

Daulat Ram College
University of Delhi
New Delhi 110007

DRC/MANJARI2018/2017-18

Dated January 29, 2018

NOTICE INVITING QUOTATIONS

Sealed quotations are hereby invited by the Principal, Daulat Ram College, University of Delhi, New Delhi 110007 from event managers for STAR NITE and Production separately for MANJARI 2018.

Last date for sending the quotations	5 th Feb, 2018 till 1:30 pm
Opening of quotations	6 th Feb, 1:30 pm

Artist for STAR NITE on 26 th Feb	Hardy Sandhu
Time	6:30 to 8:30 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 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 (Hardy Sandhu) for performance at Manjari 2018.

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, 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)
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 Chord 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 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:

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 Nite shall be organized at the main stage on the afternoon/evening of Day 1 of the festival. The said star artist shall be arranged by the Event Manager after 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			

Special Terms and Conditions

1. Those selected will have to deposit a surety of Rs 1.5 lac.
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. 1.5 lacs.
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)
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).