

**ADITI**  
**MAHAVIDYALAYA**  
**University of Delhi**  
**Delhi-110039**

**Reference: AM/RHYTHM/2024/01**

**Date: 26.03.2024**

**Subject:** Invitation of quotations are invited from reputed and well established firms/Event Management Service Providers, those who have experience in organizing event of Colleges or Stage shows in prestigious events of various Colleges Central/State/UT Government/Private University/Institutions at various places etc. for Student Union Fest RHYTHM 2024 scheduled to be held on Third or Fourth week of April at Aditi Mahavidyalaya, University of Delhi, Delhi-110039.

The sealed cover containing the quotations completed in all respect and superscribed with "Quotations for student union fest rhythm 2024 on third or fourth week of april addressed to the 'The Principal, Aditi Mahavidyalaya, University of Delhi, Delhi- 1100039' should be reach latest by **05:00 p.m. on 10.04.2024** and the tender will be opened on the next day i.e. **11.04.2024 at 11:30 a.m.** in Room No. 34, Confrence Hall, Aditi Mahavidyalaya, University of Delhi, Delhi-110039. The vendor or his representative may also present. If they so desire.

Quotation/tender after the due date and time shall not be accepted. Aditi Mahavidyalaya will not be responsible for any postal loss/delay. Aditi Mahavidyalaya reserves the right to accept or reject in part or in full any or the entire tender at any stage without assigning any reason thereof. The successful vendor will be responsible to ensure the quality and quantity of material. The payment will be released only after student union fest 2024.

Estimated Cost	: Rs. 5,00,000/-
Date	: Third or Fourth week of April
Last date for submission of Bid	: 10.04.2024 (05:00 p.m.)
Date for opening of Financial Bid	: 11.04.2024 (11:30 a.m.)
Tender Fees	: Rs. 1000 /-
EMD	: Rs. 10000 /-

The interested Firms/Event Management Service provider may feel free to visit the venue before quoting their financial bid.

Clarification/queries, if any, can be addressed to Aditi Mahavidyalaya on telephone no. 011-27751317 and through e-mail: [info@aditi.du.ac.in](mailto:info@aditi.du.ac.in).

The bidders are also advised to visit the official website [info@aditi.du.ac.in](http://info@aditi.du.ac.in) for any amendment/corrigendum, if any.



**FINANCIAL BID**

**PRODUCTION:**

Sl. No.	Description/Title	Quantity	SIZE	DAYS	RATES
01	Stage -	01	24*20 feet	2	
02	Stairs	02		2	
03	Ramp	01	12*8 feet	2	
04	Sound		12 Top and 6 Base	2	
05	Monitors	06		2	
06	Side Fills	02		2	
07	Running Feet	5000-700		2	
08	Stage Backdrop	01	24*10 with flex	2	
09	Barricading			2	
10	SFX 4 Co2 and Blower Machine.			2	
11	LED Wall, sfx 2			2	
<b><u>TENT:</u></b>					
1.	Sealing	20		2	
2.	Decorate Gate	2		2	
3.	Flowers(as per requirement)			2	



4.	Sofa	20		2	
5	Table	80		2	
6	Chair	100		2	
7	Carpet	5		2	
8	Curtains	12		2	
<b><u>ARTIST: ANY ONE</u></b>					
1	Nikk			1	
2	DG Immortal			1	
3	Sadho Band			1	
<b><u>MISCELLANEOUS</u></b>					
1	Batches	4		2	
2	Slash	4		2	
3	T-Shirt (College Name/Volunteer Name)	30		2	
4	Decoration items for whole college (Chart paper, Cardboard, Glace paper, Colour, Kite paper etc.)			2	
5	Mementos Medium	20		2	





6	Mementos for judge of the event	15		1	
7	Certificate	100		1	
8	Trophy	30		1	
9	Printing, Banner	8	(6' x 4')	2	
10	Pamphlets	100		2	
11	ID Cards	41		2	
12	Passes			2	
13	Banners	2	24 x 10 feet	2	
14	samosa	450		1	
15	Frooti/Lassi	450		1	
16	Blazer for Union Member	4		2	
17	Chief Guest – Shawl and Planter			1	
18	Guest of honor -- Shawl and Planter			1	
19	Refreshment for Guest (Sandwich , dhokla , wafers ,Lassi, Spunch Rasgullla	20		1	
20	Lunch (Chole-Rice, Shahi Paneer, mixed veg, Dahi Bhalla Puri& Naan roti)	20		1	



\* However, the quantum of work may increase or decrease depending upon the requirement. Any increase in quantum other than above will be paid as per actual only.

Total amount will be considered by rounding up to the nearest rupee means less than 50 paise will be ignored and 50 paise and above will be considered as Rupee one.

Note: No over writing is permitted. If any found, tender will be summarily rejected. Rate: quoted by the vendor/bidder should be in figure as well as in words.

  
PROF. MAMTA SHARMA  
PRINCIPAL  




**KINDLY NOTE: -**

The proposals for RYTHM 2024 are required to furnish the following documents in technical bid: -

- a) A copy of Bid Acknowledgment submitted with the document of Tender
- b) PAN No.
- c) GST Certificate
- d) Demand draft of earnest money and tender fees should be attached with the technical bid only.
- e) EMD

**TERMS AND CONDITIONS:**

Only the firms having credential of organizing event of colleges or stage shows will be selected:

1. The firms must have minimum work experience in at least 2 MOU / PO / Work Order of Event Management
2. The firms must provide valid experience certificates of the last three years in table form along with proof. The documents can be verified by the College/ Committee at any time for further validation. In case of the usage of any forged document the bid is liable to be cancelled any time and the responsible bidder will be blacklisted by the College/ University.
3. An undertaking (Self-certificate) that the agency hasn't been blacklisted by a Central/State/UT Government/ Private University/ Institutions and there has been no litigation with any government department on account of IT services should be submitted.
4. The firms shall provide a set of detailed working of RYTHM, 2024 at Aditi Mahavidyalaya.



5. The firm must have annual turnover of Rs. 20 Lakhs during immediate last three years.
6. Undertaking that the bidder has no near relative studying or working in the College.
7. Financial standing through latest I.T.R, Annual report (balance sheet and profit & Loss account) of last 3 financial years (duly signed and stamped by the Chartered Accountant).
8. Any proof for the successful completion of each work should be submitted.
9. The bidders are required to make a presentation of approximately 7-10 minutes before the Committee in the College. The Committee reserves right to cancel any tender based on the presentation of the bidder.

**GENERAL TERMS AND CONDITION :**

1. The prices shall be quoted in Indian Rupees only.
2. The rates will be inclusive of all taxes, fee, levies, etc. and any revision in the statutory taxes, fees, etc.
3. In case of any discrepancy/difference in the amounts indicated in figures and words, the amount in words will prevail and will be considered.
4. The quoted rates shall remain same throughout the tenure of the contract and no revision is permissible for any reason.
5. **Payment terms:** - Payment will be made in the following way:
  - 25% of the total payment shall be made via NEFT/RTGS after signing of MOU
  - 50% of the total payment shall be made via NEFT/RTGS on day 2 of event
  - 25% of the total payment shall be made via NEFT/RTGS after 2 days of successful organization of **RYTHM 2024**. after satisfactory report convener of student union.
6. If the selected party tender is found to be fake, then the College has the right to forfeit EMD.
7. Complementary DJ to be organized on Day 1.
8. College reserves all rights to reschedule/cancel the event under unavoidable situations.
9. College reserves all rights to change/amend any of the given clauses in the tender document.
10. The College reserves the right to exclude or include the performance of artists/performers as mentioned in the tender, bidder should have no objection. Also, the amount /cost of the artist mentioned in the Financial Bid should include all charges (like lodging, transportation food etc.) of artist as well as their team from arrival till departure. The Bidder should also include the cost of the equipment's required for their performance. The College shall not make any additional payment under any circumstances (related to artist / performer).
11. The bid shall remain valid for acceptance for a period of 45 days from the



- date of signing of the MOU.
12. The bidder shall quote price separately for each part as specified in Financial Bid.
  13. The payment will be made to the Firm only on the Bank Account registered in their name maintained in India by way of NEFT/ RTGS/ DD after deducting the TDS as applicable.
  14. The quoted price shall be INCLUSIVE of GST and all other taxes (if applicable).
  15. The Institute 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. 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.
  16. The Institute also reserves the right of splitting the items within two or more contractors for placement of order.
  17. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstances 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 rejection.
  18. The bidder (after the award of work should submit 10% amount as a security deposit of the total awarded work in the form of Demand Draft.
  19. Preference will be given to the bidder offering higher sponsorship.
  20. The responsibility for the safety and any disaster should be owned by the contractors or event management company.



On the Company's Letter Head)

**FINANCIAL BID**  
**UNDERTAKING**

From: (Full name and

address of the Bidder)To,

Dear Sir/Madam,

I submit the Price Bid for **RYTHM 2024 at Aditi Mahavidalaya** and related activities as 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, (Annexures) inclusive of all applicable taxes.

I hereby declare that price quoted in the Financial Bid are of the **RYTHM 2024 at Aditi Mahavidalaya** as specified in the Technical Bid meeting all the specifications and parameters of Technical Specifications as given in the Tender Document.

Yours faithfully,

Signature of Authorized Representative



**ADITI MAHAVIDYALAYA  
(UNIVERSITY OF DELHI)**

**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING), REAL TIME GROSS SETTLEMENT  
(RTGS) FACILITY FOR RECEIVING PAYMENTS**

**A. Detail of Account Holder**

Name of Account Holder	Aditi Mahavidyalaya Student Fund A/c
Complete Contact Address	Aditi Mahavidyalaya (D.U.) Delhi Auchandi Road, Bawana, Delhi-110039
Telephone No./Fax/Email	011-27751317  info@aditi.du.ac.in

**B. Bank Account Detail :**

Bank Name	Union Bank
Branch Name with complete address,  Telephone  number Email	UNION Bank, H. No. 1055, Opp. Petrol Pump, Bawana, Delhi-110039  Ph : 011-27754862, 27752949
Whether the Branch is Computerized	Yes
Whether the Branch is RTGS enabled? If Yes, then what is the Branch IFSC Code	UBIN0905704
Is the Branch also NEFT enabled	Yes
Type of Bank Account	Saving
Complete Bank Account Number	520101222441654
MICR Code of Bank	110026354