers border on complete fascia 60feet stage (Guldavri, Zerbra, Baby breath etc)
- Carpet on stage and taping
- Stage covering with theme colour drapes, Bengali chunnat work if needed.
- Backdrop framing and masking with flex
- LED WALL (600SQFT) both the days
- Flowers decoration in auditorium
- Draping in auditorium
- Draping carpeting in BCR (Two days prior to Sabrang for three days)
- Draping at Amphitheatre/ Near New Block Stairs
- Flowers decoration in BCR
- Mojo barricading layering 400 rft
- Flower petals 5kg for rangoli
- Flowers for lamp decoration
- One small stage of 12*12 feet on 1.5 feet height with backdrop near library

BACKDROP & PRINTING

- 20 BY 10 - 1 Main backdrop
- 10 BY 10 -2 side wings with framing and printing
- LED Wall (screen) on final day 20x10
- Information board at entry 8ft x 8ft
- 500 certificates
- 50 booklets printing, E-posters designing
- Volunteer cards 200

CAMERA & BROADCASTING

- 1 SET OF Sound output
- 1 SET OF Video OUTPUT
- 1 SET OF Live broadcasting with sound and video card
- Photography candid and traditional
- Videography of main stage
- Drone videography
- Editing of raw data
- After show reel and data
- Sets of broadcasting for Facebook and YouTube

TENTING & SITTING

- 50 sofas-vip (100 people seating counted)
- Green rooms-4 (10ft x 10ft) with tables and chairs, lights (2 near main stage and two near small stage)
- VIP tables 6
- Chairs with cover-300
- Pedestal Fans -10
- Carpeting under sofa /carpeting of whole ground
- Back Stage Carpeting
- Drapes on sides in college campus near entry, garden area, main stage entry area
- Setup for exhibition at front lawn near entry
- Drapes on main gate
- Photobooth for College Branding
- 15 stalls with 30 tables

CEREMONY EFFECTS

- Electric confetti on inauguration – 10
- Electric confetti on event conclusion – 10
- Electric sparkle on inauguration – 10
- Electric sparkle on event conclusion – 10
- Low fog during various events

GENSET SILENT -125 KV

Artist

Band and DJ

- Euphoria
- Indian Ocean
- Other professional bands

OR

Performer:

Indian Idol Winners/Performers of the similar status

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 summarily 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 2023 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, (Annexure -2) inclusive of all applicable taxes.

I hereby declare that price quoted in the Financial Bid are of the **SABRANG 2023 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**

Specifications

Amount

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(Signature of Authorized Person)

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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

SI.	Item Description	Yes/No	Bid Reference
1	Tender Fee Demand Draft Details		
2	Earnest Money Demand Draft Details		
3	Tender Acceptance Letter		
4	Letter of Authorized to be submit bid		
5	Duly authenticated proof of items mentioned in the Technical Conditions		
6	Financial Bid Undertaking		
7	Financial Bid		