



रामलाल आनंद कॉलेज

दिल्ली विश्वविद्यालय

बेनिटो हुआरेज़ रोड, नई दिल्ली-110021 (इंडिया)

Ram Lal Anand College

University of Delhi

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RLA/2019/

Dated September 23, 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 Fresher's Welcome 2019 of Ram Lal Anand College Students Union:

Salient Points of the Tender

Name of Event	Fresher's Welcome 2019 Ram Lal Anand College, University of Delhi
Dates of the Event	1 st October, 2019
Tender For	Event Management Services for Fresher's Welcome 2019 for organising the various events in their entirety
Estimated Cost	Depending on sponsorships
Earnest Money Deposit (EMD)	Rs. 5000/- 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	12:00 noon on 27.09.2019
Scrutiny and opening of Bids	2.00 pm on 27.09.2019
Presentations by the Bidders before the Organising Committee/Selection Committee	12 noon onwards on 27.09.2019

Eligibility Criteria:

1. The applicant entity (bidder) must be registered for GST.
2. The bidder must have satisfactorily completed at least three similar event management assignments/contracts in any College/University/Corporate during last three.

Last Date for Submission Of Tender:

Complete Tenders must reach the office of the undersigned up to **12:00 noon on 27.09.2019**. Tenders shall be opened on 27.09.2019 at 2.00 pm in Seminar Room, Admin Block, Ram Lal Anand College by the Students Union Advisory Committee/any other committee duly constituted/authorized 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 FY2017-18 to FY2018-19
4. Self-Attested Copy of the Contract/Work order (at least 2 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. Earnest money deposit (EMD) for an amount of Rs 5,000 in form of Demand Draft / Pay Order issued by a Scheduled Bank in favour of Principal, Ram Lal Anand College
6. 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 fulfill 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 27.09.2019 at 12 noon. The presentation shall cover in sufficient details stage design, 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 event and get clarifications, if any, as required by the Committee.

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

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

The 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. the cost as indicated in the financial bid.

Annexure A: Common Items which will be required

Part A: Stage & Tent Arrangement during Fresher's Welcome

Activity/Item Common with other specific items	Price Quote/Rate
Tenting Requirements	
Stage Carpet 24x28 ft	
Backdrop Printed 20x10ft	
Backdrop Wooden Frame	
Stage Shade 30x30 ft	
Tent with shade: 30x60 ft	
Red Mats 5	
Stalls 15x15 (Two)	
Round Table with cover 10	
Sofas 10	
Chairs with covers 250	
Total Price Quote for the above (Rs.)	

Part B:

Sound and Light Arrangement.

Activity/Item Common with other specific items	Price Quote/Rate
Line Array 8	
Bass 4	
Monitor 4	
Side Fills 2	
Corded Mics 9	
Cordless 6	
32 Channel Digital Mixer	
Smoke Machine one	
Wires 50 Mtrs	
Total Price Quote for the above (Rs.)	

Part C:

Others

Activity/Item Common with other specific items	Price Quote/Rate
Shield (Mr.& Miss Fresher) (Two)	
Sashes - 6	
Walkie - Talkie 6	
Lunch Tables with Shades and Table Covers (Three Stalls)	
Total Price Quote for the above (Rs.)	

ANNEXURE-B

TERMS AND CONDITIONS

Name of work: Fresher's Welcome 2019 of Ram Lal Anand College, University of Delhi

Special Note: The Principal and the 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 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.
4. 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.
5. 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.
6. The bidder shall quote price separately for each part as specified in Financial Bid.
7. 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.
8. The quoted price shall be INCLUSIVE of GST.
9. The material/equipment shall be of specified quality and specifications only.
10. Applications without earnest money shall be rejected outrightly.
11. Payment shall be made only after satisfactory completion of services. 75 per cent within three days of the conclusion of the Event and the rest 25 per cent after all the bills are thoroughly checked and verified.
12. 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.
13. No tools and plants shall be issued by Ram Lal Anand College.
14. Electricity for the scope of work shall be provided by the Ram Lal Anand College free of cost. The Event Manager will be solely responsible for the connecting cables and other connecting devices from the main supply to the respective event venues.
15. 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.

16. All the necessary safety precautions shall be taken while providing services by the service provider.
17. 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.
18. All installations/equipment/tentage/stage/sound and light equipment shall be made functional starting 9 am on the day(s) of the event and should be available for use up to 6 pm on the day of the event.
19. 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 erection of hoardings, banners, flexes etc. inside Ram Lal Anand College campus will be carried out in consultation with the Organising Committee.
3. The event manager is advised to visit the campus before quoting the rates to assess the scope of work and site conditions.
4. The event manager shall have to remove all his material within 48 hours of the conclusion of the event.
5. 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.
6. Stage setup, music and sound equipment and backdrop decoration will be the complete responsibility of the Event Manager


(Dr. Rakesh Kumar Gupta)
Principal