

# **Daulat Ram College University of Delhi**

New Delhi 110007

DRC/MANJARI2019/2018-19

Dated March 7, 2019

## **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 for MANJARI 2019 to be held on 28th and 29th March.

Last date for sending the  
Quotations

14th March 2019 till 1:30 pm

Opening of quotations

15th March 2019 1:30 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 years of value not less than Rs. 5 lakh each. Festival Organising Committee 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 2015-16 to FY 2017-18.
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.

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

Duly filled and signed Financial Bid (Annexure-A)

It is to be noted that the Event Manager will be required to provide/arrange the following as per specifications indicated by the Festival Organising Committee:

1. Lights as per requirements
2. Stage setup with Risers, Fashion Ramp (if required).
3. DJ/ Mixing console
4. Backdrop, Side Panels with complete masking and framing.
5. Tentage and furniture including three seater sofas, chairs, tables (with covers) and carpets.
6. Cordless mikes and stand mikes as required.
7. Big Banners of flex sheets for advertisement in college premises, Invitations cards (to be delivered to college by 21st March), Posters and Programme Booklets.
8. Backdrop of Flex/wood mounted and side panels for the venues (especially stage and auditorium)
10. Flower Decorations in the auditorium/other venues on the stage, gate and some other places on the Day of Inauguration and bouquets for Guests.
11. Auditorium Requirements: Carpets, Chandni (white sheets), Backdrop, LED lights, and Sound Requirements:- Analog Mixer with Effects, Vocal Cord Mics with Mike Stands, Instrument Mics, Monitors, JBL Speakers, Leads for Instruments.
12. The Event Manager must ensure coverage of the event in the leading English/Hindi Newspapers and News Channels, etc.
13. Big LED Screens on the stage and and at prominent/required places in the College premises and
14. Other things required for the Backstage arrangements will be asked for in accordance with the requirements.
15. Barricading of the stage seating and enclosures and arrangements at venues.
16. Comprehensive Security arrangements and Bouncers especially for the Star Evening.
17. Low Noise Generator Backup for the entire event on both days.  
(For details, see Annexure A)

### Important Note:

The mentioned items and numbers of various items indicated herein are approximations and some essential linked items may not have been specifically mentioned/indicated. The bidder will have to work on a total sequence without leaving any missing links and will be responsible for provision and full functionality of each of the items in isolation and in conjunction with other related items wherever required/essential.

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### Annexure A: Common Items which will be required Sound and Light Arrangement.

Sound Arrangements for the Main Stage in the Sports ground for a period of two days and at each of the venues of different events for two days, i.e. at the main Hall Sadbhavana Bhavan, the Conference Hall, Lecture Theatres, Amphi theatre and other venues of events.

Different/adequate quantity/numbers of the following items  
(or equivalent) are expected to be provided

#### Equipment Requirement

#### AREA 1: SPORTS GROUND for the Star Rock Show

	Elements/items	Qty	Size	Rate
A	SOUND			
1	Line arrays + Far mic + Podium mic	16		
2	Subs	8		
3	Side fills	2		
4	Monitor wedges	8		
5	32/48 Channel digital mixer and cables	1		
6	Corded vocal microphones +vocal mic and stands	S		
7	Wireless handheld mic +Drum kit mic	S		
8	CDJ-2000	3		
9	DJM-900 +Amplifiers	1		
B	LIGHTS			
	Moving Heads	16		
	LED Par Cans	25		
	Beam Par + T stands	16		
	Profile Lights	4		
	Laser Lights	1		
	Audience Blinder	6		
	Follow Spot	1		
	Box truss (50" 18)	1	40x40x25	
	Smoke Machines	2		
	Avolit Board + Sharp A	1		
C	FABRICATION			
	Main Stage with risers	1	40x24x4	
	Fashion Ramp	1	8x12x4	
	Bass			
	Artist Manager			

	Matting and staircase			
	Top line array			
D	Sponsorship expectation		4-5 lacs	
	Complete Masking and framing (Barricade)			

**C or AREA 2 : AUDITORIUM: Inauguration, Fashion Show and Mushaira (On both days 28<sup>th</sup> and 29<sup>th</sup> March, 2019)**

**\*Subject to availability of auditorium, all changes relevant to this should be separately mentioned.**

Sl.No	Elements/items	Qty	Size	Rate
A	SOUND SYSTEM WITH MIXER			
1	Line Arrays	8		
2	Subs	4		
3	Monitor Wedges	4		
4	32/48 Channel Digital Mixer	1		
5	Microphones – corded, cordless, collar and headsets	s		
6	Mics (Vocal cord mics with mic stands, instrument mics)	8-10		
7	Music system with DJ & mixing console			
8	Analog mixer with effects			
9	Monitors			
10	JBL speaker			
11	Leads for instruments			
B	LIGHTS			
1	Moving heads	8		
2	LED par cans	8		
3	Beam Par	12		
4	Profile Lights	4		
5	Laser Lights	1		
6	Audience Blinders	2		
7	Single sided truss	1	60x25	
8	Smoke machines	2		
9	Avolit Board	1		
10	Backdrop, side panels with complete masking and framing			

**AREA 3 : FOR TWO (2) LECTURE THEATRES-  
BLT,CLT**

Sl.No.	Elements	Qty	Rate
1	Microphones – cordless	4 x 2	
2	Podium	2 x 2	

**AREA 4 : RANGSHALA**

Sl.No.	Elements	Qty	Rate
1	Front PA with Stands	2	
2	6/8 Channel Mixer	1	
3	Microphones – Corded and Cordless	S	
4	Music system	1	

#### AREA 5: CONFERENCE HALL

Sl. No.	Elements	Qty	Rate
1	Front PA with Stands	2	
2	6/8 Channel Mixer	1	
3	Microphones – cordless and stands	10 (5 standard size)	
4	Sound System with equaliser		
5	Speaker	3	

#### AREA 6: GAZEBO

Sl. No.	Elements	Qty	Rate
1	Stand	1	
2	Bulletin for Photobooth (6 x 4 feet)	6-8	

#### ADDITIONAL

Sl.No.	Elements	Qty	Size	Rate
1	Silent Generators	2		
2	Walkie Talkie	15		
3	Announcement desk / Reception desk	3-4		
4	Music system with equaliser	2		
5	Bouncers (star night) and on 1 <sup>st</sup> day (EVENING)	25-30		

6	Big banners of flex sheet for advertisement in college premises, invitations, posters and Programme Booklets			
7	Bouquets for guests			
8	Big LED Screens on the stage and at two places in the College Premises.			
9	Barricading of the stage seating and enclosures and arrangements at venues.			
10	Full coverage of the events in form of videography and photography			
11	Refreshments for Judges, Participants, artists, guests and volunteers			

Note: Any additional requirement to be quoted separately  
Any extra sponsorship to be quoted separately

## Special Terms and Conditions

1. Those selected will have to deposit a surety of Rs 1.5 lac (excluding GST).
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. 4-5 lac.
4. The erection of hoardings, banners, flexes etc inside Daulat Ram College campus will be carried out in consultation with the Festival Organising Committee.
5. The event manager is advised to visit the campus before quoting the rates to assess the scope of work and site conditions.
6. During two days of the Festival expected footfall is of 30,000 people with more than 10,000 people for Star night. The arrangement for adequate manpower and other resources, besides crowd management and orderly conduct of the events shall be the responsibility of the Event Manager (contractor). The area leading to venue should be properly lit and barricaded.
7. 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.
8. The event manager shall have to remove all his material within 48 hours of the conclusion of the Festival.
9. 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.
9. Stage setup, music and sound equipment and backdrop as per requirements of the artist and decoration will be the complete responsibility of the Event Manager.
10. Boarding, lodging & Transportation, food/refreshments of ARTISTS to be provided by the event manager.
11. All prices should be inclusive of GST and other taxes (if applicable).

Sd/-  
PRINCIPAL