NOTICE INVITING TENDERS (NATIONAL COMPETITIVE BIDDING) MAITREYI COLLEGE, UNIVERSITY OF DELHI BAPUDHAM COMPLEX, CHANAKYAPURI, NEW DELHI -110021.

- 1. Online bids are invited on single stage two bid system for Customized Solutions for the services of the Event Manager for providing Tenting work for the Annual Cultural Fest RHAPSODY-2025 of Maitreyi College" tentatively to be held in the 11th and 12th February, 2025. Manual bids shall not be accepted.
- 2. Document Download: Tender documents may be downloaded from Maitreyi College Website: www.maitreyi.ac.in, and University of Delhi website http://www.du.ac.in and CPPP site https://eprocure.gov.in/eprocure/app as per the schedule as given in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

Published Date	16.01.2025 (10.00 AM)
Bid Document Download/Sale Start Date	16.01.2025 (10.30 AM)
Clarification Start Date	16.01.2025 (11.00 AM)
Clarification End Date	16.01.2025 (05:30 PM)
Bid Submission Start Date	17.01.2025 (10:00 AM)
Bid Submission End Date	27.01.2025 (06:00 PM)
Bid Opening Date	29.01.2025 (11:30 AM)

Note: All vendors are hereby informed that it is mandatory to conduct a site visit before submission of bid. Any vendor who fails to visit the college premises for the site inspection for understanding the scope of work shall have their bid deemed invalid. Such bids will not be evaluated by the college under any circumstances.

PROF. HARITMA CHOPRA PRINCIPAL Contd...p/2...

3. Bid Submission:

Bids shall be submitted online only at CPPP website: https://eprocure.gov.in/eprocure/app.

Tenderer/Contractor are advised to follow the instructions "Instructions to Bidders for Online Bid Submission" provided in the Annexure "I/II/III/IV/V/VI/VII/VIII/IX" for online submission of bids:

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- 4. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance 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.
- 5. Tenderer who has downloaded the tender from the Maitreyi College Website: www.maitreyi.ac.in, and University of Delhi web site http://www.du.ac.in and Central Public Procurement Portal (CPPP) website https://eprocure.gov.in/epublish/app shall not tamper/modify the tender form including downloaded price 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 Maitreyi College.
- 6. Intending tenderers are advised to visit again Maitreyi College Website: www.maitreyi.ac.in, and University of Delhi website http://www.du.ac.in and CPP website https://eprocure.gov.in/eprocure/app regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
- 7. Applicant contractor must provide demand draft for Rs.5,000/- (Rupees Five Thousand only) in favour of <u>Principal, Maitreyi College, payable at New Delhi</u> from any Nationalized Bank with their application/downloaded tenders as the cost of tender forms/ documents. The all-applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government. In case of re- tendering, the firms which has submitted the DD in earlier calls will require to re-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 sectors undertaking/Govt. undertaking firms are exempted from the payment towards cost of tender documents.

Contd...p/3...

EMD Payment:

Earnest Money Deposit of Rs.17,500/- is to be deposited through Demand Draft in favour of <u>Principal</u>, <u>Maitreyi College</u>, <u>payable at New Delhi</u>. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

Micro, Small & Medium Enterprises (MSME) and Micro and Small enterprises (MSEs) Units registered with NSIC under their Single Point Registration Scheme for the allied goods/services at NSIC are exempted from furnishing the Bid Security deposit/EMD/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 Security/EMD as mentioned above

8. The Hard Copy of original Documents w.r.t. cost of tender document and earnest money along with covering letter should be delivered to the Principal, Maitreyi College, Bapudham Complex, Chanakyapuri, New Delhi – 110021 on or before bid opening date/time as mentioned in critical date sheet.

Other terms and Conditions: -

- i. 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.
- ii. The Institute also reserves the right of splitting the items within two or more contractors for placement of order.
- iii. Payment terms: Payment will be made in the following ways:
 - ➤ 100% after 1 week of successful completion of Tenting work for the Annual Cultural Fest Rhapsody-2025 after deduction of statutory taxes as per rules.
 - > NO ADVANCE PAYMENT SHALL BE MADE IN ANY CIRCUMSTANCES.
- iv. The payment will be made to the firm at any Bank Account maintained in India by way of NEFT/RTGS after statutory deduction as per applicable laws.
- v. The quoted price shall be **INCLUSIVE** of all taxes by whatever name called as per applicable rates.

Submission of Tender

The tender shall be submitted online in two part, viz., technical bid and price 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 before uploading.

Contd...p/4...

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 <u>Technical Bid</u> as per the tender document:

- 1) Signed and Scanned Copy of Pan Number, GST Certificate, Tender fee and EMD, (if applicable).
- 2) Signed and scanned copy of Turnover Certificate for the F.Y. (2022-23 and 2023-24) duly verified by Chartered Account with proof of similar work.
- 3) Signed and scanned copy of Experience of Event Manger in similar work for the F.Y. (2022-23 and 2023-24) in Government Departments.
- 4) Signed and scanned copy of Single work order Event Manager in similar work for the F.Y. (2022-23 and 2023-24) in Government Departments.
- 5) Signed and Scanned Copy of Annexure –I/II/III/IV/V/VI/VII/VIII/IX and X.
- 6) Signed and scanned copy of all documents from S.No.1 to 14 as mentioned in Annexure-IV in a single PDF file.
- 7) Signed and Scanned copy of certificate that your firm has not been black listed from any Government Organization.

Contd...p/5...

All items/set-up are required before Inauguration i.e. on 11th and 12th February, 2025 by 8:00 a.m. sharp.

TECHNICAL DATA SHEET ANNEXURE-I REQUIREMENTS OF TENTING WORK FOR ANNUAL FEST RHAPSODY-2025

(11th and 12th February, 2025)

REQUIREMENTS OF ITEMS (Venue wise)

All items/set-up are required before inauguration i.e. [date and time] sharp.

For Stalls: (Both Days)

SI N		NAME	QUANTITY	COLOUR
		Stall (Canopy) – with two tables and 2 chairs (7.5'x 15' feet)	15	Red and White
	2.	Wooden Table with Cover and frill (5 x 2.5 ft)	80	Red and white
	3.	Chair neatly covered	50	Red and White

OTHER REQUIREMENTS (Venue-wise)

A. SPORTS GROUND (both days)

SR. NO.	NAME	QUANTITY	COLOUR
1.	Chairs neatly covered	300	Red Cover with White Bow
2.	Leather Sofa 3 Seater white colour Standard Size	20	-
3.	Glass Centre Table (4 x 2 ft)	03	-
4.	Covered tent for green room for Artist (15 ft. x 15 ft.) with mirror (3 Ft.) back side of the main stage	02	White & Red

Contd...p/6...

B. AMPHITHEATRE (both days)

SR. NO.	NAME	QUANTITY	COLOUR
1.	Stage covered with tent with (Four side trust) (45 x 60 ft)	01	Red, White, Blue, Yellow
2.	Red Carpet for stage (5 x 15 ft.)	25	Red
3.	Red carpet for passage near library (150 x 5 ft.)	01	Red
4.	Bengali tent for entire amphitheatre (105 x 120 ft)	01	Red, White, Blue, Yellow
5.	Chairs- neatly covered	200	Red cover with White bow
6.	Leather Sofa (2 seater) with white colour Standard Size	10	-
7.	Glass Centre Table (4 x 2 ft)	3	-
8.	Backdrop (Flex) with wooden frame (20' x 10')	2	
9.	Sound system (4000 Watt) (with amplifier with one mixer and 6 numbers of 600 watt speakers (4 on top and 2 with monitor)	1	-
10.	Standing Mic with cord standard size	5	-
11.	Cordless Mic	6	-
12.	Aux Cable	4	-
13.	Podium mic	2	-
14.	Guitar Cable	4	-

Contd...p/7...

C. PARKING AREA (Only DAY - 1)

SR. NO.	NAME	QUANTITY	COLOUR
1.	Red Carpet (25 x 60 ft) (Approx. Total area 1500 Sq.Ft.)	01	Red
2.	Chairs- neatly covered	70	covered with red cover and white bow
3.	Wooden Centre Table with cover (4 x 2 ft)	2	-
4.	Criss Cross Tent with Covered roof (Approx. 45 x 120 ft) (Total Area 5400 Sq.Ft.)	1	Red , Blue , White, Yellow
5.	One Speaker with One amplifier 1500 watt.	1	-
6.	Cordless Mic	3	-

D. REGISTRATION DESK (BOTH DAYS)

SR. NO.	NAME	QUANTITY	COLOUR
1.	Chair - neatly covered	28	Red cover with white bow
2.	Wooden Table with Cover and frill (5 x 2.5 ft)	10	Red and White

Contd...p/8...

E. NSB Seminar Hall (Only Day 2)

SR. NO.	NAME	QUANTITY	COLOUR
1.	Cordless Mic	4	-
2.	Standing Mic with chord	8	-
3.	Black Masking on both the side of stage (size 20 ft x 10 ft.)	2	Black
4.	Black Masking on behind and left side of stage (size 20 ft x 18 ft.)	2	Black
5.	Keyboard amp	1	-
6.	Electricity Extension Board with 4 socket and 4 switches heavy duty with long chord	2	-
7.	TRS Cable	3	-

E. NEW AUDI (Only Day 2)

SR. NO.	NAME	QUANTITY	COLOUR
1.	Cordless Mic	4	-
2.	Black Masking on both the side of stage (size 20 ft x 10 ft.)	2	Black
3.	Black Masking on behind and left side of stage (size 20 ft x 18 ft.)	2	Black

Contd...p/9...

EXTRA REQUIREMENT (BOTH DAYS)

SR. NO.	NAME	QUANTITY	COLOUR
1.	Electricity Extension Board with 4 socket and 4 switches heavy duty with long chord	25	-
2.	Dustbin with cover (Approx. 60 litre)	50	-
3.	Wooden Table with Cover and frill (5 x 2.5 ft)	50	Red and White
4.	Chair neatly covered	20	Red cover with White bow
5.	Flex with wooden frame (8 ft x 8 ft)	2	-
6.	Lighting near the stalls, pathways and amphitheatre (LED Lights 100 watt) with 3 phase supply	70	-
7.	Fairy Light (size 30 Ft. each)	100	-
8.	Bengali cloth Roll for decoration [100m each]	4 Roll	Red and White
9.	One Tent (15x15 Ft.) with 01 table and 05 Chairs with Cover at Gate No.1 for QR Code Scanning	01	Red and White
10.	One Tent (15x15 Ft.) with 01 table and 05 Chairs with Cover at Gate No.2 for QR Code Scanning	01	Red and White
11.	Portable sound system with 500 watt with 2 cordless Mic in Room number 9 (Day 2)	1	-

Contd...p/10...

12.	Portable sound system with 500 watt with 2 cordless Mic in NSB Room No.3 (both days)	1	-
13.	Portable Sound System 500 watt with 3 Corded Standing Mic, 2 cordless Mic, 3 TRS Cable in NSB Room No.1 (only Day 2)	1	-
14.	Cordless Mic in New Audi (Day 1)	4	-

Signature of the Bidder

Contd...p/11...

^{*}The Lowest-1 vendor must provide a **structural stability certificate** of the stage and four-sided aluminum box truss one-day prior of the event on company's letter head.

-:11:-

Annexure-II

Maitreyi College

(University of Delhi)
Maitreyi College, Chanakyapuri, New Delhi – 110021

Pre-Qualification Form for Customized Solutions for Providing services of the Event Manager for Tenting Work for Rhapsody-2025 at Maitreyi College.

1.	Name, Address, and Firm/Agency/Company:	Contact	Number	of ———	the
2.	Registration Number of the	Firm/Agen	cy/Compan	y :	
3.	Name, Designation, Addrese Authorized Representative:	ss, and Co	ntact Num	ber of	f the
4.	State whether the bidder is a Firm, or Company. Provide to numbers of Directors/Partn	he names, a			
5.	PAN Card Number issued b GST Registration Certificate	-	me Tax De _l	oartme	ent &
_			Cont	dp/	 12

6. D	etails of Bid Security (EMD) and Tender Fee:
0	Amount (in figures and words):
0	Cheque Number or Draft Number (in favor of the Principal, Maitreyi College):
0	Date of Issue:
0	Issuing Authority Name:
2. Aad	haar Number of the Proprietor:
3. Any	Other Information:
 Declara	tion
understoo	by certify that I/We have read the entire tender document and fully d by all the terms and conditions outlined in this bid document prior it. I/We agree to abide by all the terms and conditions specified

Signature of the BidderName and Address (with Seal)

Contd...p/13...

- :13:-

Annexure-III

Maitreyi College

(University of Delhi)
Maitreyi College, Chanakyapuri, New Delhi – 110021

Checklist (Stage-1) for Customized Solutions for Providing services of the Event Manager for Tenting Work for Rhapsody-2025 at Maitreyi College.

S. No.	Required Documents	Have You Uploaded the Following Documents? (Yes/No)
1.	Proof of Tender Fee of ₹5,000/- and Bid Security (EMD) of ₹17,500/- (in the form of an Account Payee Cheque/Bank draft drawn in favor of the Principal, Maitreyi College), valid for at least 180 days from the bid validity period.	
11 /	Recent self-attested passport-sized color photograph of the authorized representative of the firm/agency, including their name, designation, address, and office contact details, printed on the company's letterhead.	
3.	Proof of the bidder's office/headquarters being located in Delhi (attach a copy of the certificate), to ensure timely service support.	
11 4	Self-attested copy of the PAN Card issued by the Income Tax Department.	
5.	Self-attested copy of GST Registration Certificate.	
6.	Self-attested copy of the firm's/agency's valid registration number.	
7.	Experience certificates for the financial years (2022-23, and 2023-24) along with satisfactory performance certificates from at least three different employers as per Annexure-VI.	Contdp/14

S. No.	Required Documents	Have You Uploaded the Following Documents? (Yes/No)
8.	Receipt of Annual Income Tax Returns for the financial years (2022-23, and 2023-24) along with complete audited balance sheets.	
9.	A self-attested declaration on the company's letterhead stating that the agency has not been blacklisted by any Central/State/Union Territory government institution and that there are no disputes with any government department regarding housekeeping and security services.	
10.	Annual Turnover Certificate for the Financial Year (2022-23, and 2023-24) on the Chartered Accountant Letter Head duly signed and stamp by the CA.	
11.	Certificate from Bank for solvency/credit worthiness as on the date.	
12.	Certified copy of GST Return for the last financial year i.e. 2024-25.	
13.	Single work order related to services of the Event Manager for tenting work during the Financial Years 2022-23 and 2023-24.	
14.	Site Survey Report as per Annexure-V	
	Client List during the Financial Years 2022-23 and 2023-24.	

Note: Therefore, all bidders are required to upload the aforementioned documents from (Serial Nos. 1 to 14) in a single PDF file. Only those bidders who submit all the above required documents will be eligible to participate in Level-2 of the technical bid evaluation.

Signature of the Bidder

Name and Address (with Seal)

Annexure-IV

Maitreyi College

(University of Delhi)
Maitreyi College, Chanakyapuri, New Delhi – 110021

Technical Bid Evaluation Criteria (Stage-2)

- 1. The technical proposals will be verified for eligibility as per the pre-qualification criteria.
- 2. Eligible proposals will be evaluated by the Screening Committee based on the following parameters:

S. No.	Evaluation Parameters	Grading Pattern	Maximum Marks	
1.	Annual Turnover Turnover for the Financial Years 2022-23 and 2023-24. • Up to ₹50 Lacs: 10 marks • Above ₹50 Lacs: 20 marks	Annual Turnover (20 marks)	20	
2.	Experience in services of the Event Manager for Tenting work Up to 5 years: 10 marks More than 05 years: 20 marks	Experience (20 marks)	20	
3.	Related Single Work Order Single work order related to services of the Event Manager for Tenting work during the Financial Years 2022-23 and 2023-24 in each year. • ₹1 lakh to ₹25 Lakhs: 10 marks • Above ₹25 Lakhs : 20 marks	Single Work Order	20	
4.	 If three clients are from higher education institutions/other govt. organizations: 05 marks. If more than three clients are from higher education institutions/other government organizations: 10 marks. 	(10 marks)	10	

S. No.	Evaluation Parameters	Grading Pattern	Maximum Marks
	Appreciation/Satisfactory Certificates Documents Submission of three appreciation/ satisfactory certificates received from client during the Financial Years 2022-23 and 2023-24 (30 marks).	Appreciation/ Satisfactory Certificates	30
		Total Marks:	100

Financial Bid Evaluation Criteria (Stage-3)

Note:

- Financial bids of only those bidders will be considered who score a minimum of 80% marks in the above technical evaluation criteria (Stage-2).
- The decision of the Screening Committee constituted by the College regarding the evaluation of bids will be final and binding on all bidders.

Signature of the Bidder

Name and Address (with Seal)

Contd...p/17...

- : 17 : - (On letter head of the bidder)

Annexure-V

(Site Survey Report)

To Whom so ever it may concern

This is to confirm that we want to participate in tender number

dated	having name of work for
•	it Manager for Tenting Work for Rhapsody- nakyapuri, New Delhi – 110021.
We confirm the following:	
 I/We hereby agree to abide tender document. 	e by all terms and conditions laid down in
We have visited the site a authorities.	n understood the requirements of college
•	ned in bid document is appropriate and the s been found in order, and nothing extra pletion of work.
vendors to inspect the quoting the rates and the	abide that it is mandatory to all the e site and assess the work before nose vendors who will not inspect the to the considered by the College.
Name and Details of bidder	
	_ Acknowledgement from College
	_ MAITREYI COLLEGE
	- Contd n/18

-:18:-

Annexure-VI

Customer Satisfaction Certificate

(To be printed on the client's letterhead)

This is to certify that M/s.
(Name of the Event Manager Company), having its registered address at
has provided the services of the Event Manager for Tenting work in our Annual
Cultural Festat our office
located at
during the financial year
We are fully satisfied with the services rendered by the agency.
Date:
(Signature and Seal of the Client)

Contd...p/19...

Annexure -VII

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

Date:

To, The Principal, Maitreyi College, University of Delhi Bapudham Complex, Chanakyapuri, New Delhi - 110021

Sub: Acceptance in re	espect of Terms & Conditions of Tender Document for the	Services of the Event
Manager for Te	enting work for the RHAPSODY - 2025 at MAITREYI COLLEGE	;" ·
Ref: NIT NO	Dt	
Sir		

- i. I/We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the web site http://eprocure.gov.in/eprocure/app .
- ii. I/We hereby certify that I/We have read all the terms and conditions of tender document (including all annexure(s), schedule(s), drawing(s), etc.), which shall part of the contract and I/We shall abide hereby all terms & conditions contained therein.
- iii. The Corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
- iv. I/We hereby unconditionally accept all the terms and Conditions of above-mentioned tender document and corrigendum(s) as applicable.
- v. I/ We hereby certify that quoted price is inclusive of all taxes and duties by whatever name called.
- vi. I/ we hereby certify that I/ We will provide all the mentioned items in Annexure-I in the Technical bid documents.
- vii. I/ We will arrange event on the date scheduled and time mentioned in NIT or any other dates given by the committee with mutual consent.
- viii. 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.

Contd...p/20...

- : 20 : -

ix. I/We confirm that our bid shall be valid up to 120 days upto days as mentioned in this tender document from the date of opening of cover-1, Techno-commercial Bid.

x. 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.

xi. I/We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information.

xii. I/We understand that you are not bound to accept the lowest or any bid you may receive.

xiii. I/We certify that comply would be done according to the eligibility requirements and as per Bid documents.

accaments.

xiv. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public

sector Undertaking.

xv. I/we understand that if the event of the programme being cancelled due to unavoidable circumstances

like rain etc. I will ensure that the programme is held on the following day.

Seal and Sign of Agency

Name: Address: E-mail ID: Mobile No.:

Contd...p/21...

ANNEXURE-VIII (ON A STAMP PAPER OF Rs. 100/-)

PRICE BID

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ_XXXX .xls

PRICE	BID	UNDER	TAKING
	$\boldsymbol{\nu}$	CITCLI	

From: (Full name and address of the Bidder))	 	
To,			
The Principal,			

Maitreyi College, Bapudham complex, Chanakyapuri, New Delhi – 110021.

Dear Madam,

- I submit the Price Bid for the services of the Event Manager for Tenting work for the Annual Cultural Fest "RHAPSODY-2025" at MAITREYI COLLEGE related activities as envisaged in the Bid document.
- 2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
- 3. I offer to work at the rates as submitted by my firm in the BOQ Excel File inclusive of all taxes and all Management fees by whatever name called.
- 4. I undertake that I will fill the prices of all the items demanded by the college in the BOQ excel file. If, I do not fill the price of any item in the BOQ excel file, then the college has full right to cancel my bid without any further communication in this regard.
- 6. I undertake that if I will not provide the items as per technical specification Annexure-I then the college has full right to deduct my payment accordingly.

Yours Faithfully,

Seal & Signature of authorized Representative:

ANNEXURE-IX (ON A STAMP PAPER OF Rs. 100/-)

FINANCIAL BID UNDERTAKING

BILL OF QUANTITY (BOQ)

- 1. Price bid format is provided as BoQ_XXXX.xls along with this tender document at https://eprocure.gov.in/eprocure/app bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Price bid. Bidders shall not tamper/modify downloaded price 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 Bid Security would be forfeited and tenderer is liable to be banned from doing business with the Purchaser.
- 2. I undertake that the rates are quoted by our firm in Indian Rupee only.
- 3. I undertake that the rates quoted by our firm are inclusive of all taxes and duties. Any subsequent revision in the statutory taxes, fees, etc. shall be the responsibility of our firm.
- 4. I undertake that in case of any discrepancy in the amounts indicated in figure and word the amount whichever is less can be considered for evaluation by the College.
- 5. The quoted rates shall remain firm throughout the validity period of the bid and no revision is permissible for any reason.

NOTE: ALL THE VENDORS ARE REQUESTED TO QUOTE THE AMOUNT WITH APPLICABLE GST IN BOQ EXCEL FILE.

Important Instructions:

All bidders must upload all the required documents, as mentioned in the tender documents with all annexures (Annexure-I to Annexure-X), on the CPP Portal before the last date and time of bid submission.

Seal and Sign of Agency

Name: Address: E-mail ID: Mobile No.: