

**NOTICE INVITING TENDERS**  
**(NATIONAL COMPETITIVE BIDDING)**  
**MAITREYI COLLEGE, UNIVERSITY OF DELHI**  
**BAPUDHAM COMPLEX, CHANAKYAPURI,**  
**NEW DELHI -110021.**

1. Online bids are invited on single stage two bid system for “Event Manager to organize Annual Cultural Fest RHAPSODY-2024 of Maitreyi College” tentatively to be held in the 6<sup>th</sup> and 7<sup>th</sup> March, 2024. Manual bids shall not be accepted.
2. Document Download: Tender documents may be downloaded from Maitreyi College Website : [www.maitreyi.ac.in](http://www.maitreyi.ac.in) , and University of Delhiweb site <http://www.du.ac.in> and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under:

**CRITICAL DATE SHEET**

Published Date	05.02.2024 (04.00 PM)
Bid Document Download/Sale Start Date	05.02.2024 (04.30 PM)
Clarification Start Date	06.02.2024 (10.00 AM)
Clarification End Date	07.02.2024 (05:30 PM)
Bid Submission Start Date	08.02.2024 (09:00 AM)
Bid Submission End Date	17.02.2024 (06:00 PM)
Bid Opening Date	19.02.2024 (11:30 AM)

OFFG.PRINCIPAL  
MAITREYI COLLEGE

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**3. Bid Submission:**

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

**Tenderer/Contractor are advised to follow the instructions “Instructions to Bidders for Online Bid Submission” provided in the Annexure “I/II/III/IV/V/VI” for online submission of bids:**

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. 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 rejection.

5. Tenderer who has downloaded the tender from the **Maitreyi College Website** : [www.maitreyi.ac.in](http://www.maitreyi.ac.in) , and University of Delhi **web site** <http://www.du.ac.in> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall **not tamper/modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Maitreyi College .

6. Intending tenderers are **advised to visit again Maitreyi College Website** : [www.maitreyi.ac.in](http://www.maitreyi.ac.in) , and **University of Delhi web site** <http://www.du.ac.in> and **CPPP website** <https://eprocure.gov.in/eprocure/app> **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

7. Applicant contractor must provide demand draft for Rs.10,000/- (Rupees Ten Thousand only ) in favour of **Principal, Maitreyi College, payable at New Delhi** from any Nationalized Bank with their application/downloaded tenders as the cost of tender forms/ documents. The all applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government. In case of re- tendering, the firms which has submitted the DD in earlier calls will require to re-submit DD along with their tender/application in subsequent calls also. Tender not accompanied with the cost of tender documents is liable to be rejected. However, public sectors undertaking / Govt. undertaking firms are exempted from the payment towards cost of tender documents.

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- : 3 : -

**EMD Payment:**

Earnest Money Deposit of Rs.1,25,000/- is to be deposited through Demand Draft in favour of **Principal, Maitreyi College, payable at New Delhi**. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

*Micro and Small enterprises (MSEs) Units registered with NSIC under their Single Point Registration Scheme for the goods/services at NSIC are exempted from furnishing the Bid Security deposit/ EMD/Tender fee. They should furnish with the Bid (offline) a Notarized copy of the valid registration certificate issued by NSIC in their favors, for the goods/services covered under this Tender document. No other bidders are exempted from furnishing Bid Security/ EMD as mentioned above*

8. The **Hard Copy of original Documents** in respect of cost of tender document, earnest money and original copy of all Annexures should be delivered to the **Principal, Maitreyi College, Bapudham Complex, Chanakyapuri, New Delhi – 110021 on or before bid opening date/time as mentioned in critical date sheet**. Tenderer shall likely to be liable for legal action for non-submission of original payment documents like DD,etc., against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non-refundable.

9. The bidders should have the minimum turnover of Rs.50 lakhs (**from Event Manager to organize Annual Cultural Fest**) each in the three financial years i.e. **(2018-19, 2019-20 and 2022-23)**. Relevant proof for supporting the above shall be submitted.

**OR**

The Bidder should have experience in the similar field of providing (**Event Manager to organize Annual Cultural Fest**) in the Government Departments each in the **three** financial years i.e. **(2019-20, 2022-23 and 2023-24)**. Relevant proof for supporting the above shall be submitted.

**OR**

The firms who have already completed at least one similar nature of work like (**Event Manager to organize Annual Cultural Fest**) in each the three financial years i.e. **(2019-20, 2022-23 and 2023-24)** of value Rs.15 Lakh or more in a single work order in Govt., Semi Govt., Govt. Undertakings, and Govt. Autonomous Organizations/Institutes will be selected. Relevant proof for supporting the above shall be submitted.

10. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated latter.

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**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. **Payment terms: - Payment will be made in the following ways:**
  - **50% at the time of the arrival of the star in the College and**
  - **50% after 1 week of successful completion of Rhapsody-2024 after deduction of statutory taxes as per rules.**
- iv. The payment will be made to the firm at any Bank Account maintained in India by way of NEFT/RTGS after statutory deduction as per applicable laws.
- v. The quoted price shall be **INCLUSIVE** of all taxes by whatever name called as per applicable rates.

**Submission of Tender**

**The tender shall be submitted online in two part, viz., technical bid and price bid.**

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

**TECHNICAL BID**

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document:

- 1) Signed and Scanned Copy of Tender fee and EMD, (if applicable).
- 2) Signed and scanned copy of GST registration certificate and PAN Number.
- 3) Signed and scanned copy of Turnover Certificate for the F.Y. (2018-19, 2019-20 and 2022-23) duly verified by Chartered Account with proof of similar work.
- 4) Signed and scanned copy of Experience of Event Manger in similar work for the F.Y. (2019-20, 2022-23 and 2023-24) in Government Departments.

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- : 5 : -

- 5) Signed and scanned copy of Single work order Event Manager in similar work for the F.Y. (2019-20, 2022-23 and 2023-24) in Government Departments.
- 6) Signed and Scanned Copy of **Annexure –I/II/III/IV/V/VI**.
- 7) Signed and Scanned copy of certificate that your firm has not been black listed from any Government Organization.

### Checklist for Bid Submission

(The following check-list must be filled in and submitted with the bid document)

S. No.	Particulars	Please mention Yes/No with PDF File Name	Please mention the Page Number of PDF File
1.	Have you uploaded Signed and Scanned Copy of Tender fee and EMD, (if applicable)?		
2.	Have you uploaded Signed and scanned copy of GST registration certificate and PAN Number?		
3.	Have you uploaded Signed and scanned copy of Turnover Certificate for the F.Y. (2018-19, 2019-20, and 2022-23) duly verified by Chartered Account with proof of similar work?		
4.	Have you uploaded Signed and scanned copy of Experience of Event Manager in similar work for the F.Y. (2019-20, 2022-23 and 2023-24) in Government Departments.?		
5.	Have you uploaded Signed and scanned copy of Single work order Event Manager in similar work for the F.Y. (2019-20, 2022-23 and 2023-24) in Government Departments?		
6.	Have you uploaded Signed and Scanned Copy of <b>Annexure – I/II/III/IV/V/VI</b> ?		
7.	Have you uploaded Signed and Scanned copy of certificate that your firm has not been black listed from any Government Organization?		
8.	Have you uploaded the Price Bid as per BOQ_ xxxx?		

**Contd...p/6...**

- : 6 : -

**All items/set-up are required before Inauguration i.e. on March 6<sup>th</sup> and 7<sup>th</sup>,2024 by 8:00 a.m. sharp.**

**TECHNICAL DATA SHEET  
ANNEXURE-I**

**REQUIREMENTS OF EVENT MANAGER FOR RHAPSODY 2024**

**For Both Days ( 6<sup>th</sup> and 7<sup>th</sup> March, 2024)**

REQUIREMENTS OF ITEMS (Venue wise)

**A. SPORTS GROUND**

<b>S.No.</b>	<b>In normal conditions</b>	<b>In case of unfavorable weather</b>
1.	Stage size – 40'x50' with 15'x10' (approx.) ramp walk with masking on both sides of the stage.	Stage size – 40'x50' with 15'x10' (approx..) ramp walk with masking on both sides of the stage with German Aluminium hangar with tarpolines (waterproofing tent).
2.	Red carpet for stage, sports ground and ramp.	Red carpet for stage, sports ground and ramp.
3.	Provision of Genset including the fuel for entire event premises.	Provision of Genset including the fuel for entire event premises.
4.	Box Banner (23x3' & 15x2 (two)) for entry gate	Box Banner (23x3' & 15x2 (two)) for entry gate
5.	Backdrop – As per stage size - 50'x12'	Backdrop – As per stage size - 50'x12'

**Contd...p/7...**

6.	15 mics (7 cordless, 4xTall stand mics, 4 × Small stand mics)	15 mics (7 cordless, 4 x Tall stand mics, 4 × Small stand mics)
7.	Double Mojo Barricading in front of stage and on both the sides	Double Mojo Barricading in front of stage and on both the sides
8.	DJ/ Mixing console (Digital Console- 58 channels; Four Side box aluminum truss, PA JBL Vertec 4889/D&B J Series/ L Acoustics /tops and bass, Guitar amp, Ampeg, Hartke, Keyboard amp, Bass amp, 4 additional speakers to be installed at the end of sprots ground.	DJ/ Mixing console (Digital Console- 58 channels; Four Side box aluminum truss, PA JBL Vertec 4889/D&B J Series/ L Acoustics /tops and bass, Guitar amp, Ampeg, Hartke ,Keyboard amp, Bass amp, 4 additional speakers to be installed at the end of sprots ground.
9.	Drum kit (Day 1) Drum mic set (Day 1) Bass guitar amp(Day 1) Electric guitar amp(Day 1) 6 × TRS(1/4) Jack to XLR wires(Day 1)	Drum kit (Day 1) Drum mic set (Day 1) Bass guitar amp(Day 1) Electric guitar amp(Day 1) 6 × TRS(1/4) Jack to XLR wires(Day 1)
10.	20 LED Lights (150 Watt.)	20 LED Lights (150 Watt.)

\*The Lowest-1 vendor must provide a **structural stability certificate** of the stage and four sided aluminum box truss one-day prior of the event on company's letter head.

**E. Extra Requirements**

1. 15 Walkie talkie
2. 15 Bouncers

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**H. 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 moment 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.

**ANNEURE-II**

**LIVE PERFORMANCE (7<sup>th</sup> MARCH, 2024)**

**Live performance of Artist (No Lip-Syncing)**

<b>S.No.</b>	<b>Name of the Artist</b>	<b>Timing of Performance</b>
<b>1.</b>	<b>Monali Thakur</b>	<b>4.00 pm to 6.00 pm</b>
<b>2.</b>	<b>Stebin Ben</b>	
<b>3.</b>	<b>Arjun Kanungo</b>	
<b>4.</b>	<b>Zaeden</b>	
<b>5.</b>	<b>Asees Kaur</b>	
<b>6.</b>	<b>Mohammed Irfan</b>	

**(With all the production/set-up ie. Sound system, travelling charges, stay, green room etc. – with all Essential necessities)**

**Performance Time: 90 to 120 minutes**

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**Annexure -III**

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

Date:

To,  
The Principal,  
Maitreyi College, University of Delhi  
Bapudham Complex, Chanakyapuri,  
New Delhi - 110021

**Sub: Acceptance in respect of Terms & Conditions of Tender Document of "RHAPSODY - 2024 at MAITREYI COLLEGE"**

**Ref: NIT NO- .....Dt. ....**

Sir,

- i. I/We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the web site <http://eprocure.gov.in/eprocure/app> .
- ii. I/We hereby certify that I/We have read all the terms and conditions of tender document (including all annexure(s), schedule(s), drawing(s), etc.), which shall part of the contract and I/We shall abide hereby all terms & conditions contained therein.
- iii. The Corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
- iv. I/We hereby unconditionally accept all the terms and Conditions of above mentioned tender document and corrigendum(s) as applicable.
- v. I/ We hereby certify that quoted price is inclusive of all taxes and duties by whatever name called.
- vi. I/ we hereby certify that I/ We will provide **LIST OF ARTIST** names along with Songs list in the Technical bid documents.
- vii. I/ We will arrange event on the date scheduled and time mentioned in NIT or any other dates given by the committee with mutual consent.
- viii. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject my bid including the forfeiture of earnest money deposit.

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- ix. I/We confirm that our bid shall be valid up to 120 days upto days as mentioned in this tender document from the date of opening of cover-1, Techno-commercial Bid.
- x. I/We hereby certify that all the statements made and information supplied in the enclosed Annexures and additional data etc. furnished herewith are true and correct.
- xi. I/We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information.
- xii. I/We understand that you are not bound to accept the lowest or any bid you may receive.
- xiii. I/We certify that comply would be done according to the eligibility requirements and as per Bid documents..
- xiv. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector Undertaking.
- xv. I/we understand that if the event of the programme being cancelled due to unavoidable circumstances like rain etc. I will ensure that the programmes is held on the following day.
- xvi. I/we understand that in case the artists is unavailable at the last moment due to unavoidable circumstances like being sick etc. I will arrange another artist of same stature as per approval of the College/Committee.

**Seal and Sign of Agency**

**Name:**  
**Address:**  
**E-mail ID:**  
**Mobile No.:**

**Contd...p/ 11...**

- : 11 : -

**ANNEXURE-IV (ON A STAMP PAPER OF Rs.100/-)**

**PRICE BID**

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ\_XXXX .xls

**PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,  
The Principal,  
Maitreyi College,  
Bapudham complex,  
Chanakyapuri,  
New Delhi – 110021.

Dear Madam,

1. I submit the Price Bid for Annual Cultural Fest “**RHAPSODY-2024**” at **MAITREYI COLLEGE** related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, **Annexure-IV** inclusive of taxes and all Management fees by whatever name called.
4. I undertake that I will fill the prices of all the artists demanded by the college in the boq excel file. If, I do not fill the price of any artist in the boq excel file, then the college has full right to cancel my bid without any further communication in this regard.
5. I undertake that the artist sought by the college will be available to perform on the college stage at exactly 4 pm and will perform for the full 90 to 120 minutes. If the artist does not perform successfully for 90 to 120 minutes then the college has full right to deduct my payment accordingly.
6. I undertake that if I will not provide the items as per technical specification Annexure-I then the college has full right to deduct my payment accordingly.

Yours Faithfully,

Seal &Signature  
of authorized  
Representative:

**Contd...p/12...**

- : 12 : -

**ANNEXURE-V (ON A STAMP PAPER OF Rs.100/-)**

**FINANCIAL BID UNDERTAKING**

**BILL OF QUANTITY (BOQ)**

1. Price bid format is provided as BoQ\_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app> bidders are advised to download this BoQ\_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Price bid. Bidders shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and Bid Security would be forfeited and tenderer is liable to be banned from doing business with the Purchaser.
2. I undertake that the rates are quoted by our firm in Indian Rupee only.
3. I undertake that the rates quoted by our firm are inclusive of all taxes and duties. Any subsequent revision in the statutory taxes, fees, etc. shall be the responsibility of our firm.
4. I undertake that in case of any discrepancy in the amounts indicated in figure and word the amount whichever is less can be considered for evaluation by the College.
5. The quoted rates shall remain firm throughout the validity period of the bid and no revision is permissible for any reason.

**NOTE: ALL THE VENDORS ARE REQUESTED TO QUOTE THE AMOUNT WITH APPLICABLE GST IN BOQ EXCEL FILE.**

Seal and Sign of Agency

Name:

Address:

E-mail ID:

Mobile No.:

**Contd...p/13...**

**ANNEXURE-VI : BIDDER INFORMATION**

1. <i>Name of the Bidding firm</i>	
2. <i>Full address &amp; Contact details of the firm</i>	
3. <i>Name of the Authorized signatory for this Bid</i>	
4. <i>Bidder's proposal number and date</i> <i>Shall be made regarding this Bid</i>	
a. <i>Telephone</i>	
b. <i>Fax no.</i>	
c. <i>Email</i>	
d. <i>Mobile</i>	
e. <i>Company GST Number</i>	
f. <i>Company Pan Number</i>	
<i>Signature of the Authorized signatory</i>	
<i>Name</i>	
<i>Designation</i>	
<i>Date</i>	
<i>Company seal</i>	