

Ram Lal Anand College
University of Delhi
New Delhi 110021

RLA/SPLENDOUR 19/2018-19

Dated January 24, 2019

NOTICE INVITING TENDER

Sealed tenders in two Bid system (Technical Bid and Financial Bid in two separate sealed envelopes) are hereby invited by the Principal, Ram Lal Anand College, University of Delhi, South Campus, 5, Benito Juarez Road, New Delhi 110021 from entities/agencies fulfilling the eligibility criteria given below for Event Management services for Annual Cultural Festival SPLENDOUR 2019 of Ram Lal Anand College Students Union:

Salient Points of the Tender

Name of Event	SPLENDOUR 19 – Annual Cultural Festival of Ram Lal Anand College, University of Delhi
Duration/Dates of the Event	3 Days -14, 15, 16 th February 2019
Tender For	Event Management Services for SPLENDOUR 19 for organising the various events in their entirety including, but not limited to, hiring of Star artist(s) and arranging Sponsorships from commercial organisations
Estimated Cost	Depending on sponsorships
Earnest Money Deposit (EMD)	Rs. 50000/- in shape of DD/Pay Order in favour of Principal, Ram Lal Anand College along with Quotations as part of Technical and Financial Bid (EMD will be refunded to unsuccessful bidders and will be adjusted with the payment of the successful bidder)
Scope of Work	As per Annexure A
Terms and Conditions:	As per Annexure B
Last Date for Submission of Tender	2:00 pm on 30.01.2019
Scrutiny and opening of Bids	3.00 pm on 30.01.2019
Presentations by the Bidders before the Festival Organising Committee/Selection Committee	12 noon onwards on 31.01.2019

Eligibility Criteria:

1. The applicant entity (bidder) must be registered for GST and should have a minimum average turnover of Rs.15 lacs in the last three completed financial years as supported by the Income Tax returns/audited financial results.
2. The bidder must have satisfactorily completed at least three similar event management assignments/contracts in any College/University/Corporate during last five years of value not less than Rs. 10 lakh each. Similar contract means providing event management services consisting of hiring of a star artist of repute along with sound and light arrangement and organising of Sponsorship for such events. Festival Organising Committee (Students Union Advisory Committee and ECA Committee) of the college may insist on a specific minimum guarantee of amount for sponsorship at the time of finalising the contract/assignment.
3. The bidder must have confirmed availability of the Star artist whom the Festival Organising Committee of the college finalises (and the bidder consents to arrange) while submitting the tender. The confirmation from the artist(s) should be conveyed to the College/bidder in writing.

Last Date For Submission Of Tender:

Complete Tenders must reach the office of the undersigned up to **2:00 pm on 30.01.2019**. Tenders shall be opened on 30.01.2019 at 3.00 pm in Seminar Room, Admin Block, Ram Lal Anand College by the Students Union Advisory Committee/any other committee duly constituted/authorised by the Principal for the purpose.

Documents to be submitted in the Technical Bid:

1. Self-Attested copy of PAN Card
2. Self-Attested Copy of GST Registration Certificate.
3. Self-Attested Copy of Income Tax and Service Tax return(s) for the FY 2015-16 to FY 2017-18.
4. Self-Attested Copy of the Contract/Work order (at least 3 to be attached) issued by the concerned organization where the bidder had carried out similar service contract/Event Management activity as required at Serial No 2 of Eligibility Criteria.
5. Self-Attested Copy of the confirmed availability conveyed by the star artist whom the bidder proposes to arrange for performance at Annual Cultural Festival SPLENDOUR 2019.
6. Earnest money deposit (EMD) for an amount of Rs 50,000 in form of Demand Draft / Pay Order issued by a Scheduled Bank in favour of Principal, Ram Lal Anand College
7. Acceptance of Terms and Conditions (Annexure-B) duly signed by the Bidder with seal.

Documents to be submitted in the Financial Bid:

Duly filled and signed Financial Bid (Annexure-A)

The Tender document may be obtained from the Admin. Office of Ram Lal Anand College or may be from the official website of Ram Lal Anand College <https://www.rlacollege.edu.in>

Evaluation of tenders, Presentation before the Selection Committee and selection of the winning bidder (Event Management Agency/Contractor):

Technical Bids: Technical Bids shall be evaluated strictly on the basis of the eligibility criteria as prescribed. Any bidder who does not fulfil all provisions/conditions of eligibility criteria and/or the documents submitted along with the bid are incomplete, shall be disqualified.

Financial Bids: Financial Bids shall be opened for only those bidders who qualify the eligibility criteria as supported by documents submitted with the Technical Bid.

Presentation by the Bidders

All bidders who qualify in the Technical Bid will have to make a presentation of their Proposal and the game plan for organising the event and arranging sponsors to the Festival Organising Committee on 31.01.2019 at 12 noon. The presentation shall cover in sufficient details the concept theme of the festival, stage design, quality of artists & performers, Star Artist, quality of visual appeal, overall project management capabilities, their organizational structure, work plan, implementation strategy etc. The objective of the presentation is to evaluate the Event Management Company regarding their understanding and preparations for the Festivals and get clarifications, if any, as required by the Festival Organising Committee.

The final selection and appointment of the Event Management agency shall be made on Combined Quality, Artist cum Cost Based Selection.

Merely being the lowest bidder will not confirm the appointment/selection.

The Festival Organising Committee will decide the successful bidder on the basis of

- a. past experience of the bidder,
- b. innovative ideas,
- c. quality of their work as brought forth in their presentation before the committee,
- d. Stature/acclaim/suitability of the Star Artist they confirm
- e. the value of the sponsorship the bidder is able to arrange/confirm and
- f. the cost as indicated in the financial bid

RAM LAL ANAND COLLEGE SPLENDOUR 2019 FESTIVAL FINANCIAL BID

Scope of Work and Broad Responsibilities

Overall Conduct and Coordination of the Festival in constant consultation with the Organising Committee of the Festival

1. Events to be covered on 14th, 15th and 16th February 2019 in Splendour are Creative Writing, Film and Photography, Debate, Quiz, Theatre, Indian dance and Western Dance, Singing, North East Folk Dance and Fine arts along with EDM night and Star Night.
2. To arrange Sponsorship(s) from commercial organisations of repute – the Anchor Sponsor, Co-Sponsor, specific event sponsor, Food stall sponsor, etc. Minimum guarantee sponsorship will be one of the key criteria of selecting the Event Manager, other things being equal.
3. To arrange for the Star Artist for the open-air show and make all necessary logistical and performance related arrangements.
4. To provide for sound, light, decoration, stage making, security, furniture and fixtures, tentage, barricading wherever required, printing and stationary, refreshments, publicity – outdoor and in the media, gifts/bouquets, travel, logistics, board and lodging of Star artist(s) and other incidental costs.

It is to be noted that the Event Manager will be required to provide/arrange the following as per specifications indicated by the Festival Organising Committee:

1. Lights as per requirements
2. Stage setup with LED Backdrop, Fashion Ramp, and Green Rooms complete masking and framing.
3. DJ/ Mixing console
4. Backdrop, Side Panels with complete masking and framing.
5. Tentage and furniture including three seater sofas, chairs, tables (with covers) and carpets.
6. Cordless mikes and stand mikes as required.
7. Big Banners of flex sheets for advertisement in college premises, Invitations, Posters and Programme Booklets.
8. Backdrop of Flex/wood mounted and side panels for the venues (especially stage and auditorium)
9. Flower Decorations in the auditorium/other venues on the stage, gate and some other places on the Day of Inauguration and bouquets for Guests.
10. CCTV Cameras for surveillance.
11. Auditorium Requirements: Carpets, Chandni (white sheets), Backdrop, LED lights, and Sound Requirements: - Analog Mixer with Effects, Vocal Chord Mics with Mike Stands, Instrument Mics, Monitors, JBL Speakers, Leads for Instruments.
12. The Event Manager must ensure coverage of the event in the leading English/Hindi Newspapers and News Channels, etc.
13. Big LED Screens on the stage and at prominent/required places in the College premises.
14. Other things required for the Backstage arrangements will be asked for in accordance with the requirements.
15. Publicity Material, stationary, printing and packaging related to the Festival
16. Barricading of the stage seating and enclosures and arrangements at venues.
17. Comprehensive Security arrangements and Bouncers especially for the Star Evening.
18. Low Noise Generator Backup for the entire event on both days

Important Note:

1. The mentioned items and numbers of various items indicated herein are approximations and some essential linked items may not have been specifically mentioned/indicated. The bidder will have to work on a total sequence without leaving any missing links and will be responsible for provision and full functionality of each of the items in isolation and in conjunction with other related items wherever required/essential.
2. Star Night shall be organized at the main stage on the afternoon/evening of Day 2 and 3 of the festival. The said star artist shall be arranged by the Event Manager after due Name and cost approval of the Organising Committee of the festival. All necessary Sound and Light arrangements, in addition to the normal Sound and Light arrangement for the main stage (indicated below and elsewhere in this Tender), shall be made by the Event Manager to the requirement and complete satisfaction of the artist and of the performing team.

Annexure A: Common Items which will be required

Part A: Stage & Tent Arrangement during 14th -16th February 2019 (broad estimated requirements):

Activity/Item Common with other specific items	Price Quote/Rate
Erection of 6 feet high 40 feet 36 feet size MAIN STAGE made of M.S. pipes and plywood top strong enough to organize the Rock Show/Star Night events over it and also including 6 feet high 12 feet × 8 feet size ramp attached with the stage The Stage will also consist of a 30ft ×10ft size LED Backdrop.	
Printed Display Flex Boards and Banners on the sides covering the main stage and stage in the auditorium and the College Walls (hanging)	
Standing Flex Boards and Banners for different locations (10)	
Provision of 200. single seated Cushion Chairs for 3 days	
Provision of 10 three Seater Sofas for 3 days	
Provision of 15 6ft.x3ft Wooden tables with covers and frills for 3 days	
Provision of 20 no. 12ft.x 6ft.Woolen Carpet for 3 days	
Provision of 20 10000 Lumens Lights Yellow/Halogen for 3 days	
Provision of 20 5000 lumens White lights for 3 days	
Provision of 20 Extension wires and extension boxes for 3 days	
4 ft high Double Barricading in front of Main Stage with Steel barricading for 3 days	
Provision of 2 no. 1 ft high risers to place the drums and other instruments for 2 days	
Provision of 125 KVA Generator as backup for Main Stage and other locations for 3 days including all charges i.e. operator charges and Fuel charges, etc	
Total Price Quote for the above (Rs.)	

Part B:

Sound and Light Arrangement.

Sound Arrangements for the Main Stage near front lawn for a period of three days and at each of the venues of different events for three days, i.e. at the Front Lawn Amphitheatre, the Seminar Room, Lecture Rooms and other venues of events.

Different/adequate quantity/numbers of the following items (or equivalent) are expected to be provided

Equipment Requirement

AREA 1: Main Stage for the Star/Rock Show

	Elements/items	Qty	Size	Rate
A	SOUND			
1	Line arrays (6) + Far mic (4) + Podium mic (4)	14		
2	Subs	8		
3	Side fills	2		
4	32/48 Channel Line mixer and cables	1		
5	Corded vocal microphones +vocal mic and stands	6		
6	Wireless handheld mic +Drum kit mic	6		
7	CDJ-2000	3		
8	DJM-900 +Amplifiers	1		
B	LIGHTS			
1	Moving Heads	8		
2	LED Par Cans	16		
3	Beam Par + T stands	16		
4	Profile Lights	4		
5	Laser Lights	1		
6	Audience Blinder	6		
7	Follow Spot	1		
8	Box truss (50' 18)	1	40x40x2 5	
9	Smoke Machines	2		
10	Avolit Board + Sharp A	4		
C	FABRICATION			
1	Main Stage	1	40x24x4	
2	Fashion Ramp	1	8x12x4	
3	Green Room	1	20x10	
4	Complete Masking and framing (Barricade)			
5	Matting and staircase			
6	Top line array			
7	Bass			
8	Artist Manager			
9	Sponsorship			

AREA 2: AMPHITHEATRE

Sl.No	Elements/items	Qty	Size	Rate
A	SOUND SYSTEM WITH MIXER			
1	Monitor Wedges	2		
2	32/48 Channel Digital Mixer	1		
3	Microphones – corded, cordless, collar and headsets	4		
4	Mics (Vocal cord mics with mic stands, instrument mics)	4		
5	JBL Speaker			
6	Leads for instruments			
B	FLOWER DECORATION			
	Flower Decorations in the auditorium/other venues on the stage, gate and some other places on the 1 st and 2 nd Day			

AREA 3: FOR TWO (2) LECTURE ROOMS

Sl.No.	Elements	Qty	Rate
	Microphones – cordless	4 x 2	

AREA 4: SEMINAR ROOM

Sl.No	Elements	Qty	Rate
1	Front PA with Stands	2	
2	Microphones – cordless and stands	2 (5 standard size)	
3	Sound System with equalizer		
4	Speaker	2	

AREA 5:

Sl.No.	Elements	Qty	Rate
1	Carpets	4	
2	Stand	1	
3	Chairs	4-6	
4	Bulletin for Photobooth (6 x 4 feet)	6-8	

ADDITIONAL

Sl.No.	Elements	Qty	Size	Rate
1	Silent Generators all three days	1		
2	Walkie Talkie	10		
3	Announcement desk / Reception desk	2		
4	Music system with equalizer	2		
5	Bouncers (star night – 10) and on 2 nd day (5 bouncers) + 10 security	25		
6	Big banners of flex sheet for advertisement in college premises, invitations, posters and Programme Booklets			
7	Bouquets for guests			
8	CCTV Cameras	8		
9	Big LED Screens on the stage and for one Place in the College Premises.			
10	Barricading of the stage seating and Enclosures and arrangements at venues.			
11	Full coverage of the events in form of Videography			

- **List of Artists along with their estimated cost**

ANNEXURE-B

TERMS AND CONDITIONS

Name of work: Annual Cultural Festival Splendour 2019 of Student's Union of Ram Lal Anand College, University of Delhi

Special Note: The Principal and the Festival Organising Committee holds absolute right to amend/add/modify/drop/delete/cancel the bid or any of the clauses of this tender and terms and conditions, as they deem fit without assigning any reasons.

1. The prices quoted in the Financial Bid are net total price/charge including cartage, loading, unloading, installation and GST and nothing extra shall be payable on any account. Wherever required by law, the college will make payment after deducting TDS and a certificate for the same shall be provided.
2. Any tender with incomplete information or quotes will not be accepted under any circumstances.
3. The bidder has to arrange one Big star artist and one small artist after due consultation with and confirmation from the Festival Organising Committee of Splendour 2019. For the purpose of evaluation of Financial Bids the price/cost as quoted by the bidder and the acceptability and reputation/standing of the artist would be in important consideration in the final selection of the bidder.
4. The quantities in the tender are approximate and may vary depending upon the actual requirement at the time of execution. The payment for the deviated quantities shall be made on the pro-rata basis.
5. College 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. College 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.
6. The College also reserves the right of splitting the items within two or more contractors for placement of order.
7. 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.
8. The bidder shall quote price separately for each part as specified in Financial Bid.
9. The payment will be made to the firm at any Bank Account maintained in India by way of RTGS after deducting the TDS as applicable.
10. The quoted price shall be INCLUSIVE of GST.
11. The material/equipment shall be of specified quality and specifications only.
12. Applications without earnest money shall be rejected outrightly.
13. Payment shall be made only after satisfactory completion of services. 75 per cent within three days of the conclusion of the Festival and the rest 25 per cent after all the bills are thoroughly checked and verified.
14. If the agency fails to provide the services to the satisfaction of the Organising Committee, such as inferior quality of service, failing in providing the mentioned services in part or in full, Ram Lal Anand College can impose appropriate penalty and in such case decision of Principal, Ram Lal Anand College shall be final and binding on the bidder/contractor.
15. No tools and plants shall be issued by Ram Lal Anand College.
16. Electricity for the scope of work shall be provided by the Ram Lal Anand College free of cost. However, sufficient Power Back-up shall be arranged by the Event Manager. The Event Manager will be solely responsible for the connecting cables and other connecting devices from the main supply to the respective event venues.

17. Ram Lal Anand College reserves the right to cancel the tender and service order in full or part before the date of start and no compensation shall be entertained in such circumstances.
18. All the necessary safety precautions shall be taken while providing services by the service provider.
19. The contractor shall indemnify Ram Lal Anand College against any accident causing any financial loss or injury and/or loss to the contractor or his workmen while providing the services.
20. All installations/equipment/tentage/stage/sound and light equipment shall be made functional starting 9 am on the day(s) of the event/Festival and should be available for use up to 9 pm on all the days of the events.
21. Any regulatory approvals/licenses/permissions from external authorities like the Law and Order/Traffic/Police, Licensing, Municipal Corporation, Anti-Pollution Dept., Fire, Electricity, Water, State Govt., etc shall be the responsibility of the Event Manager and will have to be in place at least three days before the start of the Festival.
22. Post event cleaning of the premises and disposal of the garbage will also have to be looked after by the Event Manager

Special Terms and Conditions

1. The whole event is meant for Ram Lal Anand College students, faculty, officers, staff of Ram Lal Anand College or other guests invited by Ram Lal Anand College authorities only. The event manager can neither sell tickets nor issue passes to anyone and nor can he extend any sort of invitation to anyone whosoever for any of the events being organized at Ram Lal Anand College campus during the contract period.
2. The winning event manager will have to give minimum guarantee for arranging sponsorship for minimum of Rs. 5 lacs. As an incentive, the Event Manager will be entitled to an Arrangement Fee equivalent to 20 per cent of the sponsorship(s) arranged above the minimum guarantee of Rs. 5 lacs.
3. The erection of hoardings, banners, flexes etc. inside Ram Lal Anand College campus will be carried out in consultation with the Festival Organising Committee.
4. The event manager is advised to visit the campus before quoting the rates to assess the scope of work and site conditions.
5. During three days of the Festival expected footfall is of 10,000 people with around 4,000 to 5000 people for Star night. The arrangement for adequate manpower and other resources, besides crowd management and orderly conduct of the events shall be the responsibility of the Event Manager (contractor)
6. Neither direct advertisements nor proxy advertisements for any liquor or tobacco product or any other banned item shall be allowed inside the Ram Lal Anand College Campus. Besides this, hoardings, banners or flexes containing obscene/vulgar/ defamatory content shall also not be allowed for display.
7. The event manager shall have to remove all his material within 48 hours of the conclusion of the Festival.
8. The event manager shall ensure that there is no loss or damage to any Ram Lal Anand College property due to any act of Event Managers team/hires/subcontracts. The loss, if any, shall be recovered from the event manager and shall be deducted from the payments due at source itself. The decision of the Principal of Ram Lal Anand College regarding the calculation of the amount of loss shall be final and binding.
9. Stage setup, music and sound equipment and backdrop as per requirements of the artist and decoration will be the complete responsibility of the Event Manager
10. Boarding, lodging & Transportation, food/refreshments of ARTISTS to be provided by the event manager.



(Dr. R.K. Gupta, Principal)