



श्री अरविन्द महाविद्यालय SRI AUROBINDO COLLEGE

Ph.: 011 40536164

दिल्ली विश्वविद्यालय
मालवीय नगर, नई दिल्ली-110017
(University of Delhi)
MALVIYA NAGAR, NEW DELHI - 110017
E-mail : principal@aurobindo.du.ac.in
Website : www.aurobindo.du.ac.in

Ref. No. SAC/2025/PA/1636

Dated
30.01.2025

Tender Document

The Hard Copy of original instruments in respect of cost of tender document, earnest money and original copy of affidavits must be delivered to the Principal, Sri Aurobindo College, Malviya Nagar, New Delhi-110017 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 instrument like DD, etc., against the submitted bid.

1. The bidders should have the **MINIMUM TURNOVER THIRTY LAKHS (from similar nature of receipts of Event Management services)** in any of the last three financial years. Relevant proof for supporting the same shall be submitted.

AND/OR

Audited Balance Sheet and Income tax return for the last three years.

2. 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 financial-Bid opening will be intimated later.
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4. The **QUOTED AMOUNT** must be inclusive of basic price/charges, boarding, lodging & transportation of Artists/Band, management fee, any other charges/cost and all taxes by whatever name called.
5. The Event manager/agency must within 48 hours from the finalization of the contract, provide a video clip confirmation of the Artist/Band, failing which the contract shall stand null and void and the agency will be blacklisted with immediate effect further EMD shall be forfeited.


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TECHNICAL BID

The Signed and Scanned Copy of the following documents are to be furnished by the Bidder along with Technical Bid as per the tender document:

1. Demand draft for EMD Rs. 25,000/.
2. GST registration no., PAN No.
3. Incorporation certificate shall be submitted-Partnership deed in case of partnership firm, Memorandum and Article of Association in case of limited company, ownership certificate in case of sole of proprietary firm and Power of Attorney in favour of authorized signatory in case the firm is not a proprietary firm, Registration certificate /Trade license certificate/ Enlistment certificate / Incorporation certificate in any Government department Statutory body/PSU.
4. List of atleast two leading bands for the second day evening event.
5. List of Star Artists for the star night on the third day evening of the festival
6. Copy of Tender Acceptance Letter. (Annexure -1) and Technical datasheet (Annexure-2)


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7. At least 4 MoU/PO/Work Order of event management of educational institutions (preferably University of Delhi) or institutions of Central/ State/UT department worth Rs. 15 lakh in last 2 years. Attach MoUs.
8. Any other supporting documents.
9. The demand draft for EMD of Rs. 25,000 (twenty five thousand Rupees) must be submitted on the name of "Principal Sri Aurobindo College, payable at New Delhi."






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TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Annexure – I

Date:

To,

The Principal

Sri Aurobindo College
University of Delhi, Malviya Nagar
New Delhi – 110017

Sub: Acceptance in respect of Terms & Conditions of Tender Document for "MEHAK-2025 at SRI AUROBINDO COLLEGE".

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 form 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 shall be inclusive of basic price/charges, boarding, lodging & transportation of artists, management fee, any other charges/cost and all taxes by whatever name called for successful organization of the event.
- vi. I/ we hereby certify that I/ We will provide LIST OF Band names and the star artists in the BOQ.
- vii. I/ We will arrange event on date mentioned in NIT or any other dates given by the committee with mutual consent.


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- viii. I/We hereby unconditionally accept that in the event of non-compliance of any terms and condition, the college has the right to reject my bid and forfeit EMD.
- 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, Technical Bid.
- x. I/We shall accept that "MEHAK- 2025 at SRI AUROBINDO COLLEGE" is scheduled, tentatively, for the 03rd, 04th and 05th of March 2025, with slight possibility of alterations in these dates.
- xi. 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.
- xii. I/We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information.
- xiii. I/We understand that you are not bound to accept the lowest or any bid you may receive.
- xiv. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
- xv. I/We do hereby declare that our Firm does not have any relative or associate working in the college/institution

Seal and Sign of Agency Name:

Address:


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Dated A

Annexure - II

REQUIREMENTS

TECHNICAL BID

Technical:

FOR DAY 1

- Bengali drapes maypole type 60x30 feet
- Overhead cover/canopy in the lawns – for faculty & judges
- Foam carpet (14 feet x 14 feet) – for the performers
- Chairs - 80
- Couches - 6
- Coffee tables - 4

FOR DAY 2 AND 3

• MAIN-STAGE (Sound & Lighting)

Frontend:

1. LineArray-8 (RcfHDL/Jbl vertec 4889/ Dnb/ Adamson)
2. Base-8 (Rcf/Jbl)
3. Monitor-6 (L-ACOUSTICS or similar)
4. Sidefill-4 (JBL/Rc for Similar)
5. In Ear Monitor syntheses (6)
6. DI Units (6)
7. Podium Mic 2
8. Corded mic kit-12
9. Mic stands 12
10. Cordless mic kit (Shure or similar)-2
11. Drum mic kit


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12. Drum Kit (Pearl/Tama)
13. Guitar amp (Haartke/ Marshall/Fender)
14. Bass amp (Peavey/Fender/Haartke)
15. Keyboard amp
16. Pioneer (Nexus2)
17. DJM900 NEXUS
18. Sharpie (10R) light-12
19. Pointies 2
20. Spots -12
21. RGBW Wash 10
22. 4 eyed Mole fays 1 kw each-2
23. Kit box levitates (8)
24. Totem truss with spider legs for safety 12-18"-4
25. Lateral aluminum beams 12"-4

Backend:

1. Digital mixer 48 channel-Sound craft /Venue SC48 / Digico/ Allen Health
2. Gate compressor
3. Effect rack
4. All leads
5. Crossovers (3)
6. Digital light controller (Avolite Tiger Touch2/Pearl AVL Pro)
7. Dimmer Packs
8. Sound engineer
9. Light engineer
10. 2 Clear corns

• Stage Fabrication

1. Stage fabrication and masking (approx. 32 ft X 24 ft)
2. Extended ramp-(approx 12 ft X 8ft) with draping
3. Thick Cut flowers border on complete fascia
4. Carpet on stage


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5. Stage covering with theme colour drapes (Bengali Work).
6. LED SCREEN P3 QUALITY(20*10)
7. Mounting of Side wings framing, masking, designing, printing(10*10)-2PC
8. Mojo barricading layering 300ft

• Tenting and Seating

1. 80 Sofas -VIP
2. Green rooms-2 (10 ft X 10 ft) with tables and chairs, lights
3. VIP tables 8
4. Chairs with cover -300
5. Carpeting under sofa
6. Drapes on sides in college campus near entry, garden area
7. Drapes on main gate
8. Photo-booth for College Branding
9. Main tent with ceiling 60'*45'
10. Lunch tent 60*20 (four sides cover with ceiling)
11. Carpet in lunch tent 1200 sq ft
12. Tables in lunch tent 10 with cover and frills with 80 chairs.

• Décor

1. Carpet in the pathway
2. Flower décor on stage
3. Flower strings on gate
4. Flower for idol
5. Flower petals for inauguration
6. Bouquet 6 with cut flowers
7. Planters with decorative pot 16
8. Reception stall with chairs and table

• Ceremony Effect

1. Electric confetti (16)
2. Electric Sparkle (16)


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3. Low mist fog during event
4. Flower shower during inauguration
5. Hazers 1000 Watts (2)

Dated

• Printing

1. Information board at entry 8 ft x 8 ft
2. 800 certificates
3. 50 brochures with soft copy
4. Volunteer cards 200
5. Flyer 15*4 ft hanging flex on college building
6. Flex 6'x4' for VIP
7. 50 Posters with soft copy
8. 25 invitation cards with soft copy

GENSET Silent (for Backup)

Artists/Bands/DJs:

- 1) Musical Band for second day evening
- 2) Star Artist for third day evening.

• BAND FOR SECOND DAY EVENING

1. AWAAN
2. NAALAYAK
3. EUPHORIA

• DJ FOR SECOND DAY EVENING

1. REVOIC
2. LOST STORIES
3. RITVIZ

The bidders can provide the options for artists that can perform within our overall budget of around Rs 5 lakhs for conducting Mehak festival - 2025.

The bidders are requested to provide the complete remuneration package of the band and mentioned artists (individually) with their technical and other sound requirements, Tech


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Important Note:

Star Night shall be organised at the main stage on the evening of Day 3 of the festival. The chosen artist shall be arranged by the Event manager after cost approval of the Organizing Cultural Committee. All necessary sound and light arrangements, in addition to the normal sound and light arrangement of the main stage, 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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B

[Annexure -III]

1. Payment terms:- Payment will be made in the following way:
 - a. 30% after signing of MOU
 - b. 60% at the end of Day 3, and
 - c. Final payment on successful completion of MEHAK 2025.
2. The bid shall remain valid for acceptance for a period of 45 days from the date of signing of the MOU.
3. The bidder shall quote price separately for each part with breakup for each day as specified in Financial Bid.
4. The payment will be made to the Firm only on the Bank Account registered in their name maintained in India by way of NEFT/RTGS/DD after deducting the TDS as applicable.
5. The quoted price shall be INCLUSIVE of GST and all other taxes (if applicable).
6. The rates shall be quoted in Indian Rupees only.
7. The rates will be inclusive of all taxes, fee, levies, etc. and any revision in the statutory taxes, fees, etc.
8. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
9. Refreshments, Boarding, Lodging & Transportation of Artist/Band will be the responsibility of the Bidder.
10. The quoted rates shall remain same throughout the tenure of the contract and no revision is permissible for any reason.

Note: Kindly note that the final decision on award of work will be taken by the cultural committee of college taking into considerations quoted price, experience of contractors and the quality of work. The decision of the committee will be final.


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SRI AUROBINDO COLLEGE
(दिल्ली विश्वविद्यालय)
(UNIVERSITY OF DELHI)
मालवीय नगर, नई दिल्ली-110017
MALVIYA NAGAR, NEW DELHI-110017



श्री अरविन्द महाविद्यालय

SRI AUROBINDO COLLEGE

Ph.: 011 40536164

दिल्ली विश्वविद्यालय
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(University of Delhi)
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E-mail : principal@aurobindo.du.ac.in
Website : www.aurobindo.du.ac.in

Ref. No.

Dated

- viii. I/We hereby unconditionally accept that in the event of non-compliance of any terms and condition, the college has the right to reject my bid and forfeit EMD.
- 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, Technical Bid.
- x. I/We shall accept that "MEHAK- 2025 at SRI AUROBINDO COLLEGE" is scheduled, tentatively, for the 03rd, 04th and 05th of March 2025, with slight possibility of alterations in these dates.
- xi. 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.
- xii. I/We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information.
- xiii. I/We understand that you are not bound to accept the lowest or any bid you may receive.
- xiv. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.
- xv. I/We do hereby declare that our Firm does not have any relative or associate working in the college/institution

Seal and Sign of Agency

Name:

Address:


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Annexure - II

REQUIREMENTS

TECHNICAL BID

Technical:

FOR DAY 1

- Bengali drapes maypole type 60x30 feet
- Overhead cover/canopy in the lawns – for faculty & judges
- Foam carpet (14 feet x 14 feet) – for the performers
- Chairs - 80
- Couches - 6
- Coffee tables - 4

FOR DAY 2 AND 3

• **MAIN-STAGE (Sound & Lighting)**

Frontend:

1. LineArray-8 (Rcf HDL/Jbl vertec 4889/ Dnb/ Adamson)
2. Base-8 (Rcf/Jbl)
3. Monitor-6 (L-ACOUSTICS or similar)
4. Sidefill-4 (JBL/Rc for Similar)
5. In Ear Monitor syntheses (6)
6. DI Units (6)
7. Podium Mic 2
8. Corded mic kit-12
9. Mic stands 12
10. Cordless mic kit (Shure or similar)-2
11. Drum mic kit


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12. Drum Kit (Pearl/Tama)
13. Guitar amp (Haartke/ Marshall/Fender)
14. Bass amp (Peavey/Fender/Haartke)
15. Keyboard amp
16. Pioneer (Nexus2)
17. DJM900 NEXUS
18. Sharpie (10R) light-12
19. Pointies 2
20. Spots -12
21. RGBW Wash 10
22. 4 eyed Mole fays 1 kw each-2
23. Kit box levitates (8)
24. Totem truss with spider legs for safety 12-18"-4
25. Lateral aluminum beams 12"-4

Backend:

1. Digital mixer 48 channel-Sound craft /Venue SC48 / Digico/ Allen Health
2. Gate compressor
3. Effect rack
4. All leads
5. Crossovers (3)
6. Digital light controller (Avolite Tiger Touch2/Pearl AVL Pro)
7. Dimmer Packs
8. Sound engineer
9. Light engineer
10. 2 Clear coms

Stage Fabrication

1. Stage fabrication and masking (approx. 32 ft X 24 ft)
2. Extended ramp-(approx 12 ft X 8ft) with draping
3. Thick Cut flowers border on complete fascia
4. Carpet on stage
5. Stage covering with theme colour drapes (Bengali Work).


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6. LED SCREEN P3 QUALITY(20*10)
7. Mounting of Side wings framing, masking, designing, printing(10*10)-2PC
8. Mojo barricading layering 300ft

• Tenting and Seating

1. 80 Sofas -VIP
2. Green rooms-2 (10 ft X 10 ft) with tables and chairs, lights
3. VIP tables 8
4. Chairs with cover -300
5. Carpeting under sofa
6. Drapes on sides in college campus near entry, garden area
7. Drapes on main gate
8. Photo-booth for College Branding
9. Main tent with ceiling 60'*45'
10. Lunch tent 60*20 (four sides cover with ceiling)
11. Carpet in lunch tent 1200 sq ft
12. Tables in lunch tent 10 with cover and frills with 80 chairs.

• Décor

1. Carpet in the pathway
2. Flower décor on stage
3. Flower strings on gate
4. Flower for idol
5. Flower petals for inauguration
6. Bouquet 6 with cut flowers
7. Planters with decorative pot 16
8. Reception stall with chairs and table

• Ceremony Effect

1. Electric confetti (16)
2. Electric Sparkle (16)
3. Low mist fog during event
4. Flower shower during inauguration
5. Hazers 1000 Watts (2)


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• Printing

1. Information board at entry 8 ft x 8 ft
2. 800 certificates
3. 50 brochures with soft copy
4. Volunteer cards 200
5. Flyer 15*4 ft hanging flex on college building
6. Flex 6'x4' for VIP
7. 50 Posters with soft copy
8. 25 invitation cards with soft copy

GENSET Silent (for Backup)

Bands/DJs:

- 1) Musical Band for third day evening
- **BAND FOR THIRD DAY EVENING**
 1. AWAAN
 2. NAALAYAK
 3. EUPHORIA
- **DJ FOR THIRD DAY EVENING**
 1. REVOIC
 2. LOST STORIES
 3. RITVIZ

The bidders are requested to provide the complete remuneration package of the band with their technical and other sound requirements, Tech rider, travel and stay. The rates should also be inclusive of G.S.T.

Important Note:

The band performance shall be organised at the main stage on the evening of Day 3 of the festival. The chosen band shall be arranged by the Event manager after cost approval of the Organizing Cultural Committee. All necessary sound and light arrangements, in addition to the normal sound and light arrangement of the main stage, 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 –III]

1. Payment terms:- Payment will be made in the following way:
 - a. 30% after signing of MOU
 - b. 60% at the end of Day 3, and
 - c. Final payment on successful completion of MEHAK 2025.
2. The bid shall remain valid for acceptance for a period of 45 days from the date of signing of the MOU.
3. The bidder shall quote price separately for each part with breakup for each day as specified in Financial Bid.
4. The payment will be made to the Firm only on the Bank Account registered in their name maintained in India by way of NEFT/RTGS/DD after deducting the TDS as applicable.
5. The quoted price shall be INCLUSIVE of GST and all other taxes (if applicable).
6. The rates shall be quoted in Indian Rupees only.
7. The rates will be inclusive of all taxes, fee, levies, etc. and any revision in the statutory taxes, fees, etc.
8. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
9. Refreshments, Boarding, Lodging & Transportation of Artist/Band will be the responsibility of the Bidder.
10. The quoted rates shall remain same throughout the tenure of the contract and no revision is permissible for any reason.

Note: Kindly note that the final decision on award of work will be taken by the cultural committee of college taking into considerations quoted price, experience of contractors and the quality of work. The decision of the committee will be final.


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