

Daulat Ram College
University of Delhi
New Delhi 110007

DRC/MANJARI2018/2017-18

Dated January 8, 2018

NOTICE INVITING TENDER

Sealed tenders in two Bid system (Technical Bid and Financial Bid in two separate sealed envelopes) are hereby invited by the Principal, Daulat Ram College, University of Delhi, New Delhi 110007 from entities/agencies fulfilling the eligibility criteria given below for Event Management services for MANJARI 2018

Salient Points of the Tender

Name of Event	MANJARI 2018 – Annual Cultural Festival of Daulat Ram College, University of Delhi
Duration/Dates of the Event	26 th and 27 th February
Tender For	Event Management Services for MANJARI 2018 for organising the various events in their entirety including, but not limited to, hiring of Star artist(s) and arranging Sponsorships from commercial organisations
Estimated Cost	Rs 12,00,000
Earnest Money Deposit (EMD)	Rs. 1,50,000/- /- in shape of DD/Pay Order in favour of Principal, Daulat Ram College along with Quotations as part of Technical and Financial Bid (EMD will be refunded to unsuccessful bidders and will be adjusted with the payment of the successful bidder)
Scope of Work	As per Annexure A
Terms and Conditions:	As per Annexure B
Last Date For Submission Of Tender	3:00 pm on 15.01.2018
Scrutiny and opening of Bids	12 noon 16.01.2018
Presentations by the Bidders before the Festival Organising Committee/Selection Committee	12 noon onwards on 17.01.2018

Eligibility Criteria:

1. The applicant entity (bidder) must be registered for Service Tax and should have a minimum average turnover of Rs. 25 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. 10 lakh each. Similar contract means providing event management services consisting of hiring of a star artist of repute along with sound and light arrangement and organising of Sponsorship for such events. 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.
3. The bidder must have confirmed availability of the Star artist (Star artists in preference order – Neha Kakkad, Salim Suleman, Meet Brothers with Kanika Kapoor, Vishal and Shekhar, Arman and Aman Malik, Sonu Nigam, K.K, Jubin Nautiyal, Hardy Sandhu) whom the Festival Organising Committee of the college finalises (and the bidder consents to arrange) while submitting the tender. The confirmation from the artist(s) should be conveyed to the College/bidder in writing.

Last Date For Submission Of Tender:

Complete Tenders must reach the office of the undersigned up to **3:00 pm on 15.01.2018**. Tenders shall be opened on 16.01.2018 at 12 noon in Committee Room, Admin Block, Daulat Ram College by the Purchase Committee/any other committee duly constituted/authorised by the Principal for the purpose.

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 2014-15 to FY 2016-17.
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 conveyed by the star artist whom the bidder proposes to arrange for performance at Manjari 2018.
6. Earnest money deposit (EMD) for an amount of Rs 1,50,000 in form of Demand Draft / Pay Order issued by a Scheduled Bank in favour of Principal, Daulat Ram College
7. Acceptance of Terms and Conditions (Annexure-B) duly signed by the Bidder with seal.

Documents to be submitted in the Financial Bid:

Duly filled and signed Financial Bid (Annexure-A)

The Tender document may be obtained from the Admin. Office of DAULAT RAM COLLEGE or may be downloaded from the official website of DAULAT RAM COLLEGE www.dr.du.ac.in .

Evaluation of tenders, Presentation before the Selection Committee and selection of the winning bidder (Event Management Agency/Contractor) :

Technical Bids: Technical Bids shall be evaluated strictly on the basis of the eligibility criteria as prescribed. Any bidder who does not fulfil all provisions/conditions of eligibility criteria and/or the documents submitted along with the bid are incomplete, shall be disqualified.

Financial Bids: Financial Bids shall be opened for only those bidders who qualify the eligibility criteria as supported by documents submitted with the Technical Bid.

Presentation by the Bidders

All bidders who qualify in the Technical Bid will have to make a presentation of their Proposal and the game plan for organising the event and arranging sponsors to the Festival Organising Committee on 17.01.2018 at 12 noon. The presentation shall cover in sufficient details the concept theme of the festival, stage design, quality of artists & performers, Star Artist, quality of visual appeal, overall project management capabilities, their organizational structure, work plan, implementation strategy etc. The objective of the presentation is to evaluate the Event Management Company regarding their understanding and preparations for the Festivals and get clarifications, if any, as required by the Festival Organising Committee.

The final selection and appointment of the Event Management agency shall be made on Combined Quality cum Cost Based Selection (CQCCBS)

Merely being the lowest bidder will not confirm the appointment/selection.

The Festival Organising Committee will decide the successful bidder on the basis of

- a. past experience of the bidder,
- b. innovative ideas,
- c. quality of their work as brought forth in their presentation before the committee,
- d. Stature/acclaim/suitability of the Star Artist they confirm
- e. the value of the sponsorship the bidder is able to arrange/confirm and
- f. the cost as indicated in the financial bid

DAULAT RAM COLLEGE MANJARI 2018
FESTIVAL FINANCIAL BID

Scope of Work and Broad Responsibilities

Broad Responsibilities of the Event Manager

1. Overall Conduct and Coordination of the Festival in constant consultation with the Organising Committee of the Festival
2. Events to be covered on 26th and 27th February 2018 in Manjari (26th Feb – Zenith (Dance), Mushaira (Poetry), Sepia (Photography), Debate, Fine arts, Theatre, Indian dance (Anhad).

27th Feb –Quiz, Indian dance (Anhad), Music (Alahyaa), Debonair (Fashion), Star Night.) Details given in the table.
3. To arrange Sponsorship(s) from commercial organisations of repute – the Anchor Sponsor, Co-Sponsor, specific event sponsor, Food stall sponsor, etc. Minimum guarantee sponsorship will be one of the key criteria of selecting the Event Manager, other things being equal.
4. To arrange for the Star Artist for the open air show and make all necessary logistical and performance related arrangements.
5. To provide for sound, light, decoration, stage making, security, furniture and fixtures, tentage, barricading wherever required, printing and stationary, refreshments, publicity –outdoor and in the media, gifts/bouquets, travel, logistics, board and lodging of Star artist(s) and other incidental costs.

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, and Green Rooms complete masking and framing.
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, Posters and Programme Booklets.
8. Backdrop of Flex/wood mounted and side panels for the venues (especially stage and auditorium)
9. Flower Decorations in the auditorium/other venues on the stage, gate and some other places on the Day of Inauguration and bouquets for Guests.

10. Auditorium Requirements: Carpets, Chandni (white sheets), Backdrop, LED lights,
and Sound Requirements:- Analog Mixer with Effects, Vocal Chord Mics with Mike Stands, Instrument Mics, Monitors, JBL Speakers, Leads for Instruments.
11. The Event Manager must ensure coverage of the event in the leading English/Hindi Newspapers and News Channels, etc.
12. Big LED Screens on the stage and at prominent/required places in the College premises.
13. Light refreshments at least twice every day including Sandwich/Samosa and/or Bread Pakora and Tea/Coffee/Cold drink for the event participants/guests, organising team of College students and Staff/Faculty and Special Refreshments for the Guests and
14. Other things required for the Backstage arrangements will be asked for in accordance with the requirements.
15. Publicity Material, stationary, printing and packaging related to the Festival
16. Barricading of the stage seating and enclosures and arrangements at venues.
17. Comprehensive Security arrangements and Bouncers especially for the Star Evening.
18. Low Noise Generator Backup for the entire event on both days.

Important Note:

1. 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.
2. Star Night shall be organized at the main stage on the afternoon/evening of Day 2 of the festival. The said star artist shall be arranged by the Event Manager after due Name and cost approval of the Organising Committee of the festival. All necessary Sound and Light arrangements, in addition to the normal Sound and Light arrangement for the main stage (indicated below and elsewhere in this Tender), shall be made by the Event Manager to the requirement and complete satisfaction of the artist and of the performing team.

Annexure A: Common Items which will be required

Part A: Stage & Tent Arrangement during 26th-27th Feb 2018 (broad estimated requirements):

Activity/Item Common with other specific items	Price Quote/Rate
Erection of 6 feet high 56 feet 40 feet size MAIN STAGE made of M.S. pipes and plywood top strong enough to organize the Rock Show/Star Night events over it and also including 6 feet high 20 feet x 8 feet size ramp attached with the stage at Sports Ground. The Stage will also consist of a 30ft x10ft size Backdrop made of black cloth on wooden frame.	
Printed Display Flex Boards and Banners at the Back and on the sides covering the main stage and stage in the auditorium and the College Walls (hanging)	
Standing Flex Boards and Banners for different locations (10)	
Provision of 200. single seated Cushion Chairs for 2 days	
Provision of 30 three Seater Sofas for 2 days	
Provision of 50 no. 6ft.x3ft Wooden tables with covers and frills for 2 days	
Erection of five 9 ft. High Stalls of size 15ft.x15ft. made of MS pipes and fabric in circular with middle High pole for fancy food arena for 2 days	
Provision of 30 no. 12ft.x 6ft.Woolen Carpet for 2 days	
Provision of 20 no. Black Color Large curtains (for making green rooms) for 2 days	
Provision of 50 no. 10000 Lumens Lights Yellow/Halogen for 2 days	
Provision of 50 no. 5000 lumens White lights for 2 days	
Provision of 30 Extension wires and extension boxes for 2 days	
8 ft high 800-1000 running ft long side walls made up MS pipes and Steel Barricading for barricading and fencing for 2 days	
4 ft high Double Barricading in front of Main Stage with Steel barricading for 2 days	
Provision of 6 no. 1 ft high risers to place the drums and other instruments for 2 days	
Provision of 1000 m running LED lights along the pathways of college for 2 days	
Provision of 125 KVA Generator as backup for Main Stage and other locations for 2 days including all charges i.e.operator charges and Fuel charges,etc	
Total Price Quote for the above (Rs.)	

Part B:

Sound and Light Arrangement.

Sound Arrangements for the Main Stage in the Sports ground for a period of one day 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	
	Green Room	1	20x10	
	Complete Masking and framing (Barricade)			
	Matting and staircase			
	Top line array			
	Bass			
	Artist Manager			
	Sponsorship			

AREA 2 : AUDITORIUM: Inauguration, Fashion Show and Mushaira (On both days 26th and 27th Feb, 2018)

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	8-10		

	mics)			
7	Music system with DJ and 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		
C	FURNITURE			
1	Sofa (Low, 3-seater) with cushions	30		
2	Table (Low)	20		
3	Carpets	6-8		
4	Back drop, side panels with complete masking and framing			
5	Chandni (White Sheets)			
D	FLOWER DECORATION			
1	Flower Decorations in the auditorium/other venues on the stage, gate and some other places on the Day of Inauguration			

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	Carpet and Masking	s	
5	Tenting and Chairs		
6	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	
6	Carpets		

AREA 6: GAZEBO

Sl. No.	Elements	Qty	Rate
1	Carpets	7	
2	Stand	1	
3	Chairs	4-6	
4	Bulletin for Photobooth (6 x 4 feet)	6-8	

AREA 7: NESCAFE AREA

Sl. No.	Elements	Qty	Rate
1	Tables	2	
2	Chairs	6	
3	Table cloth	2	
4	Extension cord	2	
5	Green room	1	

ADDITIONAL

Sl.No.	Elements	Qty	Size	Rate
1	Silent Generators	2		
2	Bouncers + Security	30		
3	Walkie Talkie	14		
4	Announcement desk / Reception desk	3-4		
5	Music system with equaliser	2		
6	Bouncers (star night – 15) and on 1 st day (6 bouncers)	21		
7	Big banners of flex sheet for advertisement in college premises, invitations, posters and Programme Booklets			
8	Bouquets for guests			
9	Low Noise Generator Backup for the entire event on both days			
10	Big LED Screens on the stage and two places in the College Premises.			
11	Barricading of the stage seating and enclosures and arrangements at venues.			
12	Full coverage of the events in form of videography and photography			
13	Refreshments for Judges, Participants, artists, guests and volunteers			

ANNEXURE-B

TERMS AND CONDITIONS

Name of work: Cultural Festival Manjari 2018 of Daulat Ram College, University of Delhi

Sub-Head: Event Management Services for Cultural Festival Manjari 2018 of Daulat Ram College, University of Delhi Cultural

Special Note: The Principal and the Festival Organising Committee holds absolute right to amend/add/modify/drop/delete/cancel the bid or any of the clauses of this tender and terms and conditions, as they deem fit without assigning any reasons.

1. The prices quoted in the Financial Bid are net total price/charge including cartage, loading, unloading, installation and all central and state taxes like VAT/Service Tax, etc and nothing extra shall be payable on any account. Wherever required by law, the college will make payment after deducting TDS and a certificate for the same shall be provided.
2. Any tender with incomplete information or quotes will not be accepted under any circumstances.
3. The bidder has to arrange one star artist after due consultation with and confirmation from the Organising Committee of Manjari 2018. For the purpose of evaluation of Financial Bids the price/cost as quoted by the bidder and the acceptability and reputation/standing of the artist would be in important consideration in the final selection of the bidder.
4. The quantities in the tender are approximate and may vary depending upon the actual requirement at the time of execution. The payment for the deviated quantities shall be made on the pro-rata basis.
5. College 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. 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.
6. The College also reserves the right of splitting the items within two or more contractors for placement of order.
7. Not more than one tender shall be submitted by one contractor 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.
8. The bidder shall quote price separately for each part as specified in Financial Bid.
9. The payment will be made to the firm at any Bank Account maintained in India by way of Account Payee Cheque/NEFT/RTGS/DD after deducting the TDS as applicable.
10. The quoted price shall be INCLUSIVE of GST and all other taxes if applicable.
11. The material/equipment shall be of specified quality and specifications only.
12. Applications without earnest money shall be rejected outrightly.
13. Payment shall be made only after satisfactory completion of services. 75 per cent within three days of the conclusion of the Festival and the rest 25 per cent after all the bills are thoroughly checked and verified.
14. If the agency fails to provide the services to the satisfaction of the Organising Committee, such as inferior quality of service, failing in providing the mentioned services in part or in full, Daulat Ram College can impose appropriate penalty and in such case decision of Principal, Daulat Ram College shall be final and binding on the bidder/contractor.

15. No tools and plants shall be issued by Daulat Ram College.
16. Electricity for the scope of work shall be provided by the Daulat Ram College free of cost. However, sufficient Power Back-up shall be arranged by the Event Manager. The Event Manager will be solely responsible for the connecting cables and other connecting devices from the main supply to the respective event venues.
17. Water tankers and bottled drinking water will have to be arranged by the Event Manager in sufficient quantity as per requirement
18. Daulat Ram College reserves the right to cancel the tender and service order in full or part before the date of start and no compensation shall be entertained in such circumstances.
19. All the necessary safety precautions shall be taken while providing services by the service provider.
20. The contractor shall indemnify Daulat Ram College against any accident causing any financial loss or injury and/or loss to the contractor or his workmen while providing the services.
21. All installations/equipment/tentage/stage/sound and light equipment shall be made functional starting 9 am on the day(s) of the event/Festival and should be available for use upto 9 pm on all the days of the events.
22. Any regulatory approvals/licences/permissions from external authorities like the Law and Order/Traffic/Police, Licencing, Municipal Corporation, Anti Pollution Deptt, Fire, Electricity, Water, State Govt., etc shall be the responsibility of the Event Manager and will have to be in place atleast three days before the start of the Festival.
23. Post event cleaning of the premises and disposal of the garbage will also have to be looked after by the Event Manager.

Special Terms and Conditions

1. 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 whosoever for any of the events being organized at Daulat Ram College campus during the contract period.
2. The winning event manager will have to give minimum guarantee for arranging sponsorship for minimum of Rs. 10 lacs. As an incentive, the Event Manager will be entitled to an Arrangement Fee equivalent to 25 per cent of the sponsorship(s) arranged above the minimum guarantee of Rs. 10 lacs.
3. The erection of hoardings, banners, flexes etc inside Daulat Ram College campus will be carried out in consultation with the Festival Organising Committee.
4. The event manager is advised to visit the campus before quoting the rates to assess the scope of work and site conditions.
5. 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)
6. 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.
7. The event manager shall have to remove all his material within 48 hours of the conclusion of the Festival.
8. 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