

Daulat Ram College
University of Delhi
New Delhi 110007

DRC/MANJARI/2026/1438

Dated Feb 04 2026

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 2026

Salient Points of the Tender

Name of Event	MANJARI 2026 – Annual Cultural Festival of Daulat Ram College, University of Delhi
Duration/Dates of the Event	25 th , 26 th and 27 th February 2026
Tender For	Event Management Services for MANJARI 2026 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. 1,00,000/-/- 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	5:00 pm on 12.02.2026
Scrutiny and opening of Bids	10:00 am 13.02.2026
Presentations by the Bidders before the Festival Organising Committee/Selection Committee	10:30am onwards on 14.02.2026

Eligibility Criteria:

1. The applicant entity (bidder) must be registered for Service Tax and should have a minimum average turnover of Rs. 28 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. 15 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 – 1) Amit Mishra 2) Mohammed Irfan 3) Shirley Setia 4) Shefali Alvarez (as per list) 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. The performance of the artist to be live (no lip syncing) with performance time of 90-120 minutes.

Last Date For Submission Of Tender:

Complete Tenders must reach the office of the undersigned up to **5:00 pm on 12.02.2026**. Tenders shall be opened on 13.02.2026 at 10 am 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 GST Certificate.
3. Self Attested Copy of Income Tax and for the FY 2023-24 to FY 2024-25.
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 2026.
6. Earnest money deposit (EMD) for an amount of Rs 1,00,000 in form of a 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.
8. Self Attested copy of certificate that your firm has not been blacklisted from any government organisation.

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 14.02.2026 at 10.30 am 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 2026
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. 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.
3. To arrange for the Star Artist for the open air show and make all necessary logistical and performance related arrangements.
4. 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, boarding 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. Side Panels with complete masking and framing.
5. Tentage and furniture including three seater sofas, chairs, tables (with covers) and carpets.(as per requirement)
6. Cordless mics and stand mics as required, also foot mics
7. Big Banners of flex sheets for advertisement in college premises, Invitations, Posters and Programme Booklets.
8. Flower Decorations in the auditorium/other venues on the stage, gate and some other places on the Day of Inauguration and planters/flower pots or fruit basket for Guests.

9. Auditorium Requirements: LED lights and Sound Requirements:- Analog Mixer with Effects, Vocal Chord Mics with Mike Stands, Instrument Mics, Monitors, JBL Speakers, Leads for Instruments, LED Screen
10. The Event Manager must ensure coverage of the event in the leading English/Hindi Newspapers and News Channels, etc.
11. Other things required for the Backstage arrangements will be asked for in accordance with the requirements.
12. Barricading of the stage seating and enclosures and arrangements at venues..
13. Low Noise Generator Backup for the entire event on both days as per requirement.

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 3 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.
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ANNEXURE-B

TERMS AND CONDITIONS

Name of work: Cultural Festival Manjari 2026 of Daulat Ram College, University of Delhi

Sub-Head: Event Management Services for Cultural Festival Manjari 2026 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 GST, 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 2026. 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(EMD)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. The selected vendor must provide a structural stability certificate of the stage prior to the event on company's letter head.
16. No tools and plants shall be issued by Daulat Ram College.
17. Electricity for the scope of work shall be provided by the Daulat Ram College free of cost. However, sufficient Power backup 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.
18. Water tankers and bottled drinking water will have to be arranged by the Event Manager in sufficient quantity as per requirement
19. 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.
20. All the necessary safety precautions shall be taken while providing services by the service provider.
21. 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.
22. All installations/equipment/tentage/stage/sound and light equipment shall be made functional starting 8:30 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.
23. 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.
24. 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. 4 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. 5 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 three days of the Festival expected footfall is of 20,000 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.

Cancellation or Unavailability:

1. If 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 minute due to Unavoidable circumstances like being sick etc, the event manager will arrange another artist of the same stature as per approval of the college/committee.

MANJARI 2026 PRODUCTION REQUIREMENTS
25,26 & 27 FEBRUARY, 2026

FABRICATION AND TENTING FOR MAIN STAGE (FOR 2 DAYS)

S.N O	ITEM	QUANTITY
1.	STAGE	44X32X6 FT HT
2.	RAMP	16X8X6 FT HT
3.	LED WALL RISER	48X4X7 FT HT
4.	FOH RISER	16X8X2 FT HT
5.	MOH RISER	12X8X6 FT HT
6.	DRUM RISER	8X8X1 FT HT
7.	KEYBOARD RISER	8X8X1 FT HT
8.	PERCUSSION RISER	8X8X1 FT HT
9.	2-SEATER SOFA	4
10.	CENTRE TABLE	2
11.	CHAIRS WITH COVER	50
12.	GREY CARPET FOR STAGE	AS PER REQUIREMENT
13.	BLACK MASKING FOR STAGE	AS PER REQUIREMENT
14.	MOZO BARRICADES	400 RSQ
15.	Walkie talkie	6

SOUND AND LIGHT (FOR 2 DAYS)

S.N O	ITEM	QUANTITY
1.	LINE ARRAY(JBLVTX A12) / Outline GTO C12/ D&B KSL Series	16

2.	SUBS (JBL B28)/ Outline DBS18/ D&B KSL Series	10
3.	CENTRE FILL (JBL)	4
4.	SIDE FILLS WITH SUBS (AS PER ARTIST TECH RIDER) JBL SRX725	2
5.	STAGE MONITOR (AS PER ARTIST TECH RIDER) JBL VTX/PRX	6
6.	IN-EAR MONITOR (AS PER ARTIST TECH RIDER)	10
7.	PODIUM MIC (SHURE/SENHEISER)	2
8.	CORDLESS MIC (SHURE/SENHEISER)	4

9.	CORD MIC (SHURE/SENHEISER)	AS PER REQUIREMENT
10.	VOCAL MICROPHONES (AS PER ARTIST TECH RIDER)	2
11.	DRUM MIC (AS PER TECH RIDER)	1
12.	SM57/58	AS PER REQUIREMENT
13.	MIC STAND	AS PER REQUIREMENT
14.	DI BOX(BSS/RADIAL)	AS PER REQUIREMENT
15.	GUITAR/KEYBOARD CABLES	AS PER REQUIREMENT
16.	KEYBOARD/GUITAR STAND	AS PER REQUIREMENT
17.	NOTATION STAND	AS PER REQUIREMENT
18.	AUX CABLES	2
19.	DRUM KIT (AS PER ARTIST TECH RIDER)	1
	KEYBAORD (AS PER TECH RIDER)	1
20.	DJ CONSOL (AS PER ARTIST TECH RIDER)	1 SET
21.	BASS AMP (AS PER ARTIST TECH RIDER)	1

	GUITAR AMP (AS PER ARTIST TECH RIDER)	1
	KEYBOARD AMP (AS PER ARTIST TECH RIDER)	1
	PERCUSSION (AS PER TECH RIDER)	1
22	32 CHANNEL DIGITAL MIXER (DIGICO SD10/ SOUNDCRAFT vi3000)	1
23	SNAKE CABLE/STAGE BOX	AS PER REQUIREMENT
24.	WIRING AND OPERATOR	AS PER REQUIREMENT
25.	SHARPY	24
26.	LED PAR CAN(RGB)	36
27.	WARM PAR CAN	24
28.	PROFILE	4
29.	COLOUR WASH	16
30.	ATOMIC STROBE	8
31.	BLINDER(4WAY)	6
32.	FOLLOW SPOT	1
33.	SMOKE/HAZE MACHINE	2
34..	ARENA LIGHTING BOARD (MA2/MA3 FULL SIZE)	1
35.	4 SIDED TRUSS WITH V IN CENTRE	48X32X20 FT

36	SNAKE CABLE/STAGE BOX	AS PER REQUIREMENT
37.	3 PHASE MAIN DISTRIBUTION UNIT WITH PROPER EARTHING AND MAIN CABLE	AS PER REQUIREMENT
38.	SHARPY (17R)	32
39.	LED PAR CAN(RGB)	36
40.	WARM PAR CAN	18
41.	PROFILE	6
42.	COLOUR WASH	12
43.	STROBE	6
44.	BLINDER(4WAY)	6
45.	FOLLOW SPOT	1
46.	SMOKE/HAZE	2
47.	LIGTING BOARD (MA2/MA3 FULL SIZE)	1
48.	4-SIDED TRUSS WITH CENTRE BEAM	AS PER THE SIZE OF STAGE

LED WALL FOR MAIN STAGE (FOR 2 DAYS)

S.N O	ITEM	QUANTITY
1	P4(4.2) LED WALL FOR MAIN STAGE	40*10 ft (400 sq ft)
2	P4(4.2) LED WALL FOR DELAY (LEFT/RIGHT)	12x10 ft—2 nos (120 sq ft)
3.	P4(4.2) LED WALL FOR TRUSS	6X4 (24 sqft)
4.	PROCESSOR	4
5.	LAPTOP	2
6.	WIRING AND OPERATOR	AS PER REQUIREMENT
7.	SCAFFOLDING	44*8*7ft

SFX FOR MAIN STAGE (FOR 2 DAYS)

S.N O	ITEM	QUANTITY
1.	C02 JET	6
2.	CO2 CONFETTI BLOWER	2
3.	SPARKULAR MACHINE	6
4.	COMET	20 shots
5.	MINES	20 shots
6.	STADIUM SHOTS	2
7.	L FLAME MACHINE	4

REQUIREMENT FOR SADBHAVNA BHAWAN (FOR 3 DAYS)

S.N O	ITEM	QUANTITY
1.	TOP	6
2	LINE ARRAY	8
3	BASE	4

4	STAGE MONITOR	4
5	SIDE FILLS	4
6.	CORDLESS MIC	2
7.	CORD MIC	8
8.	MIC STAND	10
9.	GUITAR/KEYBOARD CABLE	4
10	AUX CABLE	2
11	SHARPY LIGHT	8
12	SFX confetti blower and flower shower	2
13	Sparkular Machines for Day 1	1
14	LED PAR CAN(RGB)	16
15	T-STAND/ T TRUSS	30X20X2
16.	FLEX FOR MISS DRC & MANJARI	20× 20 FT
17.	LED SCREEN FOR MANJARI	P3 150 SQ
18.	FOOT MIC	4 (on 26th)

DÉCOR LIGHTS (FOR 2 DAYS)

S.N O	ITEM	QUANTITY
1.	RISE LIGHTS (WARM WHITE)	600-700
2.	GREEN SODIUM 400WT	25
3.	PINK LED 100WT	25
4.	LED PAR CAN(RGB)	20
5.	MULTICOLOUR LAMPS	60-80

SILENT GENSET WITH DIESEL (for both days)

S.N O	ITEM	QUANTITY
1.	125KV FOR SOUND	1
2.	125KV FOR STAGE LIGHTS& CONSOLE	1
3.	62KV FOR STALLS	1
4.	3 PHASE CHANGEOVER SWITCH	4
5.	3 PAHSE MAIN CABLES 100 MTR	4
6.	DIESEL	AS PER REQUIREMENT

CONFERENCE HALL (for both days)

S.NO	ITEM	Quantity
1.	Mic with stand	8
2.	Cordless Mic	2
3.	Top	2

RANGSHALA (for both days)

S.NO.	ITEM	Quantity
1.	Top	4
2.	Base	1
3.	Cordless Mic	2
4.	Mic with Stand	6

EXPECTED SINGER

S.NO.	NAME
1.	Amit Mishra
2.	Mohammed Irfan
3.	Shirley Setia
4.	Nikhil D'Souza
5	Shefali Alvarez
7	Ash King
8	Gajendra Verma
9	Asees Kaur

EXPECTED BAND

S.NO.	NAME
1.	BYOB
2.	KY Collective
3	Karwaan Band
4	The Yellow Diary

EXPECTED DJ

S.NO.	NAME
1.	DJ Olley Esse
2.	DJ Ravator
3	DJ Sahil Gulati
4	DJ Suit Up
5	DJ Skopos
6	DJ Chetas
7	DJ Gurbax