

NOTICE INVITING SHORT TENDERS
MOTILAL NEHRU COLLEGE, UNIVERSITY OF DELHI BENITO
JUAREZ MARG, SOUTH CAMPUS, NEW DELHI -110021

Offline quotations are invited from bonafide or competent “Event Manager or vendors to hold or organize Felicitation event for our Olympic Medalist Student” of Motilal Nehru College” tentatively to be held on (either 24,25 or 26 Nov 2021). **Only Manual bids shall be accepted.**

Event managers are to forward complete profile of the company along with documents in support of financial competence of the firm (i.e. last three years Income tax returns, TAN No., GST and license number from the competent authority for commercial event manger).

Sealed quotations are to be forwarded in two bid system; Financial and Technical bid addressed to **PRINCIPAL, MOTILAL NEHRU COLLEGE, UNIVERSITY OF DELHI, BENITO JUAREZ MARG, SOUTH CAMPUS, NEW DELHI-110021 on and before 5th of November 2021 by 3 PM.**

Document Download: Tender documents may be downloaded from Motilal Nehru College, University of Delhi web site - <http://www.mlncdu.ac.in/> as per the schedule as given in **CRITICAL DATE SHEET** as under.

CRITICAL DATE SHEET

Published Date : 12th November 2021

Bid Document Download/Sale Start Date : 12th November 2021

SN	EVEN T	DAT E
1	Pre-bid meeting Date	15th November 2021
2	Bid Submission Start Date	16th November 2021
3	Bid Submission End Date	19th November 2021
4	Bid Opening Date	19th November 2021
5	Award of the tender	20th November 2021

Tenderer/Contractor are advised to follow "Instructions to Bidder for the Bid Submission" provided in the Annexure "I" for submission of bids.

Not more than one tender shall be submitted by one bidder or bidders 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/director(s) are common) be allowed to tender for the same contract as separate competitor. A breach of this condition will render the tenders of both parties liable to rejection. Not more than one tender shall be submitted by any licensee / trust or societies / trusts having kinship relationships.

Tenderer who has downloaded the tender from the Motilal Nehru College, University of Delhi website <http://www.motilalnehrucollege.ac.in/> regularly till **closing date of submission** of tender for any corrigendum/ addendum/ amendment.

Event manager or tender bidder **shall not tamper/modify the tender form including downloaded financial Bid template in any manner**. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Motilal Nehru College.

Intending tenderers are advised to visit again Motilal Nehru College website.

Applicant/ bidder must provide non-refundable demand draft of **Rs. 1,000/- (Rupees one thousand only)** with their application/downloaded tenders as the cost of tender forms/documents in favour of Principal, Motilal Nehru College, payable at New Delhi, issued by any Nationalized/ Scheduled Bank having validity for three months.

All applicable bank charges are to be borne by the applicant and the applicant shall have no claim what so ever on this account on the college. In case of re-tendering, the firms, which have submitted the Demand Draft (DD) in earlier calls will require to submit DD along with their tender/application in subsequent calls also. Tender not accompanied with the cost of tender documents is liable to be rejected. However, public sector undertaking/Govt. undertaking firms are exempted from the payment towards cost of tender documents.

*Micro and Small enterprises (MSEs) Units registered with NSIC under their Single Point Registration Scheme for the goods/services at NSIC are exempted from furnishing Tender fee. They should furnish with the Bid (offline) a Notarized copy of the valid registration certificate issued by NSIC in their favors, for the goods/services covered under this Tender document. **No other bidders are exempted from furnishing Bid.***

EMD Payment:

Earnest Money Deposit of Rs. 10,000/- (Rupees Ten thousand only) is to be deposited through Demand Draft in favour of Principal, Motilal Nehru College, payable at New Delhi. Bidders are required to submit the details of EMD (**bearing no interest**) payment at the time of Bid Preparation.

The **Hard Copy of original instruments** in respect of cost of tender document, earnest money and original copy of affidavits must be delivered to the **Principal, Motilal Nehru College, Benito Juarez Marg, South Campus, New Delhi on or before bid opening date/time as mentioned in critical date sheet**. Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD, etc., against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non-refundable.

The bidders should have the **MINIMUM TURNOVER OF FIVE LAKHS (from similar nature of receipts of Event Management services)** in each of the last three financial years. The certificate from Chartered Accountant along with relevant proof for supporting the same shall be submitted.

OR

The Bidder should have experience of **AT LEAST THREE ORDERS OF SIMILAR EVENT MANAGEMENT SERVICES NOT LESS THAN AMOUNT OF ₹ 5 LACS**

BEFORE 01.11.2021 each in the Government Departments/ Corporates/ Societies /institution. (*Certified copy of award letter for the same shall be submitted*).

AND

Audited Balance Sheet and Income tax return for the last three years.

Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After opening of Technical-Bid, the results of their qualification as well financial-Bid opening will be intimated.

The college with sufficient justification at its discretion to relax any of the condition/s mentioned in tender document and/or increase any criteria to short list the bidders during scrutiny of tender. The 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.

The **QUOTED AMOUNT** must be inclusive of basic price/charges, logistics, Artist (if any) management fee, any other charges/cost and all taxes by whatever name called.

SUBMISSION OF TENDER

The tender shall be submitted in two part, viz., technical bid and price bid. There should be one big envelop and inside it two envelops, one for technical bid and other for the financial bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

TECHNICAL BID

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document:

- Signed and Scanned Copy of demand draft of Tender fee, EMD, GST registration no., PAN No. shall be submitted.
- Signed copy of Incorporation certificate shall be submitted. (partnership deed in case of partnership firm, Memorandum and Article of Association in case of limited company, ownership certificate in case of sole of proprietary firm and Power of Attorney in favour of authorized signatory in case the firm is not a proprietary firm, Registration certificate /Trade license certificate/ Enlistment certificate / Incorporation certificate in any Govt. deptt. / Statutory body / PSU).
- Signed copy of supporting documents.
- Signed copy of Tender Acceptance Letter. (**Annexure -1**).

FINANCIAL BID

- Financial bid undertaking.

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)

To,
The Principal
Motilal Nehru College, University of Delhi
Ring Road, Raja Garden
New Delhi -110027

Dear Sir/Madam,

- I submit the Price Bid for “**Felicitation event for our Olympic Medalist Student**” 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 price Bid, **Annexure II** basic price/charges, artist (if any), management fee, any other charges/cost and all taxes by whatever name called for successful organization of the event.

Yours Faithfully,

Signature of authorized
Representative

Annexure -I

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: _____

To,
The Principal,
Motilal Nehru College, University of Delhi
Benito Juarez Marg, New Delhi - 110021

Sub: Acceptance in respect of Terms & Conditions of Tender Document of “Felicitation event for our Olympic Medalist Student at MOTILAL NEHRU COLLEGE”.

Ref: NO- Dt.

Sir,

- I/We have downloaded the tender document(s) for the above mentioned „Tender/Work“ from the web site <http://mlnc.du.ac.in>
- I/We hereby certify that I/We have read all the terms and conditions of tender document (including all annexure(s), schedule(s) etc.), which shall part of the contract and I/We shall abide hereby all terms & conditions contained therein.
- The Corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
- I/We hereby unconditionally accept all the terms and conditions of above mentioned tender document and corrigendum(s) as applicable.
- I/ We hereby certify that quoted price shall be inclusive of basic price/charges, artists (if any), management fee, any other charges/cost and all taxes by whatever name called for successful organization of the event.
- I/ We will arrange event on tentatively date mentioned in the document or any other dates given by the committee with mutual consent.

- In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject my bid including the forfeiture of earnest money deposit.
- I/We confirm that our bid shall be valid up to 15 days as mentioned in this tender document from the date of opening of cover-1, Techno-commercial Bid.
- I/We hereby certify that all the statements made and information supplied in the enclosed Annexures and additional data etc. furnished herewith are true and correct.
- I/We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information.
- I/We understand that you are not bound to accept the lowest or any bid you may receive.
- I/We certify that comply with the eligibility requirements as per Bid documents.
- **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 relative in the college.**

Seal and Sign of Agency

Name:

Address:

SCOPE OF WORK

Generator Backup for the entire event on the day/date as specified for the event. (at least 01 Gensets- 125 KV)

- Video and Still Photography to cover all programmes in all venues during **Felicitation event for our Olympic Medalist Student at MOTILAL NEHRU COLLEGE** and give the college hard copies in an album and other photos and videos in pen-drives.
- The Event Manager must try coverage of the event in a leading English daily like The Hindustan Times, The Times of India, The Hindu etc. for which the press release should be drafted in consultation with the college.

For the felicitation programme

BEST QUOTED RATE (inclusive of all other miscellaneous and other expenses related to the event)

- Stage setup with grey carpet and stairs (size 30ft X20 ftX2 ft)
- Sound System with amplifiers/ speakers as per the Tech Rider of the artist (if any) will be attached if required.
- Seating for approximate 200 guests in round table format with Umbrella Canopy (One round table should keep the sitting maximum to 5 or 6 chairs)
- For 8- 10 VIP seating- Single Sofa seater with coffee table and umbrella, each umbrella not exceeding more than two VIP"s.
- Flex branding – (star Flex)
Two main Flex gates 20X10X3 ft
Standees 6X3 ft on Road – total 12 qty.
Standees 6X3 ft inside Campus – total 30 qty
Hoardings 12X10 4 ft - Total 4 qty
Flex Banners 20X2 – Total 1 qty
Flex Banners 20X6– Total 1 qty
- 200 Invitation Card with envelope to be printed.
- LED Screens 20X 10 ft on raised platform for live straming/video films (given in a pen drive)
- Red Carpet from car dropping area to the VIP seating area
- Anchors for the event.
- Flower Table Boquet – Total 5 qty
- Mementos for VIP,s – 15 qty

Sport related Film Promotion: - In case a sport based film is being promoted the event- manager may get the stars without extra charges.

Sponsorship: - We will be preferring the bids/tenders who will arrange sponsors or organizations to sponsor our event or the Star Artist/Athlete.

Cancellation or unavailability

- In the event of the programme being cancelled due to unavoidable circumstances like rain etc., the event manager will ensure that the programme is held on the following day.
- In case the artist is unavailable at the last moment due to unavoidable circumstances like being sick etc., the event manager will arrange another artist of the same stature.

NOTE: - Obligation on the part of vendor/event manager.

Necessary power supply through Gen sets of appropriate capacities or any other alternative modes to be provided by the event manager for all outdoor sounds and lighting including the main stage and mini stage. However, college electricity can be used for making arrangements for light and sound in the ground.

Annexure -II

FINANCIAL

BID

The price bid

The Financial Proposal/Commercial bid format should be the name of the artist/athlete and the rates. Bidders are advised to download this tender as it is and quote their offer/rates

The rates will be inclusive of all taxes (GST), fees, levies, etc. and any revision in the statutory taxes, fees, etc. will be the responsibility of the Bidder.

- In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
- The payment will be made to the event manager/vendor at any Bank Account maintained in India by way of ECS/RTGS after deducting statutory dues as applicable.
- The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

NOTE: - Obligation on the part of vendor/event manager

Necessary power supply through Gen sets of appropriate capacities or any other alternative modes to be provided by the event manager for all outdoor sounds and lighting including the main stage and mini stage. However, college electricity can be used for making arrangements for light and sound in the ground.

Authorized Signatory
(Signature of the Authorized Person)

Terms and conditions

Motilal Nehru College reserves the right to:

- Proponed/postponed/cancelled the bid, bidder will have to abide with the decision.
- Payments shall be made after the supply and submission of bills which will subject to satisfactory performance (certificate by the committee constituted for the purpose) organising committee will certify the quality and quantity of the items supplied/works done as per specifications and recommended accordingly the extent of payments.
- No preference will be given to any bidder of class of bidders, either for the price or for any other terms and conditions.
- Quotations will be submitted on printed letter head of the bidder.
- Successful bidder will have to enter into agreement with Motilal Nehru College for timely execution for the purchase order.
- No payment will be made for any damage of goods supplied.
- Liquidated damages provisions for damages shall be included in conditions of contract when delays in delivery and delivery of goods, completion of work or failure of goods or works to meet performance requirement would result in extra cost or loss of revenue or loss of other benefits to the implementing agency.
- No advance payments shall be made on any account to the vendor. All payments will be processed on successful completion the work, subject to satisfactory supply of goods and services, deficiency in service, supply of goods will be recovered from the amount payable to vendor. Exact terms and schedule of payments will be mentioned in the work order.