

**Daulat Ram College**  
**University of Delhi**  
New Delhi 110007

DRC/SAB/2023-24/

Dated :20/10/2023

**NOTICE INVITING QUOTATIONS**

Sealed quotations are hereby invited by the Principal, Daulat Ram College, University of Delhi, New Delhi 110007 from event managers for Production of 'Miss DRC-2023-24' going to be held on 04/11/2023.

Last date for sending the quotations

27<sup>th</sup> October, 2023 till 12:00 pm

**Eligibility Criteria:**

1. The applicant entity (bidder) must be registered for GST and should have a minimum average turnover of Rs. 20 lacs in the last three completed financial years as supported by the Income Tax returns/audited financial results.
2. The bidder must have satisfactorily completed at least three similar event management assignments/contracts in any College/University/Corporate during last five year. Student Advisory Board of the college may insist on a specific minimum guarantee of amount for sponsorship at the time of finalising the contract/assignment.

**Documents to be submitted in the Technical Bid:**

1. Self Attested copy of PAN Card
2. Self Attested Copy of Service Tax Registration Certificate.
3. Self Attested Copy of Income Tax and Service Tax return(s) for the FY 2020-21 to FY 2022-23.
4. Self Attested Copy of the Contract/Work order (at least 3 to be attached) issued by the concerned organization where the bidder had carried out similar service contract/Event Management activity as required at Serial No 2 of Eligibility Criteria.

5. Self attested copy of the confirmed availability on 4<sup>th</sup> November, 2023.

**Documents to be submitted in the Financial Bid:**

Duly filled and signed Financial Bid

It is to be noted that the Event Manager will be required to provide/arrange the following as per specifications indicated by the Student Advisory Board in (Annexure-A):

**Annexure-A**

**AREA : Sadbhawna Bhawan: Inauguration, Fashion Show on 4<sup>th</sup> November, 2023.**

Sl.No	Elements/items	Qty	Size	Rate
<b>A</b>	<b>SOUND SYSTEM WITH MIXER</b>			
1	Line Arrays			
2	Monitor Wedges			
3	32/48 Channel Digital Mixer			
4	Microphones – corded, cordless and Headsets			
5	Mics (Vocal cord mics with mic stands, instrument mics)	4		
6	Music system with DJ & mixing console			
7	Double Base	4		
8	Leads for instruments			
<b>B</b>	<b>LIGHTS</b>			
1	Moving heads	8		
2	LED par cans	8		
3	Follow Spot	1		
4	T-Stand for light rigging	2		
5	Sharpie (10R)	4		
6	Smoke machines	2		
7	Digital Light controller	1		
<b>C</b>	<b>DIGITAL SCREEN</b>	200 SQ. FT.		

## Special Terms and Conditions

1. Those selected will have to deposit a surety of Rs 7, 000/-
2. The whole event is meant for Daulat Ram College students, faculty, officers, staff of Daulat Ram College or other guests invited by Daulat Ram College authorities only. The event manager can neither sell tickets nor issue passes to anyone and nor can he extend any sort of invitation to anyone whatsoever for any of the events being organized at Daulat Ram College campus during the contract period.
3. The winning event manager will have to give minimum guarantee for arranging sponsorship for minimum of Rs. 25-40 thousand only
4. The event manager is advised to visit the campus before quoting the rates to assess the scope of work and site conditions.
5. Neither direct advertisements nor proxy advertisements for any liquor or tobacco product or any other banned item shall be allowed inside the Daulat Ram College Campus. Besides this, hoardings, banners or flexes containing obscene/vulgar/defamatory content shall also not be allowed for display.
6. The event manager shall have to remove all his material within 24 hours of the conclusion of the Festival.
7. The event manager shall ensure that there is no loss or damage to any Daulat Ram College property due to any act of Event Managers team/hires/subcontracts. The loss, if any, shall be recovered from the event manager and shall be deducted from the payments due at source itself. The decision of the Principal of Daulat Ram College regarding the calculation of the amount of loss shall be final and binding.
8. All prices should be inclusive of GST and other taxes (if applicable).
9. In case of any discrepancy in the production list mentioned by the event manager at the time of signing the contract and at the time of placing the production, the college has full right to cancel the contract and the amount shall be borne by the manager.
10. If event manger fails to provide the sponsorship amount as discussed, the amount shall be deducted from the total amount given by the college.
11. This contract may be extended for upcoming events in the academic session 2023-24 subject to satisfactory services.

Sd/-  
Convener  
(Students Advisory Board)

Sd/-  
Principal