



MAITREYI COLLEGE

(UNIVERSITY OF DELHI)

BAPU DHAM COMPLEX,
CHANAKYAPURI,
NEW DELHI-110021

Ref. No. MT/2018/ 1344-1347

Dated:07-02-2018

M/S _____

Dear Sir,

Sealed quotations are invited for Event Manager during college festival Rhapsody 2018 proposed to be held on the 9th and 10th March 2018, as per detailed below :-

Details of items attached – “Annexure 1 – containing pages 1 to 2”

While mentioning your rates kindly clarify other charges if any, like transportation and labor etc. The GST/ Vat/ cartage, if any must be quoted separately. The vendor must quote their GST/TIN/TAN/PAN no. on the quotation letter as applicable as per norms.

The principal reserves the right to accept or reject some or all the quotations without assigning any reason, thereof.

If however, it is found that the quality of material provided is of sub- standard, and/or the quality is less than the quality specified in the order letter, the Principal shall have the right to withhold the payment partly or fully and/or penalty may be imposed on the firm. The decision of the Principal/ committee shall be final and binding on you. All the items shall be provided accurately and without any delay on each day at specified timing as shown in Annexure 1 failing which penalty may be imposed or payment will be withheld. While forwarding the lump sum rate of all the items together, all are required to endorse the Annexure 1 by signing on each paper.

The quotations must reach the College latest by 26-02-2018.

Yours faithfully,

(Sameer Saini)
Admin. Officer

ANNEXURE-1

REQUIREMENTS OF EVENT MANAGER FOR RHAPSODY 2018

All items are required sharply at the time shown against the venue.

(9th and 10th March, 2018)

OTHER REQUIREMENTS (Venue wise)

A. SPORTS GROUND (Both Days)

1. Stage size – 30'x40' with 15'x10' ramp with masking on both sides of the stage
2. Green carpet for stage
3. Provision for Genset for campus
4. 1 backdrop (As per stage) (15'x30')
5. Music system with CD player, USB port and AUX cable
6. 7-8 cordless mics
7. Barricading in front of stage and on both the sides
8. Speakers (JBL)

B. Amphitheatre (9th March)

1. Green carpet for stage
2. 2 Backdrops (as per stage size) (15'x20')
3. Music system with CD player , USB port and AUX cable
4. 2 Speakers
5. 4 Cordless mics

C. Parking area (10th March)

1. 1 Speaker
2. 3 Cordless mics

D. Seminar Room (10th March)

1. 2 mics (1 for podium + 1 hand held)

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E. NEW AUDITORIUM (9th March)

1. 10 mics with stand (8 big stands and 2 small stands)
2. Sound system (aux cables)
3. Stage Monitors
4. Extension Chord
5. Mat
6. A small table / keyboard stand

F. Extra requirements for both days

1. 10 walkie talkies
2. 12 bouncers for artist

G. Requirements of anyone of the mentioned artist for 10th March (with all the production i.e. sound system, travelling system, stay, green room etc.- Essential necessities).

1. Parmish Verma
2. Mankirt Aulakh
3. Badshah
4. Diljit Dosanjh
5. Armaan Malik

H. Requirements of any one of the following Band Performance for Day 1- With all the production i.e. sound system, travelling system, stay, green room etc.- Essential necessities)

1. Euphoria
2. Agnee
3. The Local Train
4. Nasya – Kunal Wason's Band

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N
Kunal Wason