

MOTILAL NEHRU COLLEGE
University of Delhi
Benito Juarez Road, New Delhi-110021 (India)

Date: 29.03.2025

NOTICE: INVITING TENDER

Sealed tenders are hereby invited by the Principal, Motilal Nehru 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 PHOENIX'25. The sealed tender Superscribed as "Sealed Tender for PHOENIX'25 along with EMD must reach the office in the name of The Principal, Motilal Nehru College, University of Delhi, Benito Juarez Road, New Delhi-110021 on or before 1:00 pm on 04th April, 2025.

S. No.	Item	Details
1	Name of Event	PHOENIX'25 Annual Cultural Festival of Motilal Nehru College, University of Delhi, New Delhi-21
2	Duration/Dates of the Event	2 Days, Dated 11-12 April 2025
3	Tender for	Event Management Services for PHOENIX'25 for organizing various events in their entirety including, but not limited to, hiring of Star artist(s) and arranging Sponsorships from Commercial organizations.
4	Tender Fee and Earnest Money Deposit (EMD)	Tender fee of Rs. 1000/- (Non Refundable) and Earnest money of Rs. 30000/- (Refundable) is to be deposited by DD/Pay Order in favour of the Principal, Motilal Nehru College. Bid should be submitted for separate stars. Bidding with all parts will be treated as one tender and need to pay fee and EMD at once. EMD will be refunded to unsuccessful bidders and will be adjusted with the payment of the successful bidder). If EMD and fee is not received on or before last date of submission the tender will be rejected.
5	Last Date for Submission of Tender	<u>1:00 pm on 04.04.2025.</u>
6	Opening of Tender/Bidders	2:00 pm onwards on 04.04.2025.

Event Production & Technical Requirements

Audio & Sound Setup

- Like Array: 24 (MI Vertec 4889 VTX/DNB-Adamson)
- Subwoofers: 10
- Front Fills: 8
- Monitors: 4 (L-Acoustics or similar)
- Side Fills: 8 (JBL, RCF, or similar)
- Wired Mics: 10 (Shure Corded mic kit)
- Wireless Mics: 6 (Shure)
- Drum Mic Kit: 1
- Podium Mic: 2
- Aux Wires for Instruments
- Guitar/Bass/Keyboard Amps: 10
- Digital Mixer: 24-channel (Soundcraft/Venue SC48/Digico Allen Heath)
- Gate Compressor: 2
- Effect Rack & Crossovers: 2
- Sound Engineer: 1

DJ Setup

- Pioneer DJM 900 Nexus 2 + 2xCDJ-3000

Lighting & Visuals

- LED Par Lights: 40
- Follow Spot Lights: 2-4
- Sharpie Lights: 30
- Sasobe + Blinder Lights: 12
- Pixel LED Tubes + Laser Systems
- Fairy Lights
- Pointics Spots: 12
- RGBW Wash: 10
- Eyed Molefays Wench: 2
- LED Wall (Backdrop): 40ft x 12ft Riser
- Side LED Walls: TWO (7ft x 12ft each)

Special Effects & Pyrotechnics

- CO Bursters: 10
- Fire Bursters: 6

- Cold Pyro Machines: 10
- Confetti Cannons: 12
- Haze Machines: 6
- Low Fog Machines: 4-6
- High Altitude Fireworks: 10-15

Stage & Infrastructure

- Main Stage Fabrication (Sound & Lighting)
- Stage Extension (Flat 3ft x 24ft x 5ft)
- Tent Setup in Front of Stage 90'x150'
- Drape Covering on Stage
- Carpet on Stage
- Mojo Barricading: 400ft (Double Layer)
- Covered Seating Area (Detachable)
- Sofas (VIP): 10
- VIP Tables: 4
- Chairs with Covers: 150
- Red Carpet from Main Gate to Library Walkway
- Stage Covering with Drapes
- 60'x120' Tent – 02 Nos.

Security & Communication

- Walkie-Talkies: 12
- Bouncers: 15

Miscellaneous

- Coloured High-Quality ID Cards with Photos: 100
- 50 Normal Chairs
- Cooling Setup: Coolers + Mist Fans (20)
- Flex Printing of Different Sizes – 20 Nos.
- 30 Stall Setup Only
- 06 Union badges

LT1 Setup

- Vocalist Mics: 5 (Chorded with Stand)
- Instrument Mics (Harmonium x5)
- Mixer, Speaker, Monitor, Cable, Instruments

LT2 Setup

- Speaker Setup (2 Bass)
- Mixer (2)
- Mic (2 Cordless)

Artists & Performances

- Masoom Sharma
- Aman Raj Gill
- Addy Nagar
- Amit Mishra
- Renuka Pawar
- Neel Kamal Singh
- Parmish Verma
- Sumit Parta
- Sapna Chaudhary
- Kay D

- Please quote for artist fee including their stay, travel, food and technical requirements. Artists should perform Live for atleast 90 minutes on stage, failing which the payment for the artist shall not be made.
- Bid should be submitted for separate stars and it will be treated as one tender and need to pay tender money and EMD at once.

Terms and Conditions:

Name of work: Annual Cultural Festival PHOENIX'25 of Motilal Nehru College, University of Delhi.

Last Date for Submission of Tender: 05.04.2025 till 1:00 pm

Documents to be submitted with tender:

- 1. Self-Attested copy of PAN Card and GST Registration Certificate.**
- 2. Self-Attested copy of Contract/Work order (atleast 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.**
- 3. Self-Attested copy of the confirmed availability conveyed by the star-artist whom the bidder proposes to arrange for performance at PHOENIX'25 on 11th and 12th April 2025.**
- 4. Bid should be submitted for separate stars and it will be treated as one tender and need to pay EMD at once. No additional star is allowed. Earnest money deposit (EMD) for an amount of Rs. 30,000 in the form of Demand Draft/Pay Order issued by a Scheduled Bank in favour of the Principal, Motilal Nehru College.**
- 5. An undertaking (self-certificate) that the agency hasn't been blacklisted by a Central/State/UT Government Institutions and there has been no litigation with any Government department on account of IT services.**
- 6. Atleast 3 MOUs with Government Institution (preferably Delhi University and it's affiliated colleges) for event management/production/artist, worth 5 lakhs each in past 5 years.**

Other Terms and Conditions:

The quoted rates shall remain same throughout the tenure of the contract and no revision is permissible for any reason.

1. No branding of any third party shall be done on head ramp or fascia except college. College reserves the right to reschedule or cancel the event and no compensation shall be entertained in such circumstances.
2. Any tender with incomplete information or quotes will not be accepted under any circumstances.
3. The bidder has to arrange one Star artist after due consultation with and confirmation from the Organizing Committee of PHOENIX'25. 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 an important consideration in the final selection of the bidder.
4. The rates will be inclusive of all taxes, fee, levies, etc. and any revision in the statutory taxes, fees, etc.
5. Applications without earnest money shall be rejected out rightly.
6. If the agency fails to provide the services to the satisfaction of the Organizing Committee, such as inferior quality of service, failing in providing the mentioned services in part or in full, College can impose appropriate penalty in such case decision of the Principal, Motilal Nehru College shall be final and binding on the bidder/contractor.
7. Electricity for the scope of work shall be provided by the Motilal Nehru 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. All the necessary safety precautions shall be taken while providing services by the service provider.
8. All installations/equipment/tentage/stage/sound and light equipment shall be made functional starting 9 am on the 11th & 12th 2025 and should be available for use up to 8:00 pm.
9. The organizing committee and the institute administration shall not be responsible for any damage to goods.
10. The payment will be made to the Firm only on the Bank Account registered in their name maintained in India by way or NIFT/RTGS/DD after deduction of all kind of the TDS as applicable.
11. The quoted price shall be INCLUSIVE of GST and all other taxes (if applicable).

Special Terms and Conditions:

- 1. The whole event is meant for Motilal Nehru College students, faculty, officers, staff of Motilal Nehru College or other guests invited by Motilal Nehru College authorities only.**
- 2. The event manager can neither sell tickets nor issue passes to anyone and nor can he extend any sort of invitation to anyone whatsoever for any of the events being organized at Motilal Nehru College campus during the contract period.**
- 3. The erection of hoardings, banners, flexes etc. inside the College campus will be carried out in consultation with the Festival Organizing 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 two days of the festival expected foot fall is of 8,000 people. 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 College Campus. Besides this, hoardings, banners or flexes containing obscene/vulgar/defamatory content shall also not be allowed for display.**
- 7. 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.**
- 8. Boarding, lodging & transportation, food/refreshments of ARTISTS to be provided by the event manager.**
- 9. No songs will be played in any case emphasizing on any particular religion, region or caste. Failing to comply would face a strict action from the College Administration.**

Special Note: The Principal and the Festival Organizing 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.

**Sd/-
Principal, Motilal Nehru College**