

SHIVAJI COLLEGE, UNIVERSITY OF DELHI
RAJA GARDEN, RING ROAD
NEW DELHI -110027

NOTICE INVITING TENDERS

1. Sealed bids are invited from experienced, resourceful and bona- fide firms on single stage two bid system for “**Event Manager to organize Vibrations 2017 of Shivaji College**”. The sealed Tender super- scribed as “**Tender for Vibrations 2017**” along with technical and financial bid in separate envelope must reach the office in the name of the Principal, Shivaji College, Ring Road, Raja Garden, New Delhi – 110027

2. **CRITICAL DATE SHEET as under.**

Date	Date and Time
Published Date	22-11-2016
Bid Submission Start Date	30-11-2016
Bid Submission End Date	20-12-2016 (04:00 PM)
Bid Opening Date	21-12-2016 (11.00 AM)

3. **Bid Submission:** Separate envelopes should be used for Technical and Financial Bids and indication to that effect may please be super- scribed on the envelopes.

4. Tenderers/Contractors are advised to follow the following Technical conditions: - .

(a) Tender fee of Rs 1000/- (Non- refundable) and Earnest Money of Rs. 45,000/(Refundable without interest)- is to be deposited electronically by NEFT/RTGS in the account of Shivaji College at the below mentioned details.

BANK Details for EMD Payment through NEFT/RTGS:

Account Holder Name: Principal Shivaji College

Account No. : 1272000172

Account Type: Saving

Bank : Central Bank of India

Branch: Shivaji College, Delhi – 110027

IFSCCode: CBIN0283942

Bidders are required to submit the proof/details of Tender Fee and EMD payment deposit.

(b) The firm’s profile with complete details duly signed.

(c) The firms having credential of organizing event of colleges or stage shows will be selected for the same. The firms should have valid PAN & VAT / Central Sales tax, Service tax Registration Number.

- (d) The firms who have already completed at least three similar work of value **Rs. 15 Lakhs** in each contract in Govt., Semi Govt., Govt. Undertakings, and Govt. Autonomous Organizations/ Private Institutions will be selected.
- (e) The firms shall provide a set of detailed working of **Vibrations 2017 at Shivaji College** with the Technical specifications and acceptance thereof (**Annexure –I of the tender**).
- (f) The firms must provide experience certificate of last three years in table form along with proof.
- (g) The firm must have annual turnover for **Rs. 50 Lakhs** during immediate last three years.
- (h) An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central / State/UT Government institution and there has been no litigation with any government department.
- (i) The price quoted for Star Performance as specified in the **Technical Specifications Part D** should be after deduction of sponsorship of Rs 10 Lakhs (at least), which is to be arranged by the event manager. Further, the event managers are requested to quote Star performance price and sponsorship arranged by them separately.
- (j) Undertaking that No near relative in the College.
- (k) Undertaking that the firm will quote price/arrange at least two performers in each category (1,2 & 3) under each part (B,C &D).
- (l) Financial standing through latest I.T.R., Annual report (balance sheet and Profit & Loss Account) of last 3 years.
- (m)Acceptance of other terms and conditions.

Other terms and Conditions:-

- i. The institute 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. The institute 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.
- ii. The Institute also reserves the right of splitting the items within two or more contractors for placement of order.
- iii. 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.
- iv. Payment terms: - Payment will be made in the following way:
 - 20% within 7 days after signing of MOU
 - 70% at the time of the arrival of the star on Second Day and
 - 10% after 2 days of successful organization of Vibrations 2017.
- v. The bidder shall remain valid for acceptance for a period of 45 days from the date of the signing of the MOU.

- vi. The bidder shall quote price separately for each part as specified in Financial Bid.
- vii. The payment will be made to the firm at any Bank Account maintained in India by way of NEFT/RTGS/DD after deducting the TDS as applicable.
- viii. The quoted price shall be **INCLUSIVE** of DVAT, Service tax and all other taxes (if applicable).

Company Letter Head

Annexure –I

TECHNICAL SPECIFICATIONS

A. For Cultural Event Setup

1. Lights as per requirements
2. Stage setup 40' x 32' x 4' with Risers, Fashion Ramp 20' X 8', and 6 Green Rooms complete masking and framing.
3. DJ/ Mixing console
4. Backdrop 36' x 10'. Side Panels 10' x 4' x 2' with complete masking and framing.
5. Tentage: 30 Three seater sofas, 600 chairs and carpet from the gate to the stage, come tent walls.
6. Cordless mikes and stand mikes as required.
7. 3 big Banners of flex sheets (6' x 6' of iron frame) for advertisement in college premises, Invitations, Posters and Programme Booklets.
8. Back drop and side panels for both the venues (stage and auditorium)
9. Flower Decorations 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:- 1. Analog Mixer with Effects (16 Channel- Yamaha) 2. 8 Vocal Chord Mics with Mike Stands (Shure SM 58) 3. 3 Instrument Mics (Shure SM 57) 4. 3 Monitors 5. 4 JBL Speakers 6. Leads for Instruments.
11. The Event Manager must ensure coverage of the event in the leading English daily like HT, Times of India, The Hindu etc.
12. Big LED Screens on the stage and two places in the College Premises.
13. Other things required for the Backstage arrangements will be asked for in accordance with the requirements.
14. Barricading of the stage seating and enclosures and arrangements at LED venues.
15. Comprehensive Security arrangements and Bouncers (at least 15) for the Star Nite.

16. Generator Backup for the entire event on both days.

B. For the Inaugural Function

1. Please arrange for any two of the following artists to perform and the Chief Guest at the Inaugural Function:

Category 1:-

Raja and Radha Reddy, Birju Maharaj, Navtej Johar, Ustad Amjad Ali Khan, Ustad Zakir Husain, Shubha Mudgal, Pandit Jasraj.

Category 2:-

Ayaan Ali Bangash, Dhruv Sangari, Yamini Reddy, Aditi Mangaldas

*Boarding, Lodging & Transportation of **ARTISITS** to be provided by the event manager.*

C. For the First Nite:

Rock/Pop/Sufi Band

*Boarding, Lodging & Transportation of **ARTISITS** to be provided by the event manager.*

D. For the Star Nite:- Day Two

1. Arrange any two of the following artists:

Category 1:-

Shaan, Sunidhi Chauhan, Arijit Singh, Vishal Shekhar, Mohit Chauhan

Category 2 :-

Shankar Ehsan Loy, Sonu Nigam, Kanika Kapoor, Sukhvinder Singh

Category 3:-

Javed Ali, Adnan Sami, Badshah, Jassi Gill and Bubbak Rai, Fazilpuria, Guru Randhawa, Milind Gaba, Benny Dayal

2. Stage setup and backdrop as per requirements of the artist and decoration

3. Sound/ amplifiers/ speakers/ revolving lights as per the Tech Rider of the artist will be attached if required.

4. Boarding, lodging & Transportation of **ARTISTS** to be provided by the event manager.

5. Refreshments for Band members.

6. Anchors for the Star Nite

7. Minimum of Rs. 10 Lakhs is desired to be raised by the event- manager as sponsorship.

E. Film Promotion:-

In case a film is being promoted the event- manager may get the stars without extra charges.


F. Cancellation or unavailability

1. In 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 moment due to unavoidable circumstances like being sick etc., the event manager will arrange another artist of the same stature.

Tenders should reach the undersigned latest 20- 12- 2016 up to 4.00 pm preferably by hand or by post in the name of the Principal, Shivaji College, Raja Garden, Ring Road, New Delhi- 110027.

Tenders will be opened on 21st December 2016


(Dr. Shashi Nijhawan)
Principal

Company Letter Head

FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

I submit the Price Bid for **VIBRATIONS 2017 at SHIVAJI COLLEGE** and related activities as envisaged in the Bid document.

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

I offer to work at the rates as indicated in the Financial Bid, (Annexure -2) inclusive of all applicable taxes.

I hereby declare that price quoted in the Financial Bid are for the **VIBRATIONS 2017 at SHIVAJI COLLEGE** as specified in the Technical Bid meeting all the specifications and parameters of Technical Specifications as given in the Tender Document.

Yours Faithfully,

Signature of authorized Representative

Company Letter Head

FINANCIAL BID

Sl. No.	DESCRIPTION	Firm Price (INR) (To be filled in by Bidder)	
		Price in INR	Total Price
1.	A.) For Cultural Event Setup <i>Technical Bid Specification (Annexure I)</i> inclusive of all taxes and levies, direct and indirect expenses.	INR in figures..... INR in Words	INR in figures..... INR in Words
2.	B. For the Inaugural Function Category 1:- Specify Artists Names Category 2:- Specify Artists Names	INR in figures..... INR in Words	
3.	C. For the First Nite: Rock/Pop/Sufi Band (Specify Artists Name at least two)	INR in figures..... INR in Words	
4.	D. For the Star Nite:- Category 1:- Specify Artists Names Category 2:- Specify Artists Names Category 3:- Specify Artists Names	INR in figures..... INR in Words	

- The rates shall be quoted in Indian Rupee only.
- The rates will be inclusive of all taxes fees, levies, etc. and any revision in the statutory taxes, fees, etc
- In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
- Refreshments, Boarding, lodging & Transportation of ARTISITS /Band will be the responsibility of the Bidder.
- The quoted rates shall remain same throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory
(Signature of the Authorized Person)

CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH TECHNICAL AND FINANCIAL BID.

Bidder is required to fill-up this checklist and enclose along with the envelope containing the Technical Bid.

Sl.	Item Description	Yes/No	Bid Reference
1.	NEFT/RTGS/ of Tender Fee Deposited Enclosed		
2.	NEFT/RTGS Receipt of Earnest Money Deposited Enclosed		
3.	Tender Acceptance Letter		
4.	Letter of authorization to submit bid.		
5.	Duly authenticated proof of items mentioned in the Technical conditions Point 4 (b) to (k) of Tender document		
6.	Financial Bid Undertaking		
7.	Financial Bid		