

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

NOTICE INVITING TENDERS

1. Sealed bids are invited from Event Management Firm/Company on two bid system to organize our Cultural Event i.e. **Sabrang 2018**. The sealed Tender super- scribed as “**Sealed Tender for Sabrang 2018**” along with technical and financial bid in separate envelope must reach the office in the name of The Principal, Deshbandhu College, Kalkaji, New Delhi – 110019.

2. **Schedule for Sabrang 2018 is as under.**

	Date
Publication Date	01.12.2017
Bid Submission Start Date	01.12.2017
Bid Submission End Date	15.12.2017 UPTO 05:00 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.

4. Tenderers/Contractors are advised to follow the following Technical conditions: -

Tender fee of Rs. 1000/- (Non- Refundable) and Earnest Money of Rs. 1,50,000/- (Refundable without interest) is to be deposited along-with the **technical bid by Demand Draft** in the favour of Principal, Deshbandhu College.


O.S.D/PRINCIPAL

Kindly Note : -

- a) Demand Draft of Earnest Money and tender fees should be attached with the technical bid only.
- b) Only firm's having credential of organising event of colleges or stage shows will be selected. The Firm should submit valid PAN/GST and other required registrations.
- c) The firms who have already completed at least three similar work of **value Rs. 12-15 Lakhs** in each contract in Govt., Semi Govt., Govt. Undertakings, and Govt. Autonomous Organizations/ Private Institutions will be selected.
- d) The firms shall provide a set of detailed working of **Sabrang 2018 at Deshbandhu College** with the Technical specifications and acceptance thereof (**Annexure -I of the tender**).
- e) The firms must provide experience certificate of last three years in table form along with proof.
- f) The firm must have annual turnover for **Rs. 22 Lakhs** during immediate last three years.
- g) An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central / State/UT Government institution and there has been no litigation with any government department.
- h) The price quoted for Artist Performance as specified in the **Technical Specifications Annexure -I** should be after deduction of sponsorship of Rs 10 Lakhs (at least), which is to be arranged by the event manager. Further, the event managers are requested to quote artist performance price and sponsorship arranged by them separately.
- i) Undertaking that no near relative in the College. If found at the earlier stage the EMD may be forfeited or the tender may be cancelled.
- j) Undertaking that the firm will quote price/arrange at least three performers in each category under each part.
- k) Financial standing through latest I.T.R., Annual report (balance sheet and Profit & Loss Account) of last 3 years (duly signed & stamped by the Chartered Accountant).
- l) Acceptance of other terms and conditions.

Other terms and Conditions: -

- i. 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.
- ii. The Institute also reserves the right of splitting the items within two or more contractors for placement of order.

- iii. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance 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 rejections.
- iv. Payment terms: - Payment will be made in the following way:
 - 20% after signing of MOU
 - 70% at the time of the arrival of the Artist and
 - 10% after 2 days of successful organization of Sabrang 2018.
- v. The bidder shall remain valid for acceptance for a period of 45 days from the date of the signing of the MOU.
- vi. The bidder shall quote price separately for each part as specified in Financial Bid.
- vii. 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.
- viii. The quoted price shall be **INCLUSIVE** of GST and all other taxes (if applicable).

Technical Bid

Annexure –I

Events :

Inauguration	Debate (Hindi & English)
Rangoli	Street Play
Indian Music (Solo & Group)	Group Dance (Western & Folk)
Painting	Mr. & Mrs. Sabrang
Sanskrit Shlokas	Fashion Show
Poet Conference	Comic Poet Conference

REQUIREMENTS

Technical :

1. Sound for 2 days (15 vertex, 12 tops, 8 bass, 8 monitor, 10 walky-talky)
2. Genset Backup for 2 days.
3. Fabrication (stage – 40'*36'*6', ramp -10, backdrop, green room-2, chairs – 500, carpets etc.)
4. Sofa – 30, Stalls-15, Tent Tables – 30, Arch Gates-4 etc.
5. Smoke Machine, Bubble Machine, LED Backdrop, 15 LED, 16 sharpies.
6. Mojo Barricading for 2 days (in 2 layers).
7. Printing (Backdrop-2, Tickets, Certificates, Posters, Catalogues etc.

Artists/Band/ DJ's:

1. Artist : Mankrit Aulakh and Shirley Setia / Ankit Tiwari /Armaan Malik/Jassi Gill and Babbal Rai
2. Band : Maadhyam/Nasha /Ashtitwa
3. DJ's : Kiran/tarun/Sumit Sethi/Killa or any other (Negotiable)

Boarding, Lodging & Transportation of Artist/Band/DJ's to be provided by the event manager.

(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 2018 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 for the **SABRANG 2018 at DESHBANDHU 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)**

Specification	Amount
• Sound for 2 days (15 vertex, 12 tops, 8 bass, 8 monitor)	_____
• Genset Backup for 2 days.	_____
• Fabrication (stage – 40’*36’*6’, ramp -10, backdrop, green room-2, chairs – 500, carpets etc.)	_____
• Sofa – 30, Stalls-15, Tent Tables – 30, Arch Gates-4 etc.	_____
• Smoke Machine, Bubble Machine, LED Backdrop, 15 LED, 16 sharpies.	_____
• Mojo Barricading for 2 days in 2 layers	_____
• Printing (Backdrop-2, Tickets, Certificates, Posters, Catalogues etc.	_____
Artists/Band/ DJ’s:	
Artist	
• Mankrit Aulakh & Shirley Setia	_____
• Ankit Tiwari	_____
• Armaan Malik	_____
• Jassi Gill	_____
• Babbal Rai	_____
Band	
• Maadhyam	_____
• Nasha	_____
• Ashtitwa	_____
DJ’s	
• Kiran	_____
• Tarun	_____
• Sumit Sethi	_____
• Killa	_____
• Or any other (Negotiable)	_____

Terms & Conditions:

1. The rates shall be quoted in Indian Rupees only.
2. The rates will be inclusive of all taxes fees, 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. Refreshments, Boarding, lodging & Transportation of ARTISITS /Band will be the responsibility of the Bidder.
5. The quoted rates shall remain same throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory

(Signature of the 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.

Sl.	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 authorization to submit bid.		
5.	Duly authenticated proof of items mentioned in the Technical conditions Point 4 (b) to (k) of Tender Document		
6.	Financial Bid Undertaking		
7.	Financial Bid		