

**NOTICE INVITING TENDERS**  
**(NATIONAL COMPETITIVE BIDDING)**  
**SHIVAJI COLLEGE, UNIVERSITY OF DELHI**  
**RING ROAD, RAJA GARDEN**  
**NEW DELHI -110027**

1. Online bids are invited on single stage two bid system for “Event Manager to organize VIBRATIONS 2020 of Shivaji College” tentatively to be held on 6<sup>th</sup> and 7<sup>th</sup> February 2020. **Manual bids shall not be accepted.**

2. **Document Download:** Tender documents may be downloaded from Shivaji College, University of Delhi web site - <http://www.shivajicollege.ac.in/tender.php> and CPPP site - <https://eprocure.gov.in/eprocure/app> as per the schedule as given in **CRITICAL DATE SHEET** as under.

**CRITICAL DATE SHEET**

<b>Published Date</b>	<b>As mentioned in CPP portal</b>
<b>Bid Document Download / Sale Start Date</b>	
<b>Pre-bid meeting Date</b>	
<b>Bid Submission Start Date</b>	
<b>Bid Submission End Date</b>	
<b>Bid Opening Date</b>	

**3. Bid Submission:**

**Bids shall be submitted online only at CPPP website:  
<https://eprocure.gov.in/eprocure/app>.**

Tenderer/Contractor are advised to follow “Instructions To Bidder for Online Bid Submission” provided in the Annexure “I ” for online submission of bids.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Not more than one tender shall be submitted by one bidder or bidders 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 competitor. A breach of this condition will render the tenders of both parties liable to rejection. Not more than one tender shall be submitted by any licensee / trust or societies / trusts having kinship relationships.

5. Tenderer who has downloaded the tender from the Shivaji College, University of Delhi website <http://www.shivajicollege.ac.in/tender.php> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app>, **shall not tamper/modify the tender form including downloaded financial Bid template in any manner.** In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Shivaji College.

6. Intending tenderers are **advised to visit again** Shivaji College website <http://www.shivajicollege.ac.in/> and **CPPP** website <https://eprocure.gov.in/eprocure/app> **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

7. . Applicant/ bidder must provide non-refundable demand draft of Rs. 5,000/- (Rupees five thousand only) with their application/downloaded tenders as the cost of tender forms/ documents in favour of Principal, Shivaji College, payable at New Delhi, issued by any Nationalized/ Scheduled Bank having validity for three months.

All applicable bank charges are to be borne by the applicant and the applicant shall have no claim what so ever on this account on Government. In case of re-tendering, the firms, which have submitted the Demand Draft (DD) in earlier calls will require to submit DD along with their tender/application in subsequent calls also. Tender not accompanied with the cost of tender documents is liable to be rejected. However, public sector undertaking / Govt undertaking firms are exempted from the payment towards cost of tender documents.

*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 Tender fee. 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.*

#### **EMD Payment:**

**Earnest Money Deposit of Rs. 50,000** is to be deposited through Demand Draft in favour of Principal, Shivaji College, payable at New Delhi. Bidders are required to submit the details of EMD (bearing no interest) payment at the time of Bid Preparation

8. The **Hard Copy of original instruments** in respect of cost of tender document, earnest money and original copy of affidavits must be delivered to the **Principal, Shivaji College, Ring Road, Raja Garden, New Delhi – 110027 on or before bid opening date/time as mentioned in critical date sheet.** Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD,etc., against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non refundable.

The bidders should have the **MINIMUM TURNOVER ONE CRORE (from similar nature of receipts of Event Management services)** in each of the last three financial years. The certificate from Chartered Accountant along with relevant proof for supporting the same shall be submitted.

**OR**

The Bidder should have experience **AT LEAST TWO ORDER OF EVENT MANAGEMENT SERVICES NOT LESS THAN AMOUNT OF ₹ 15 LACS AFTER 01.01.2015** each in the Government Departments/ Corporates/ Societies / institution. (*Certified copy of award letter for the same shall be submitted*)

**AND**

Audited Balance Sheet and Income tax return for the last three years.

10. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet.** After online opening of Technical-Bid, the results of their qualification as well financial-Bid opening will be intimated later.

11. The college with sufficient justification at its discretion to relax any of the condition/s mentioned in tender document and/or increase any criteria to short list the bidders during scrutiny of tender. 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.

12. The **QUOTED AMOUNT** must be inclusive of basic price/charges, boarding, lodging & transportation of Artists/Guest/Band, management fee, any other charges/cost and all taxes by whatever name called.

13. The College will give preference to the star night artist as per its choice and contract will awarded after considering total of event cost.

14. **Penalty :-** In case of non-compliance of any terms & conditions of the agreement, the College reserves the right to impose penalty as deemed fit or/and forfeit security amount.

15. **PAYMENT TERMS :-** Payment will be made to the firm at any Bank Account maintained in India by way of NEFT/RTGS after statutory deduction as per applicable laws in the following manner :-

- 20% within 7 days after signing of MOU.
- 70% at the time of the arrival of the star and
- 10% after 1 week of successful organization of Vibrations 2020.

16 . The college may extend the contract for two consecutive years subject to satisfactory service of event management and with the approval of competent authority.

17. The College reserves the right to cancel the tender at any stage without assigning any reason thereof.

  
**PRINCIPAL**

## **SUBMISSION OF TENDER**

The tender shall be submitted online in two part, viz., technical bid and price bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

### **TECHNICAL BID**

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document:

- 1) Signed and Scanned Copy of demand draft of Tender fee, EMD, GST registration no., PAN No. shall be submitted
- 2) Signed and Scanned Copy of Incorporation certificate shall be submitted. (partnership deed in case of partnership firm, Memorandum and Article of Association in case of limited company, ownership certificate in case of sole of proprietary firm and Power of Attorney in favour of authorized signatory in case the firm is not a proprietary firm, Registration certificate /Trade license certificate/ Enlistment certificate / Incorporation certificate in any Govt. deptt. / Statutory body / PSU).
- 3) Signed and scanned copy of supporting documents as mentioned at point 9 of tender document (Page No. 3).
- 4) Signed and Scanned copy of at least two Name of artists under category 1 & 2 for the INAUGURAL FUNCTION and FIRST DAY EVENING PERFORMANCE.
- 5) Signed and Scanned copy of at least THREE name of leading award winning bollywood singers along with Songs list FOR THE STAR NITE.
- 6) Signed and Scanned copy of Tender Acceptance Letter. (**Annexure -1**) and Technical data sheet (**Annexure -2**)

## **FINANCIAL BID**

- (a) Financial bid undertaking
- (b) Schedule of price bid in the form of BOQ\_XXXX .xls

## **PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder)\_\_\_\_\_

\_\_\_\_\_

To,  
The Principal  
Shivaji College, University of Delhi  
Ring Road, Raja Garden  
New Delhi -110027

Dear Sir/Madam,

1. I submit the Price Bid for **VIBRATION 2020 at SHIVAJI COLLEGE** related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, **Annexure III** basic price/charges, boarding, lodging & transportation of artists, management fee, any other charges/cost and all taxes by whatever name called for successful organization of the event.

**Yours Faithfully,**

Signature of authorized Representative:

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

**Date:**

**To,  
The Principal,  
Shivaji College, University of Delhi  
Raja Garden, Ring Road  
New Delhi - 110027**

**Sub: Acceptance in respect of Terms & Conditions of Tender Document of “VIBRATION 2020 at SHIVAJI COLLEGE”**

**Ref: NIT NO- .....Dt. ....**

**Sir,**

- i. I/We have downloaded the tender document(s) for the above mentioned ‘Tender/Work’ from the web site <http://eprocure.gov.in/eprocure/app> .
- ii. I/We hereby certify that I/We have read all the terms and conditions of tender document (including all annexure(s), schedule(s), drawing(s), etc.), which shall part of the contract and I/We shall abide hereby all terms & conditions contained therein.
- iii. The Corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
- iv. I/We hereby unconditionally accept all the terms and conditions of above mentioned tender document and corrigendum(s) as applicable.
- v. I/ We hereby certify that quoted price shall be inclusive of basic price/charges, boarding, lodging & transportation of artists, management fee, any other charges/cost and all taxes by whatever name called for successful organization of the event.
- vi. I/ we hereby certify that I/ We will provide **LIST OF AT LEAST THREE** Bollywood singers names along with Songs list , Band names and inaugural artist in the Technical bid documents.
- vii. I/ We will arrange event on tentatively date mentioned in NIT or any other dates given by the committee with mutual consent.
- viii. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject my bid including the forfeiture of earnest money deposit.
- ix. I/We confirm that our bid shall be valid up to 120 days upto days as mentioned in this tender document from the date of opening of cover-1, Techno-commercial Bid.
- x. I/We hereby certify that all the statements made and information supplied in the enclosed Annexures and additional data etc. furnished herewith are true and correct.
- xi. I/We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information.

xii. I/We understand that you are not bound to accept the lowest or any bid you may receive.

xiii. I/We certify that comply with the eligibility requirements as per Bid documents.

xiv. **I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking**

xv. **I / We do hereby declare that our Firm does not have any relative in the college.**

**Seal and Sign of Agency**

**Name:**

**Address:**



## TECHNICAL DATA SHEET

### **A. For Cultural Event Setup in the Sports Ground**

#### **I Stage Setup**

1. Lights

4 sided Truss frame 50x50 Aluminum Alloy with LED Par 54x3 watt- 40 Numbers; Moving Head Sharpy 24 pieces; Hazer Machines-2; Par Light 64 40 Numbers)

2. Stage setup 40' x 32' x 4' with Risers, Fashion Ramp 20' X 8', and 8 Octonorm Stalls as Green Rooms complete masking and framing. Extra masking where ever required.

3. LED Backdrop size 24' x 12' live display with camera broadcasting.

4. Side Panels 10' x 4' x 2' with complete masking and framing.

5. DJ/ Mixing console (Digital Console- 58 Channels; Guitar apps- Bass, Ampeg, Hartke; JBL Line Array Speakers Verte 4888).

6. Cordless mikes and stand mikes as required.

#### **II Tentage**

7. 60 Three seater sofas (without arms), 700 chairs and carpet from the college gate to the Principal office, some tent walls (barricading and masking- for artist's private entry into star area and from gate to stage). Carpet for stage and auditorium, and carpet from sports ground gate to stage. Four sided truss gate of size 15\*15 in sports ground.

8. Proper barricading and masking around stage and separate enclosure for media persons near the stage.

9. Teacher enclosure with barricading and carpeting in front of stage.

10. LED/ Halogen Lights in college passage and ground for lighting.

11. Two Big LED Screens (10' x 12' approx.) in sports ground with base height of seven feet each for live broadcasting.

12. Approx 1000 feet running barricading for enclosing the event area and other places.

13. Maypole set up in seating area.

14. Stalls setup, 10 in number of size 10' x 10' at different places. 3-side with top covered, numbering to be done.

15. Three pagodas and 20 chemical toilets

**IMPORTANT:** The Stage **MUST BE** completely ready for Inauguration by **7.00 am**.

**16. IN CASE OF RAIN, the college may give order for the following items:**

- (i) German hanger of size - 120 W x 180 L x 20 H

**17. Auditorium Requirements:** Carpets, Chandni (white sheets), Backdrop, LED lights, and Sound Requirements: -

1. Analog Mixer with Effects (16 Channel- Yamaha)
2. 8 Vocal Chord Mics with Mike Stands (Shure SM 58)
3. 3 Instrument Mics (Shure SM 57)
4. 3 Monitors
5. 4 JBL Speakers
6. Leads for Instruments.

Cordless mikes and stand mikes as required

**18. A. In One Room: Small Sound System with Four Mikes for the Debate Competition (one day)**

**B. Backstage/Outside Chemistry lab: Small Sound System with Two Mikes and Big Durries (to cover 6,000 sq feet of space) and 50 Chairs (two days)**

**19. A. Tents for Vertical Coverage- 10.**

**B. Registration Tables- 9.**

**C. Chairs for Registration Tables- 20.**

### **III Other Requirements**

**20. Designing of Publicity Material**

**A. Designing and Printing of Three Flexes of size 12 feet by 8 feet with iron frames and One Flex Banner of size : 13 feet by 5 feet with iron frame-**

**B. Printing of Poster (same design as flex) – (150)**

**C. Designing and Printing of Certificates in accordance with the Poster (700)**

**D. Designing and Printing of Identity Cards in accordance with the Poster (450) along with as many strings and plastic covers**

**E. Designing and Printing of Invitation Cards in accordance with the Poster (100)**

**F. Food Coupons (1700—850x2) on GSM 75 paper in two different colours**

**G. Printing of Flexes of Societies – (14) of size 5'x5' approx..**

**21. Back drop and side panels for auditorium**

**22. Fresh Flower Decoration: As required**

**Main Stage Table (flat bouquets first day)**

**Entrance Gate of College, Sports ground and Shivaji Statue.**

Entrance Door of the Auditorium (second day)

Bouquets for all guests at Inauguration and Star Nite

23. Comprehensive Security arrangements

➤ **For Frist day :-** Bouncers- 6 (timing 11.00 am to 7 pm)

➤ **For Second Day (Star Nite ) :** Bouncers- 20 (timing 11.00 am to 7 pm)

24. Mojo Barricading 1000 running ft inside sports ground and 500 running ft outside the gate.

25. Generator Backup for the entire event on both days. (2 Gensets- 125 KV)

26. Video and Still Photography to cover all programmes in all venues during VIBRATIONS 2020 and give the college 200 hard copies in an album and other photos and videos in pen-drives.

27. The Event Manager must ensure coverage of the event in a leading English daily like The Hindustan Times, The Times of India, The Hindu etc.

### **B. For the Inaugural Function**

Arrange classical dance/ sufi music performance for inaugural Function. Boarding and lodging of Artists to be provided by event manager – of the likes of Hansraj Hans, Satinder Sartaj, Amjad Ali Khan.

### **C. For the First Evening**

**Band performance** of the likes of **The Local Train, Sifar.**

Boarding, lodging & Transportation of artist to be provided by the event manager.

### **D. For the Star Nite:- Second Day**

1. Arrange any two of the following artists (one artist as back- up):

**Category 1:-** Guru Randhawa, Sunidhi Chauhan, Gurdas Maan, Daler Mehndi, Sonu Nigam, Shaan, Honey Singh, Kailash Kher

**Category 2 :-** Papon, Neha Bhasin, Kanika Kapoor, Richa Sharma, Jubin Nautiyal, Kumar Sanu, Jasmine Sandlas, Javed Ali, Neeti Mohan

**NOTE-** The following artists have performed in the past in our college:

Neha Kakkar, Armaan Malik, Sherry Maan, Shalmali

Band – Euphoria, Moongphali, Vedas

2. Stage setup and backdrop as per requirements of the artist and decoration

Sound/ amplifiers/ speakers/ revolving lights as per the Tech Rider of the artist will be attached if required.

3. Stage setup and backdrop as per requirements of the artist and decoration
4. Sound/ amplifiers/ speakers/ revolving lights as per the Tech Rider of the artist will be attached if required.
5. Boarding, lodging, Transportation and refreshments of **ARTISTS** to be provided by the event manager.
6. Anchors for the Star Nite
7. Live performance by the artist. **No lip- syncing.**

**E. Film Promotion :-** In case a film is being promoted the event- manager may get the stars without extra charges.

**F. Cancellation or unavailability**

1. In the event of the programme being cancelled due to unavoidable circumstances like rain etc., the event manager will ensure that the programme is held on the following day.
2. In case the artist is unavailable at the last moment due to unavoidable circumstances like being sick etc., the event manager will arrange another artist of the same stature.

**FINANCIAL BID****Schedule of price bid in the form of BOQ\_XXXX .xls**

The Financial Proposal/Commercial bid format is provided as BoQ\_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ\_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded financial Bid template in any manner.** In case, the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with the college.

Sl. No.	Item Description	Estimated Rate in Rs. P	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT With Taxes col (13) = (4) x (7) in Rs. P	TOTAL AMOUNT In Words
1	2	6	7	13	15
1	For Cultural Event Setup VIBRATIONS 2020				
1.01	All Setup cost for VIBRATIONS 2020 mentioned in Technical Specification (Annexure II)	7,00,000.00		0.00	INR Zero Only
2	For the Inaugural Function- Guest Name {inclusive of all cost mentioned in Technical Specification (Annexure II)}				
2.01	Guest Name - (as per mentioned Technical Bid )	1,00,000.00		0.00	INR Zero Only
3	For the First Evening- Band {inclusive of all cost mentioned in Technical Specification (Annexure II)}				
3.01	Specify Band Name (as per mentioned Technical Bid )	1,20,000.00		0.00	INR Zero Only
4	For the Star Nite - Bollywood Singer {inclusive of all cost mentioned in Technical Specification (Annexure II)}				
4.01	Specify Artist Name under Category 1 (as per mentioned Technical Bid )	15,00,000.00		0.00	INR Zero Only
4.02	Specify Artist Name under Category 2 (as per mentioned Technical Bid )	10,00,000.00		0.00	INR Zero Only
5	IN CASE OF RAIN - VIBRATIONS 2020				
5.01	German hanger of size - 120 W x 180 L x 20 H	1,50,000.00		0.00	INR Zero Only
<b>Total in Figures</b>				<b>0.00</b>	Zero Only
<b>Quoted Rate in Words</b>			<b>INR Zero Only</b>		

1. The rates will be inclusive of all taxes, fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
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 payment will be made to the Consultant at any Bank Account maintained in India by way of ECS/RTGS after deducting statutory dues as applicable.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory  
(Signature of the Authorized Person)