



Gargi College
Students' Council



GC/2024/

06th January, 2025

M/s _____

New Delhi

Sealed quotations are invited from experienced, resourceful and bona-fide event management companies for organising the "Reverie 2025 – The Annual Cultural Fest of Gargi College" of Gargi College to be held tentatively in last week of February/first week of March 2025. The sealed quotations super-scribed as "Quotation for Reverie 2025" along with all mentioned necessary documents in the annexures must reach the office of the Principal, Gargi College, University of Delhi, Siri Fort Institutional Area, New Delhi – 110049 by post as per the details given below latest by 14th January, 2025 (Tuesday) till 4:00pm.

Prof. (Dr.) Sangeeta Bhatia

Principal (Offg.)

Gargi College, University of Delhi

Union Advisors

Gargi College, University of Delhi

**REVERIE 2025 – ANNUAL CULTURAL FEST
GARGI COLLEGE
UNIVERSITY OF DELHI**

Annexure-1: Terms and Conditions

General Terms and Conditions to participate in the tender:

1. The technical qualification is based on technical documents as mentioned below in Annexure-2. Only technically qualified bids will be eligible for financial evaluation.
2. The quoted rates should be inclusive of GST, transportation, tech-rider of the Artist, boarding and other taxes and requirements. In case of any discrepancy/differences in the amounts indicated in figures and words, the amount in words will prevail and will be considered. The quoted rates shall remain same throughout the tenure of the contract and no revision is permissible for any reason. No extra amount will be paid apart from the work order.
3. The technical documents should be uploaded on the Letter Head of the Company with signature and company stamp.
4. The Institute may accept or reject any or all bids in part or in full without reason and does not bind itself to accept the lowest bid. The Institute 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. The bidder shall quote the price separately for each part as specified in the financial bid. The bid shall remain valid for acceptance for a period of 6 months from the date of signing of the MoU.
6. All cloth work will be erected with new clothes. The quality of the technical equipment should be as per the set government guidelines. The stage, trussing and other mentioned items in tender should be completed at least by 7.30am of the first day of the event.
7. **Applicable Law:** The contract shall be governed by the laws and procedures established by Govt. Of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings/processing, as may be applicable upon Gargi College, University of Delhi. All disputes are subject to exclusive jurisdiction of a competent court and forum in New Delhi, University of Delhi.
8. **Payment Terms:**
Payment Will Be Made In The Following Way:
 - 50% of the total payment shall be made Via Neft/Rtgs after signing of MoU.
 - 25% of the total payment shall be made Via Neft/Rtgs before 2 days of the event
 - 25% of the total payment shall be made Via Neft/Rtgs after the successful completion of the event
9. If the bidders' documents are found to be fake, the college has the right to forfeit their end and take other legal steps like black list them from participating in other Government and Institutions tender.



Annexure-2: Technical Bid

Documents required for technical qualification

Documents should be Self-Attested or Digitally Signed

1. Work profile of the company
2. Incorporation Certificate of the firm shall be submitted
3. Copy of PAN Card
4. GST registration certificate
5. Bank details/ Cancelled cheque
6. The firm should have minimum turnover of 1 Crore in the last Financial Year
 - a. Audited balance sheet with turnover 2023-2024
 - b. ITR of Last 3 Years
7. The firms must have minimum work order of delivering at least 4 festivals in colleges of Delhi University of 15 Lakh & above (per fest) in last two year.
8. The firm must provide at least 4 Certificates & 4 MoU (of atleast 15 Lakhs) of successful conduction of events in the last 2 years from the Delhi University Colleges
9. Not-Blacklisted Undertaking
10. Acceptance of Annexure-1 on Company Letterhead
11. Tender acceptance letter
12. Financial bid undertaking
13. Resume and qualification of the Event Manager



Annexure – 3

GARGI COLLEGE FEST 'REVERIE 2025' REQUIREMENTS FOR 3 DAYS

COMPONENT A – TENTING, STAGE, POWER SUPPLY, SECURITY, SOUND, LIGHT AND TECHNICAL REQUIREMENTS

a. Main stage sound, lighting, tenting and LED Wall

S.No	DESCRIPTION	DAYS	QUANTITY	REMARKS
1	Line Array	3	18	As Per Artist
2	Base	3	12	As Per Artist
3	Monitor	3	10	As Per Artist
4	Side fill	3	8	
6	In Ear Monitor	3	20	Sennheiser
7	DI Units	3	6	
8	Podium MIC	3	2	
9	Corded mic kit	3	12	
10	Mic stands	3	12	
11	Cordless mic kit	3	6	Shure

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12	Drum mic kit	3	APR	Shure
13	Drum Kit	3	1	Pearl or Tama
14	Guitar amp	3	1	Marshall
15	Bass amp	3	1	Fender
16	Keyboard amp	3	1	Roland KC 500
17	Pioneer (Nexus 3)	3		
18	DJM 900 NEXUS	3		
19	LED WALL P3.8 with Side Wing	3	500 SQ FEET	50*10
20	Truss (Iron Only)	3	4 Side AND 1 Pillar	60*40 SIZE - HEIGHT 24 FEET
21	Sharpie	3	30	
22	Profile	3	10	
23	Spots	3	20	
24	RGBW Wash	3	40	BI
25	4 eyed Molefays 1kw each-4	3		
26	Kit box levitates 4-8	3		
29	Smoke machine	3	4	



30	Digital mixer channel DIGICO QUANTUM 338	3		
31	Gate compressor	3		
32	Effect rack	3		
33	All leads	3		
34	Crossovers	3		
35	Digital light controller	3		ARENA
36	Dimmer Packs	3		
37	Sound engineer	3		
38	4 clearcoms	3		

B. SEMINAR HALL AND LT 1

S.NO.	DESCRIPTION	DAY S	QUANTITY	REMARKS
1	Line array	3	4	
2	Bass	3	2	
3	Monitor	3	2	
4	Corded mic kit	3	1	



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5	Mic stands	3	4	
6	Collar Mic	3	8	
7	Cordless mic kit	3	4	
8	Digital mixer 32 channel	3	1	
9	Sound engineer	3	1	
10	T Truss (only in Seminar hall)	3	2	
11	Par can	3	20	
12	Blinders	3	10	

C. SOUND IN CLASSROOMS FOR 2 DAYS

S.NO	DESCRIPTION	DAYS	QUANTITY	REMARKS
1	MIC AND SPEAKER	2	2	CLASSROOM 1
2	MIC AND SPEAKER	2	2	CLASSROOM 2
3	MIC AND SPEAKER	2	2	CLASSROOM 3



D. TENTING AND SECURITY FOR 3 DAYS

S.NO	DESCRIPTION	SIZE	DAYS	QUANTIT Y	REMARK
1	Matress (Arts Quad)		3	20	HARD
2	Chairs with cover		3	500	
3	Sofa		3	25	
4	Stalls attach with Truss (1 Plug Point, 2 Tables and 3 chairs)	15*15	3	20	
5	Plug Point		3	20	
6	Dustbins	BIG	3	20	
7	Stage with Carpet (Ground)	60*44	3	4 FEET HEIGHT	
8	Stage with Carpet (seminar hall)	24*16	3	1 FEET HEIGHT	Seminar Hall
9	Extra table with cover		3	20	
10	Round table (Stall Area)		3	10	
11	Cocktail table (Stall Area)		3	10	
12	Green room with mirror, chair, table and carpet	10*10	3	2	
13	Drapes with truss in ground front of the stage	100*20 0 SQ FEET	3	Multicolor drapes without gap	25 FEET HEIGHT
14	Drapes with truss in ground attach with stalls	100*20 0 SQ FEET	3	Multi color drapes without gap	25 FEET HEIGHT

PS A



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15	Ground entry gate with truss drapes (Floral decoration)	30*30 SQ FEET	3	Multi color	12 FEET HEIGHT
16	Red Carpet (Entry gate to stage)	8000 SQ FEET	3		
17	Drapes near Auditorium	2000 SQ FT	3		
18	Carpet (Seminar Hall)	1000 SQ FT			
19	Chemical Washroom	3	3	M1 F2	
20	Mojo Barricading	2000 FT	3		
21	Security lane from gate to road with fencing wires and security checking equipments	APR	3		
22	Metal detector	2	3		
23	Checking room	10*10	3	2	
24	X Ray baggage scanner	1	3		
25	Walkie talkie		3	10	
26	Bouncers	35	3	F20- M15	
27	Fire Brigade	1	3		
28	Ambulance	1	3		
29	Extension cords	20	2		
30	Extension boards	10	2		



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31	HDMI Cables	8	2		
32	Keyboard stand	2	2		
33	AUX Cables	10	2		
34	2 GENSET 125KV 12 HOURS RUNNING for 3 Days		3	2	

E. FLOWERS DECOR FOR 3 DAYS

1	Main stage and entry gate (ground) with rose petals marigold petals	25KG	1 (DAY 1)	
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TENDER ACCEPTANCE LETTER

(TO BE GIVEN ON COMPANY LETTERHEAD)

To,
The Principal
Gargi College
University of Delhi
Delhi -110049

Subject: Acceptance in respect of terms and conditions

Tender Reference No:

Name of the tender:

Respected Ma'am,

I/We have downloaded the tender documents(s) for the above mentioned tender/work' from the college website.

I/We hereby certify that we have read all the terms and conditions of the tender document (including all annexures) which shall be part of the contract and we shall abide hereby all terms and conditions therein.

The corrigendum(s) issued from time to time by your department/organisation too has also been taken into consideration, while submitting the acceptance letter.

I/We hereby unconditionally accept all the terms and conditions mentioned in this tender document and corrigendum(s) in its totality/entirety.

I/We do hereby declare that our firm has not been blacklisted/debarred by any Govt. department/ public sector undertaking.

I / We do hereby declare that our firm does not have any relatives in the college.

I/We certify that all information furnished by our firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Your faithfully

SIGNATURE WITH COMPANY SEAL AND STAMP



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FINANCIAL BID UNDERTAKING

(TO BE GIVEN ON COMPANY LETTER HEAD)

FROM: (FULL NAME AND ADDRESS OF THE BIDDER)

To,

Dear Ma'am,

I submit the price bid for Reverie 2025: Annual cultural fest of Gargi College and related activities envisaged in the bid document.

I have thoroughly examined and understood all the terms and conditions as contained in the bid document, and agree to abide by them.

I offer to work at the rates as indicated in the financial bid, (Annexure - 3) inclusive of all applicable taxes.

I hereby declare that price quoted in the financial bid are of the Reverie 2025: Annual cultural fest of Gargi College as specified in the technical bid meeting and all the specifications and parameters of technical specifications as given in the tender document.

Yours faithfully

SIGNATURE

STAMP