

RAJDHANI COLLEGE, UNIVERSITY OF DELHI

Raja Garden, Ring Road
New Delhi-110015

Notice Inviting Quotation

1. Sealed quotations are invited from experienced, resourceful and bona- fide firms on single stage two bid system for "Event Manger to organize Transcend 2018 on 21 & 22 February, 2018 of Rajdhani College". The sealed Quotation super-scribed as "Quotation for Transcend 2018" along with technical and financial quotation in separate envelope must reach the office in the name of the Principal, Rajdhani College, Ring Road, Raja Garden and New Delhi-110015.
2. Critical Date Sheet as under:

Date	Date and Time
Published Date	05/02/2018
Quotation Submission Start Date	05/02/2018
Quotation Submission End Date	15/02/2018 (12:30PM)
Quotation Opening Date	15/02/2018 (01:00PM)

3. **Quotation Submission:** Separate envelopes should be used for Technical and Financial Quotation and indication to that effect may please be super-scribed on the envelopes.
4. Following are the technical conditions for Quotations:-
 - a. Quotation fee of Rs. 1000/- (Non-refundable) and Earnest Money of Rs. 20,000/- (Refundable without interest)-is to be deposited electronically by NEFT/RTGS in the account of Rajdhani College at the below mentioned details.

Bank Details for EMD Payment through Cheque/NEFT/RTGS:

Account Holder Name: Principal Rajdhani College
Account No.:1261900290
Account Type: Saving
Bank: Central Bank of India
Branch: Rajdhani College, Delhi-110015
IFS Code: CBIN0011414

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

- a. The firm's profile with complete details duly signed.
- b. The firms having credential of organizing event of colleges or stage shows will be selected for the same. The firms should have valid PAN & GST Number.

- c. The firms who have already completed at least one similar work of Value Rs. 10 Lakhs in each contract in Govt., Semi Govt., Undertakings and Govt. Autonomous Organizations/Private Institutions will be selected.
- d. The firms shall provide a set of detailed working of **Transcend 2018 at Rajdhani College** with the Technical specifications and acceptance thereof (**Annexure-I of the Quotation**).
- e. The firms must provide experience certificate of last three years in table form along with proof.
- f. The firm must have annual turnover for **Rs. 30 lakhs** during immediate last three years.
- g. Ann 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.
- h. The price quoted for Star Performance as specified in the **Technical Specifications Part C**.
- i. Undertaking that No near relative in the College in any capacity.
- j. Undertaking that the firm will quote price/arrange at least two performers in teach category under each part (B, C&D).
- k. Financial standing through latest ITR Annual report (balance sheet and Profit & Loss Account) of last 3 years.
- l. Acceptance of other terms and conditions.

Other terms and Condition:-

- i. The institute may accept or rejects any or all quotation in part or in full without assigning any reason and does not bind itself to accept the lowest quotation. The institute at its discretion may change the quantity, upgrade the criteria, and drop 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 Quotation 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 Quotation for the same contract as separate competitors. A breach of this condition will render the Quotation of both parties liable to rejections.
- iv. Payment terms:-Payment will be made in the following way:
 - 90% after the performance on Second Day and
 - 10% after 2 working days of successful organization of transcend 2018



- v. The quotation shall remain valid for acceptance for a period of 45 days from the date of the signing.
- vi. The party shall quote price separately for each part as specified in Financial Bid.
- vii. The payment will be made to the firms at any Bank Account maintained in India by way of Cheque after deducting the TDS as applicable.
- viii. The quoted price shall be **INCLUSIVE of GST & all other taxes** (if applicable).


Convener


Offg. Principal

Company Letter Head

Annexure-I

Technical Specifications

A. For Cultural Event (Stage) Setup (21st and 22nd February 2018)

1. Lights as per requirements.
2. Stage setup 40'x32'x4' with Risers, Fashion Ram 20'x8' and 4 Green Rooms complete masking and framing.
3. Sound system:
 - i. 32 Channel Digital Mixer (Kindly share the available brand)
 - ii. Wireless Vocal Mic (with stand)-Shure SM58/Sennheiser e945 or e835.
 - iii. 2Guitar Amps with Amp Head (Marshall JVM410HIS with Tube.
 - iv. 1 Bass Amp with Amp Head.
 - v. Drum kit (Tama/Pearl)-2Toms and 1Floor Toms, Hi-Hat+2Crash+1(22") Ride.
 - vi. Cables (Jack 2Jack)-8.
 - vii. 5-6 on stage monitors.
 - viii. 6 In-Ear Monitors(Shure Set: Earphones+Transmitter+Receiver)
 - ix. 9. D.I. Boxes
4. Backdrop 36'x10' side panels 10'x4'x2' with complete masking and framing.
5. Tent-age: 30 three seater sofas, 200 chairs and carpet from the gate to the stage, with tent walls.
6. Cordless mikes and stand mikes as required.
7. bank drop and side panels of the venue.
8. Other things required for the backstage arrangements will be asked for in accordance with the requirements.
9. Barricading of the stage seating and enclosures.



B. For the first Night: Day 01 (21 Feb 2018)

Band performance

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

C. For the Star Night:- Day 02 (22nd Feb 2018)

1. Arrange any one of the following artists :
Kulvinder Bhillla, Jassi Gill, Sukhi, Dilpreet Dhillon, Ninja.
2. Sound/ amplifiers/ speakers/ revolving lights as per the Tech Rider of the artist will be attached, if required in addition to technical specification A.
3. Boarding, lodging & Transportation of ARTISTS to be provided by the event manager.
4. Refreshments for Band members.

D. Film Promotion (if any)

If star performance in the form of film promotion is being offered then college shall not pay for the same.

E. Cancellation or unavailability

1. If the event is being cancelled due to unavoidable circumstances like rain etc. then event manager will ensure that the programs 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.
3. The safety and security of the premises and people will be the sole responsibility of the event manager.

Quotation should reach to the undersigned latest by 15.02.2018 by 12:30 pm by hand or by post in the name of the principal Rajdhani College, Raja Garden, Ring Road, New Delhi 110015.

Quotation will be opened on 15th Feb 2018 at 01:00 PM.


Convener


Offg. Principal

Company Letter Head

FINANCIAL QUOTATION UNDERTAKING

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

To, _____

Dear Sir/Madam,

I submit the Price Quotation for **TRANSCEND 2018 at RAJDHANI COLLEGE** and related activities as envisaged in the Quotation document.

I have thoroughly examined and understood all the terms and conditions as contained in the Quotation 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 Quotation are for the **TRANSCEND 2018 at RAJDHANI COLLEGE** as specified in the Technical meeting all the specifications and parameters of Technical Specifications as given in the Quotation Document.

Yours Faithfully

Signature of authorized Representative

Company Letter Head

FINANCIAL QUOTATION

S.No	DESCRIPTION	Firm Price (INR) (To be filled in by Bidder)	
		Price in INR	Total
<u>01)</u>	A.) For Cultural Even Setup (21 and 22 February 2018) Technical Quotation Specifications (Annexure 1) inclusive of all taxes and levies, direct and indirect expenses	INR in figure ----- --- INR in words	
<u>02)</u>	For the Star Night : (22 Feb 2018) Specify Artists Names	INR in figure ----- --- INR in words	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's, Lodging & Transportation of ARTISTS /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.

S. No	Item Description	Yes/No	Quotation Reference
1.	Cheque/NEFT/RTGS/ of Quotation Fee Deposited Enclosed.		
2.	Cheque/NEFT/RTGS/ Receipt of Earnest Money Deposited Enclosed.		
3.	Quotation 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 Quotation document.		
6.	Financial Quotation Undertaking		
7.	Financial quotation		