



**MAITREYI COLLEGE**  
(UNIVERSITY OF DELHI)

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BAPU DHAM COMPLEX,  
CHANAKYAPURI,  
NEW DELHI-110021

Ref.No. MT/2022/ \_\_\_\_\_

Dated:- 29.12.2022

To

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\_\_\_\_\_

Dear Sir,

Sealed quotations are invited for Tenting work, Stalls etc. during college annual festival Rhapsody 2023 proposed to be held on 3<sup>rd</sup> & 4<sup>th</sup> February, 2023 as per detailed given below :-

**Details of items attached – “Annexure 1- containing two pages”**

**Bid Security/EMD Payment:-**

**Earnest Money Deposit of Rs. 10000/- in the form of Bank Draft from any nationalized bank in favour of Principal Maitreyi College. Bidders are required to mention the details of EMD in the quotation invitation letter.**

**Before quoting the rates all vendors are requested to inspect the site of the college on any working day in order to assess the size and specification wherever required.**


While mentioning your rates kindly clarify other charges if any, like transportation, labour, GST, Cartridge etc. The GST, if any must be quoted separately. The vendor must quote their GST/TIN/TAN/PAN number as applicable as per norms.

The principal reserves the right to accept or reject some or all the quotations without assigning any reason, thereof.

If however, it is found that the quality of the material provided is of sub-standard, and/or the quantity is less than the quantity specified in the order letter, the Principal shall have the right to withhold the payment partly or fully and/or penalty may be imposed on the firm. The decision of the Principal/Committee shall be final and binding on the firm. All the items shall be provided accurately and without any delay at specified timing as shown in Annexure 1 failing which penalty may be imposed or payment will be withheld.

The quotations must reach the college latest by 18.01.2023 by 5.30 P.M.

Yours faithfully,

  
(Prof. Haritma Chopra)  
Offg. Principal



# ANNEXURE-1

REQUIREMENT OF TENTING WORK FOR ANNUAL FEST RHAPSODY 2023

**All items/set-up are required before inauguration i.e. 3<sup>rd</sup> February, 2023 by 8.00 AM Sharp.**

## For stalls

1. Size of the stall – 8'x15' feet with two tables and 2 chairs and canopy with electrical Connection if required (number of stalls as per requirements), round tables near stalls.
2. Extra tables as per requirements
3. Colour- 3 (white, black and gold)

## OTHER REQUIREMENTS (Venue Wise)

### A. SPORTS GROUND (both days)

1. 300 chairs (neatly covered)
2. 20 sofas (3 seaters with neat covers) and 3 center tables
3. 10 big umbrellas (optional)
4. Provision of light in sports ground (if required)
5. Covered tent for green room for Artist near stage (For second day)

### B. AMPHITHEATER (both days)

1. Red carpet for area near the stage (as per size), amphitheater covered with criss cross tent
2. Stage covered with tent (trust)
3. 150-200 chairs (neatly covered)
4. 5 sofas (3 seaters with neat covers) and 3 center tables
5. 2 Backdrop with frame (20'X10')

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OFFG. PRINCIPAL  
MAITREYI COLLEGE  
CHANAKYA PURI  
NEW DELHI-110014

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**C. PARKING AREA (DAY 1) (optional)**

1. Red carpet (25'x60')
2. Chairs for judges and audience -100 with neat cover
3. 2 tables with frills
4. Criss-cross tent

**D. Registration desk (BOTH DAYS)**

10 tables and 20 chairs with neat covers and with canopy for Registration desk.

**E. NEW AUDI (Day1, Day2 (optional))**

Sound system with 4 cordless and 4 standing mikes

**F. EXTRA REQUIREMENTS (BOTH DAYS)**

1. Extension boards with extension
2. 20 mirrors for green rooms
3. 50 dustbin
4. 50 extra tables

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