

**निविदा आमंत्रित करने की सूचना**  
**(राष्ट्रीय प्रतिस्पर्धी बोली)**  
**राजधानी कॉलेज, दिल्ली विश्वविद्यालय,**  
**महात्मा गांधी मार्ग, राजा गार्डन,**  
**नई दिल्ली - 110015**

1. Online e-tenders through CPP Portal i.e. <https://eprocure.gov.in/eprocure/app> are invited from experienced, resourceful and bona-fide firms on single stage two bid system for "Event Management Firm/Company to organize Cultural Fest 2025" of Rajdhani College, Raja Garden, New Delhi -110015 tentatively on 29<sup>th</sup> & 30<sup>th</sup> April 2025.
2. **Document Download:** Tender documents may be downloaded only from 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>02 April 2025</b>
<b>Tender Submission Start Date</b>	<b>02 April 2025</b>
<b>Tender Submission End Date</b>	<b>23 April 2025</b>
<b>Tender Opening Date</b>	<b>24 April 2025</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.

5. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/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

*Singh*  
*Anju*  
*K. S.*  
*Raj*  
*M. S.*

be completely rejected and EMD would be forfeited, and tenderer is liable to be banned from doing business with Rajdhani College.

6. Intending tenderers are advised to visit Rajdhani College official website: <https://www.rajdhanicollege.ac.in> as well as the CPPP website: <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

7. Tender Fee: 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 favor of Principal, Rajdhani College, payable at New Delhi, issued by any Nationalized/ Scheduled Bank.

**Note: Tender Fees is mandatory including MSME / NSIC**

8. Earnest Money Deposit of Rs. 1,00,000/- is to be deposited through Demand Draft in favour of Principal, Rajdhani College, payable at New Delhi. Bidders are required to submit the details of EMD payment at the time of Bid Submission.

9. 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, Rajdhani College, Ring Road, Raja Garden, New Delhi – 110015** on or before bid opening date/time as mentioned in critical date sheet.

10. The Bidder should have experience of **MINIMUM 02 (TWO) ORDERS OF EVENT MANAGEMENT SERVICES NOT LESS THAN AMOUNT OF ₹ 15 LACS EACH DURING LAST THREE YEARS AND OUT OF TWO ATLEAST ONE IN ANY COLLEGE OF THE UNIVERSITY OF DELHI.**  
(Certified copy of award letter/ MOU for the same shall be submitted)

AND

Income Tax Returns (ITR) for the last three years (FY 2021-22, FY 2022-23, FY 2023-24)  
**The firm should have valid PAN and GST number in the name of the firm.**

11. 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.

12. 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.

Anjy  
S. Singh  
Raj  
M. K.



13. 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.
14. The College will give preference to the star night artist as per its choice and contract will be awarded after considering total amount of event cost.
15. **Penalty:** - In case of non-compliance of any terms & conditions of the agreement, the College reserves the right to impose penalty of 10% or as deemed fit or/and forfeit security amount.
16. **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:-
- 25 % on the first day of event after starting the program.
  - 75% after successful organizing of 'Cultural Fest 2025 of Rajdhani College'.
17. The College reserves the right to cancel the tender at any stage without assigning any reason thereof.

*Rajdhani*  
02/4/2025  
Principal

*Anju*  
*Signature*

*[Signature]*

*[Signature]*

*[Signature]*

## SUBMISSION OF TENDER

The tender shall be submitted online in two parts, viz., **Technical Bid and Financial 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.

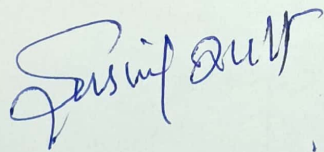
### TECHNICAL BID

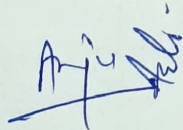
The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document: (FY 2021-22, FY 2022-23, FY 2023-24)

- 1) Signed and Scanned Copy of Demand Draft of Tender Fee, EMD, GST Registration No., PAN No.
- 2) Income Tax Returns (ITR) for the last three years (FY 2021-22, FY 2022-23, FY 2023-24)
- 3) 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 favor of authorized signatory in case the firm is not a proprietary firm, Registration certificate /Trade license certificate/ Enlistment certificate / Incorporation certificate in any Govt. department. / Statutory body / PSU).
- 4) 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











FINANCIAL BID UNDERTAKING

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

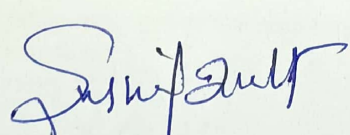
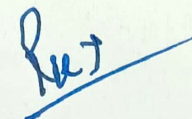
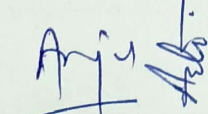
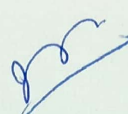
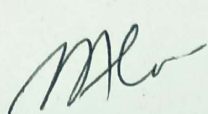
To,  
The Principal  
Rajdhani College, University of Delhi  
Ring Road, Raja Garden  
New Delhi -110015

Dear Sir/Madam,

1. I submit the Financial Bid for .....**2025 at RAJDHANI 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 Financial Bid, **Annexure III** basic price/charges, boarding, lodging & transportation of artists, management fee, any other charges/cost, charges for obtaining all statutory "No Objection Certificate" for organizing event and all taxes by whatever name called for successful organization of Cultural Fest.

Yours Faithfully,

Signature of authorized Representative:

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

Date:

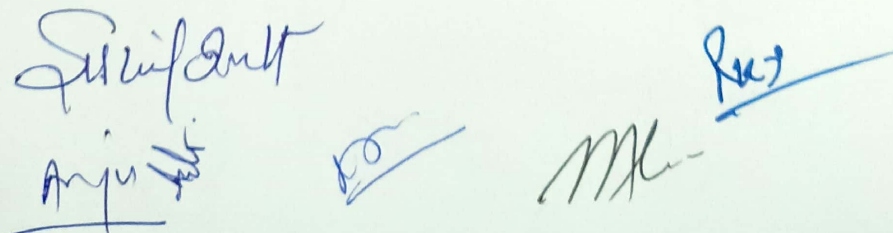
To,  
The Principal,  
Rajdhani College, University of Delhi  
Raja Garden, Ring Road  
New Delhi - 110015

Sub: Acceptance in respect of Terms & Conditions of Tender Document of  
".....2025 at RAJDHANI 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 the successful organization of Cultural Fest.
- vi. I/ we hereby certify that I/ We will provide **LIST OF AT LEAST FIVE** Famous 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 up to 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:

Sushil Kumar

Raj

Anjali

\_\_\_\_\_

M. A.



TECHNICAL DATA SHEET

**I. SOUND & LIGHT (FOR MAIN STAGE)**

01. 4 - Sided Truss frame of size 65 x 55 Aluminum Alloy
02. LED Par 54 x 3 watt - 80
03. Moving Head Sharpy 40 Pieces
04. Hazer Machines – 6 Piece
05. Par Light 64 - 40 Pieces
06. Warm white par- 40 pieces
07. RGBW Wash -24
08. Pointies- 24
09. Spots – 24
10. 4 Eyed Molefays each- 24
11. Kit box levitates (4-8)
12. Totem truss with spider legs for safety 12-18"- 4
13. Lateral Aluminum beams 12" - 4
14. Smog machine – 6 Piece
15. LED Wall for Main Stage P2 – 60 ft x 14ft
16. LED Wall for Delay Screen P2– 12 ft x 10 ft – 2 Piece
17. Profile 27' – 12
18. Mi Bar
19. Blinder – 24 Piece
20. Laser 30W- 4
21. RGBW Laser batten – 24
22. Strobe RGBW – 24
23. Light consoler Pearl Arena

**Preferred systems (in order of preference, with factory paired subs)**

24. 16 Top Each side, 8 subs Each side + Appropriate Centre fill as per venue
25. L'Acoustics K2/K1/Kara, Outline, Adamson, Meyer sound Leo-M/MILO/Leopard/MICA

**BACKLINE:-**

1. Monitor Console – **Sound craft Vi6/ Vi7000/ Vi3000 ONLY with latest firmware Preinstalled.** Yamaha CL5, PM5D, Digi design Profile, SD 10 or Tech-Rider as per artist requirement.
2. Monitor Mix (If Required)

Arjun

Srinivas

RS

M. Karan

Ravi



3. Gate compressor
4. Effect rack
5. All leads
6. Crossovers
7. Digital light controller (Avolite Tiger Touch 2/ Pearl AVL Pro)
8. Dimmer Packs
9. Sound engineer □
10. Light engineer
11. Clearcoms

## II. STAGE FABRICATION

1. Stage setup 60' x 48' x 6' with Scaffolding along with new Grey Carpet & Neat & Clean Black Masking on all sides with wooden Frame.
2. Ramp 20' X 8' x 6' with Scaffolding along with new Grey Carpet & Neat & Clean Black Masking on all sides with wooden Frame.
3. Riser for Drum Kit & Percussion – 12' x 8' x 1.5' – 2
4. Riser for Artist Backline – 8' x 8' – 1 piece
5. LED Wall Riser with Carpeting & Masking on the Stage as per requirement.
6. Octomom for Green Rooms of Size 5mtr x 5mtr - 5 Pieces.
7. Pagoda of Size 5mtr x 5mtr - 6
8. Side Wings of Flex with Wooden Frame 5ft x 20ft - 2 piece
9. Proper Enclosure of Event Area with Black masking on wooden frame wherever required.
10. Decor of the main gate, stages, entrance has to be done by Event Manager. **III.**

## SECURTIY (For 2 Days)

1. Bouncers – 10 for Day 1 (Band Night) & 35 for Day -2 (Star Night)
2. Double Layer Steel Mojo Barricading around the Stage as per required (1500 Running Feet Approx.)
3. Double Layer Steel Mojo Barricading for Secure/enclosure of the VIP Area.
4. Mojo Barricading at the Entry Passage at the College Gate
5. Walkie Talkie - 20 Each Day

## CEREMONY EFFECTS

1. 6 set of 8 mines- Yellow, Green, Red Each
2. CO2 Jet – 8
3. CO2 Gun - 2
4. Stadium Shot – 20
5. Jumbo Confetti – 2 Nos 25 shot each
6. Fire Jet - 2 Pair

*Amj*

*[Signature]*

*[Signature]*

*Susipall*

*[Signature]*

7. Cold Pyro - 100 (various times during the event)
8. Sparkel machine-4
9. Smoke Machine- 02

#### OTHERS

1. Generator Backup for the entire event on both days. (2 Gensets- 125 KV one for Sound & one for Main Stage Lighting)
2. Video, Still Photography and to cover all programs in all venues during the event.
3. Drone Videography
4. Event Manager Has to Provide the Showreel & after movie of whole event within a week after completion of event.

IN CASE OF RAIN, the college may give order for the following items:  
German hanger of size - 180 W x 360 L x 20 H

**IMPORTANT:** The Stage **MUST BE** completely ready before one day of the event.

#### A. For the Star Night: - Second Day

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

**Category 1:-** Astha Gill; Milind Gaba; Nikita Gandhi; Sachin-Jigar; Sukriti Kakar; Nikk;

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

Sukh-E, Indeep Bakshi, Mankirat Aulakh, Hardy Sandhu, Benny Dayal, Raftaar

2. Boarding, lodging, Transportation of **ARTISTS** to be provided by the event manager.
3. Celebrity Anchors for the Star Night has to be Provided by Event Manager.
4. Live performance by the artist. **No lip- syncing.**

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

#### C. 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.

*(Handwritten signatures and initials)*

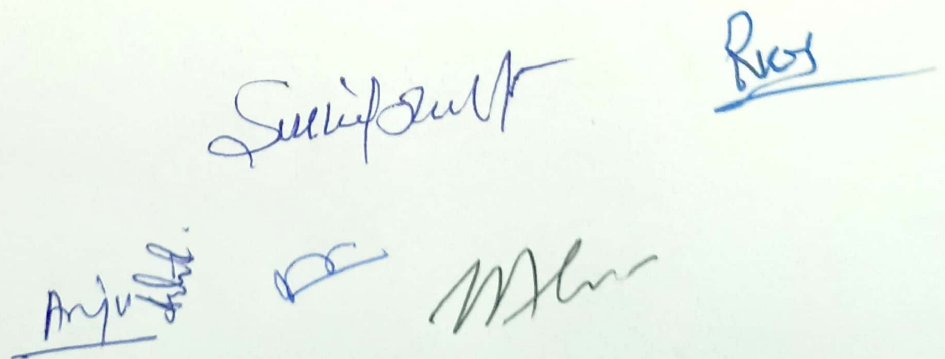
FINANCIAL BID

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.

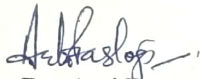
1. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
2. The payment will be made to the Consultant at any Bank Account maintained in India by way of ECS/RTGS after deducting statutory dues as applicable.
3. The 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)

The image shows four handwritten signatures in blue ink. The largest signature is 'Sudip Kumar' written in a cursive style. To its right is a signature that appears to be 'Rao'. Below these are two smaller signatures, one of which is partially obscured by a horizontal line.

## Terms and Conditions

1. Cordless mikes and stand mikes as required.
2. The College may accept or rejects any or all tender in part or in full without assigning any reason and does not bind itself to accept the lowest tender.
3. Singer is expected to arrive on time and minimum performance duration should be at last 1 hour and 30 minutes.
4. The College as its discretion may change the quantity the items criteria and drop any time before or after placement of the order.
5. Not more than one Tender shall be submitted by one bidder or bidder having business relationship.
6. The party shall quote price separately for each part as specified in Financial Bid. The payment will be made to the firms at any bank Account maintained in India by way of NEFT/RTGS after deducting the TDS and other statutory deductions. GST should be separately in addition to quoted price.
7. Any dispute relating to the enquiry shall be subject to the jurisdictions of the Court of Delhi only.
8. Financial bids of only those bidders will be opened and considered who qualify in their technical bid.
9. The rates shall be quoted in Indian Rupees only.
10. The quoted rates shall remain same throughout the tenure of the contract and no revision is permissible for any reason.
11. Refreshment, Boarding, Lodging & Transportation of ARTISTS/ band will be the responsibility of the bidder.



**Dr. Arti Rastogi**  
Convenor, Cultural Committee



22/04/2025

**Prof. Darshan Pandey**  
Principal

