

Dr B. R. AMBEDKAR UNIVERSITY

DELHI

E-TENDER DOCUMENT

FOR

Subject: Notice inviting tender for arrangements of tentage, decoration and all associated work of AUD@city 2020, at Ambedkar University Delhi (AUD) Kashmere Gate Campus

1. Annexure I : Schedule of Requirement
2. Annexure II : Technical Bid
3. Annexure III : Financial Bid
4. Annexure IV : Undertaking

Dr B. R. Ambedkar University Delhi
Lothian Road, Kashmere Gate
Delhi – 110006
Contact No. 011-23863655
Email – drestate@aud.ac.in

Schedule of E-tender

E-tender enquiry Number	No. AUD/22-1/Estate-213/2019-20	
Date/ time of release of e-tender through e-procurement solution	04.02.2020	4.30 PM
Start date/ time of submission of online bid	04.02.2020	5.00 PM
Date/ time of Pre bid meeting (at Estate Division, Dr B. R. Ambedkar University Delhi, Kashmere Gate, Delhi 110006) and visit of the site by the bidders	07.02.2020	2.30 PM
Last date/ time of downloading bid document	14.02/2020	2.00 PM
Last date/ time of submission of online bid	14.02/2020	2.00 PM
Date/ time of opening of Technical bid	14.02/2020	2.30 PM
Date/ time of opening of Financial bid	Will be notified later	
Date of Completion of job as per e-tender	20.02.2020	12.00 PM
Date of Cultural Festival i.e. AUD@city 2020	21.02.2020 & 22.02.2020	



File No. AUD/22-1/Estate-213/2019-20

Dated: 4th February, 2020

To,

Subject: Notice inviting tender for arrangements of tentage, decoration and all associated work of Cultural Festival i.e. AUD@city 2020, at Ambedkar University Delhi (AUD) Kashmere Gate Campus

Tender are invited from eligible and experienced firms for arrangements of tentage, decoration and all associated work of AUD@city 2020. Cultural Festival i.e. AUD@city 2020, at the Dr. B.R. Ambedkar University Delhi, Kashmere Gate, delhi 110006. Separate Technical Bid and Financial Bid shall be submitted online as per the following details:

Last Date of submission of tender: 14-02-2020 at 10:00 AM

Date of Opening of Technical Bids : 14-02-2020 at 02:00 PM

Bidders should read the tender document carefully and comply strictly with the conditions, while submitting their bids. Clarifications, if any, may be sought from AUD Estate Division on Telephone No 23863744. Tender can be submitted online on website 'govtprocurement.delhi.gov.in'. Manual bids will not be accepted under any circumstances.

Deputy Registrar (Estate)

Terms & Conditions of the E-tender

1. Parties:

Parties to the contract are the E-tendering Firm/ Company/ Agency and Dr. B. R. Ambedkar University Delhi (AUD).

2. Contractor:

The term Contractor shall mean Company, Firm, Agency or the party to whom the Contract is awarded and shall include his/ her/ their heirs, legal representative, assigns and successors.

3. Scope of Work:

Arrangements of **tentage, decoration and all associated work of AUD Cultural Festival i.e. AUD@city 2020**, as described in **Annexure-I**. The scope of work for similar items can be increased/decrease as per requirement of the award value on proportionate rate subject to on site requirements.

4. Location/ Site:

The Cultural Festival i.e. AUD@city 2020 will be held in the Kashmere Gate Campus of Dr B. R. Ambedkar University Delhi. The Bidders, in their own interest, are advised to inspect the site at their own cost and take stock of physical condition before submitting e-tenders. Bidders may visit site on the day of pre-bid meeting also.

5. Eligibility Criteria:

(a) The Contractors, who have an **annual turnover of more than Rs. 20,00,000 (Rupees twenty lakh) only during each of the last three years (2016-17, 2017-18 and 2018-19) shall only be eligible.**

(b) In the last three years, the Contractors should have successfully executed minimum three works of value Rs 10 lakh each or five works of value of Rs. 6 lakh each with any department of State Govt. University / Centre Govt. University / Public

Sector Undertakings/ Autonomous bodies of Govt. of India or State Govt./National Level Educational Institutions/Professional Bodies in India or abroad, by providing similar services.

(c) Representatives of AUD shall have the authority to inspect the godown(s) and office(s) of the Contractor to adjudge the capability of his claim in executing the jobs. If it is felt that the Contractor does not have the capability to carry out the specified job in such an event, AUD reserves the right to reject the bid on technical grounds. The decision of AUD in this regard would be final and binding.

(d) Copy of completion / performance certificate issued by the officer of client University of the rank of Executive Engineer or equivalent will have to be submitted Completion / Performance certificate must indicate date of completion, nature of work (to establish similar nature of work), name and address of client, value (completion) of work.

(e) Valid PAN No. in name of the bidder

(f) Valid GST No.

(g) Affidavit to the effect that the firm was not blacklisted in any Government University in last five years must be filed along with the bid. **(Annexure –IV).**

(h) To become eligible for opening of price bid, the bidders shall have to furnish an affidavit on appropriate value of Non Judicial Stamp Paper as under:-

I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of University, then I/We shall be debarred for bidding in AUD in future forever. Also, if such a violation comes to the notice of University before date of start of work, the Officer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/ Performance Guarantee. (Scanned copy to be uploaded at the time of submission of bid.)

(i) Power of attorney in favour of signatory in case of partnership firm / company alongwith partnership deed / memorandum of articles of association.

(j) The Bidder should have PAN No. and GST No. and should submit legible attested copies these documents with Technical Bid.

6. Validity of E-tender:

The e-tender is valid for a period of six months.

7. Validity of Bids:

The bids submitted by the Bidders shall be valid for a minimum period of 90 days, computed from the date of opening of Financial Bid. The validity may be further extended for a further period of three months, one month at a time, by mutual consent.

8. Pre-bid Meeting:

A pre bid meeting shall be held as per Schedule of Tender in Estate Division, AUD Kashmere Gate Campus, in which the bidders may visit actual site and briefed about the scope of work. Clarifications, if any, will be issued on AUD website aud.ac.in.

9. General Conditions:

(a) Both Technical and Financial Bid are to be submitted concurrently duly digitally signed on the Delhi Government's Public Procurement Portal '**govtprocurement.delhi.gov.in**'.

(b) The online bids (complete in all respect) must be uploaded online in two documents (**Technical bid** and **Financial bid**) as per **Annexure-II** and **Annexure-III** respectively on e-tender site.

(c) The bidders shall have a valid digital signature certificate for participation in the online e-tender process. The cost of digital signatures, if any, will be borne by respective bidders.

(d) All other documents as per requirement of Technical Bid shall be uploaded online through portal website '**govtprocurement.delhi.gov.in**'. The Bidder shall bear all costs associated with the preparation of his e-tender document including cost of any clarifications, required by AUD.

(e) When deemed necessary, AUD may seek clarification on any aspect from the Bidders. However, that would not entitle the Bidder to change or cause any change in the price quoted. AUD may, if so required, ask the Bidder to give presentation for the purpose of clarification on the e-tender. All expenses for this purpose as also for preparation of documents and other meetings will be borne by the Bidder.

(f) AUD will examine the e-tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the e-tenders are generally in order.

(g) A e-tender determined as not substantially responsive will be rejected by AUD and may not subsequently be made responsive by the Bidder by rectifying the non-conformity.

(h) AUD may waive off any minor infirmity or non-conformity in the e-tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of other Bidders. The decision of AUD in this regard will however be final and binding.

(i) Bidder shall not be permitted to withdraw his/ her/ their offer or modify the terms and conditions thereof after acceptance of e-tender. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of Earnest Money and Performance Guarantee, will be forfeited by the University. Besides this, the Bidder will also liable to be debarred/ blacklisted from participating in the e-tendering process of AUD in future or fined.

(j) Canvassing in connection with e-tenders is strictly prohibited and the e-tenders submitted by the Contractors who resort to canvassing in any form or try to influence the process either directly or indirectly shall be liable for rejection by AUD.

(k) E-tender containing any condition leading to unknown/ indefinite liability is liable to be summarily rejected.

(l) Any modification/ corrigendum issued with regard to this e-tender document shall be uploaded on 'govtprocurement.delhi.gov.in' website and AUD website only. Bidders are, therefore, requested to visit the website regularly till the last stipulated date of submission of the e-tender for ascertaining any modification/ corrigendum issued in this

regard.

(m) The e-tender bid and copies of certificates and documents should be duly signed and stamped by the authorized person on all pages and the scanned PDF copies be uploaded on e-procurement site. Signature with stamp will indicate the acceptance of the e-tender document by the Bidder.

10. Technical Bid : The bidder will upload following documents along with the Technical Bid:

(a) Earnest money deposit amounting to Rs. 35,000/- (Rupees Thirty Five thousand only) in form of demand draft or pay order drawn in favour of Registrar, AUD, New Delhi Shall be scanned and uploaded to e-tendering website within the period of tender submission and original should be deposited in office of Dy. Registrar (Estate), Admin Block, AUD, Kashmere Gate, New Delhi in separate envelope marked EMD, Tender for Tentage AUD Cultural Festival i.e. AUD@city 2020.

(b) Technical Bid, duly filled in the prescribed format specified at Annexure II of this e-tender document. Bidders are required to sign on every page of Technical Bid and upload the same online.

(c) PAN No.

(d) GST No.

(e) Copies of Income Tax Return filed for the last three financial years/ copies of audited accounts statement issued by CA mentioning details of turnover duly certified by the CA under his stamp.

(f) Copies in support of executing similar works as per Para 5 (b) above.

- (g) Certificate for not being blacklisted (Annexure IV).

11. Financial Bid:

(a) The Financial Bid should be uploaded in the format given in Annexure–III. The Financial bids of the e-tender will be opened after evaluation of the technical bids. Financial bids will be opened only for such bidders, whose bids are found responsive in technical evaluation. Financial Bid should be filled in only as per unit for which rate is called. Deviation from prescribed unit will cause rejection of the whole e-tender.

(b) **The consolidated price quoted shall be firm and final and payable for the goods delivered & installed and shall include all taxes, duties, cartage, labour charges etc.** as applicable. Vague offers such as custom duty extra, cartage extra, tax extra etc shall not be accepted. Any extra taxes, duties, levies not written in the Financial Bid table but written separately at any other place in the bid document shall not be considered and the bidder shall bear it.

(c) If no amount is mentioned against any item/ column then its value shall be considered as ZERO and Bidder has to provide/ supply that item/ facility free of cost.

(d) If there is a discrepancy in rates between figures and words, the amount given in words will prevail.

(e) In the case of successful Bidder, rates quoted shall be valid for a period of six months from the date of opening of Financial Bid, which may further be extended on mutual consent.

12. Criterion for Evaluation of E-tenders:

(a) The evaluation of bids will be made by a E-tender Evaluation Committee at AUD first on the basis of technical information furnished in form given in Annexure–II and then on the basis of commercial information furnished in form given in Annexure–III.

(b) The Committee will have the right to either call for a sample of the item(s) being procured or inspect the office/ warehouse/ godown of the bidder to ascertain the quality

related aspects at the time of opening of technical bids. The bidder should facilitate the same.

(c) As a part of the process to evaluate the e-tenders, the E-tender Evaluation Committee may invite the bidders to make a presentation before it.

(d) AUD will award the contract to the Bidder whose e-tender has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be competent to perform the contract satisfactorily. AUD shall however not bind itself to accept the lowest or any e-tender bid, wholly or in part.

(e) It must be kept in view that no decision will be given by the E-tender Evaluation Committee. Any inferences drawn during the meeting of this Committee by the Bidders or their representatives will be their own view and the University will not be responsible and will not abide by the same.

13. Award of Work:

(a) The e-tender shall be awarded on the total value of all the items.

(b) AUD will have the right to make alternative arrangement for completion of the work through some other Contractor of its choice at his/ her/ their risk and cost, in case the successful Bidder fails to complete work or part of work. In that event, the entire cost so incurred by AUD will have to be recovered from the original Contractor **and the same will be deducted from the Bill/ Performance Security amount/ EMD.**

(c) When deemed necessary, AUD may seek clarification on any aspect from the Bidders. However, that would not entitle the Bidder to change or cause any change in the price quoted. AUD may, if so desired, ask the Bidder to give presentation for the purpose of clarification of the e-tender. All expenses for this purpose as also for the preparation of documents and other meetings will be borne by the Bidder.

14. Right of Acceptance and Other Provisions:

(a) AUD reserves the right to accept or reject any or all bids/ quotations without assigning any reason and also does not bind itself to accept the lowest bid/ quotation or any e-tender. Any failure on the part of the Bidder to observe the prescribed procedure and any attempt to canvass for the work will prejudice to the Bidder's quotation or any e-tender. Successful Bidder will be informed of the acceptance of his/ her bid in writing. Necessary instructions regarding the amount and time provided for Security Deposit, if any, will be communicated.

(b) Any failure on the part of the Contractor to observe the prescribed procedure and any attempt to influence AUD for furtherance of his/ her interest, the work order will be cancelled forthwith. The decision of AUD in this regard will be final.

(c) AUD reserves the right to accept the whole or any part of the e-tender as portion of the quantity offered, which the Bidder shall supply at the rates quoted.

(d) AUD reserves the right to cancel the e-tender process without assigning any reason whatsoever, at any stage, in case of any change in requirement.

(e) AUD reserves the right to place demand for any additional item depending on the prevailing requirement and increase or decrease quantity of the items given in the Annexure-I.

15. Time Schedule for Completing of Work:

(a) The Contractor should start the work three days before the scheduled date of Cultural Festival i.e. AUD@City 2020 and must complete it satisfactorily by **12.30 pm on 20/02/2020** and handover the completion charge report of the work done, to the Deputy Registrar (Estate) or the designated officer or committee in writing. Upon receipt of the completion report, the AUD committee or Deputy Registrar (Estate) or his/ her nominee shall carry out a joint inspection of the work with the Contractor.

(b) In case, no completion letter for handing over of the Cultural Festival i.e. AUD@City 2020 tents is given by the Contractor, AUD shall consider the recommendation of the Deputy Registrar (Estate) or the designated committee for invoking penalty etc. for delay in work, if any.

(c) The Contractor shall engage technically qualified personnel in sufficient numbers for executing the work. AUD reserves the right to call for the details of staff so engaged by the Contractor.

(d) The Contractor or his/ her workers shall perform the electricity related works under supervision of the Executive Engineer (Civil), AUD or his/ her representative.

16. Performance of Work:

(a) The colour scheme of the Convocation and Robing areas will be checked by Contractor from AUD before start of work.

(b) The Contractor will be responsible for the up-keep and maintenance of the entire tented as well as open area till the end of the Convocation, for which no extra payment shall be made. Breakage and damages, if any, shall immediately be replaced/ repaired without any extra cost.

(c) The dismantling of structures should begin only after written permission from the AUD/ Deputy Registrar (Estate). But, if it is done without prior permission and loss of any material or property, on the basis of complaint, if any, is brought to the notice of the AUD/ Deputy Registrar (Estate), AUD shall provide a list of the losses to the Contractor. The Contractor will be liable to pay the total amount of such loss thus incurred.

(d) The Contractor shall indemnify the University and its officers against all damages/ charges and expenses for which the Government may be held liable or pay on account of the negligence of the Contractor or his/ her workers or any person under his/ her control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof. AUD shall not be responsible financially or otherwise for any injury to the Contractor or person deployed by him/ her during the course of performing duties.

(e) The Contractor should safeguard his/ her inventory at own cost. In the event of any accident or on account of natural calamities/ riots or any other reason whatsoever during the execution of work or during the period of the Convocation, the Contractor shall not be entitled to any compensation or claim from AUD, for any loss to his/ her manpower, articles, dead stock, furniture, fixtures, etc.

17. Insurance:

It will be the responsibility of the Contractor to take a comprehensive insurance cover against fire, damage, pilferage, etc., at his/ her own cost. The Contractor should take necessary precautions to safeguard against possible hazards/ accidents. AUD shall not be liable to pay any additional amount to the Contractor in case of any accident/ mishap and loss to the items/ equipment/ facility of the Contractor in case no insurance cover is taken by the Contractor for the items/ facility provided.

18. Subletting of Work:

The Contractor shall not assign or sublet the work/ job to any other person or party. If it is noticed by AUD that the Contractor to whom work has been awarded, sublets the work to other Contractor/ party including those person or persons who participated in the bidding

process, then penalty of up to 25% on total bill shall be imposed. Apart from above, such Contractor can also be blacklisted from future e-tendering of the University.

19. Terms of Payment:

(a) Material is required to be supplied and installed by the Contractor at AUD Kashmere Gate Campus on specified address. Payment shall be made through NEFT transfer only and TDS as applicable will be deducted, after satisfactory completion of work. For this purpose contractor is advised to submit a cancelled cheque of the bank account of the contractor.

(b) 100% payment would be made after successful completion of work and submission of bill and satisfactory report submitted by the Estate division. No advance payment will be released. This is subject to the adjustment of penalties or deductions, if any.

20. Earnest Money Deposit (EMD):

(a) The original hard copy of Earnest Money Deposit (EMD) of Rs. 35,000/- (Rupees Thirty Five thousand only) in the form of Demand Draft in favour of "**Registrar, Ambedkar University Delhi**" payable at Delhi is required to be submitted in a sealed envelope superscribed "**E-tender for arrangements of tentage, decoration and all associated work during Cultural Festival i.e. AUD@city 2020**", on or before the closing date and time of e-submission of online bids to The Registrar, Dr B. R. Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006, failing which the bids will not be opened and downloaded from e-procurement site.

(b) Bidders shall not be permitted to withdraw their offer or modify the terms and conditions of the e-tender. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rate, or only undertake to do portion of the work, the aforesaid amount of earnest money will be forfeited by the University. Besides, the Bidder will also be debarred/ blacklisted from participating in the future e-tendering of the University or fined.

(c) The EMD of other bidders will be returned after placing of the order to the successful bidder.

21. Performance Security:

(a) The Contractor selected would be required to furnish a Performance Security equal to 5% of the cost of the work order **within three working days** from the date of issue of work order, in the form of Demand Draft/ Bank Guarantee from any Scheduled Bank in favour of

“Registrar, Ambedkar University Delhi” payable at Delhi. In case the Performance Security is submitted in the form of Bank Guarantee, the same should be valid for a period of 3 (three) months beyond the date of expiry of the contract.

(b) The Performance Security Money so deposited will be retained for a period of three months after the event has concluded, and refunded after 3 months without any interest.

22. Breach of Terms and Conditions:

In case of breach of any of terms and conditions, the Registrar, AUD will have the right to cancel the work order/ job without assigning any reason thereof. Nothing will be payable by AUD in that event and the EMD and Performance security deposit shall also stand forfeited. Besides, the Bidder will also be debarred/ blacklisted from participating in the future e-tendering process of the University. AUD’s decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.

23. Force Majeure:

(a) For purpose of this Clause, “Force Majeure” means an event beyond the control of the Contractor and not involving the Contractor’s fault or negligence and not foreseeable. Such events may include, but are not limited, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.

(b) If a Force Majeure situation arises, the Contractor shall promptly notify the University in writing of such conditions and the cause thereof. Unless otherwise directed by the University in writing, the Contractor shall continue to perform its obligations under the Work Order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

24. Liquidated Damages:

In case of failure to complete the job in time, AUD shall impose a penalty of Rs. 20,000/- per hour subject to maximum of 10% of awarded value of work, without prejudice and initiate legal action, which the University may deem fit. The Contractor may also be blacklisted for future work. In such situation, AUD shall have the right to make alternative arrangement for completion of the work through some other Contractor of its choice at his/ her/ their risk and cost. In that event, the entire cost so incurred by AUD will have to be recovered from the original Contractor **and the same will be deducted from the Bill/**

Performance Security amount/ EMD.

25. Special Conditions of the work:

- i) The contractor has to ensure the compliance of all statutory/ GNCTD/ NGT norms while executing the work.
- ii) The clothing, matting etc has to be used must be neat and clean and preferably newly procured items to be used.
- iii) The contractor has to provide one single point contact to receive instruction from AUD.

26. Arbitration:

- (a) If dispute or difference of any kind shall arise between AUD and the Contractor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

(b) If the parties fail to resolve their dispute or difference by such mutual consultation, the same shall be referred to the sole arbitrator, to be appointed by the Vice Chancellor, AUD at Delhi as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and the rules framed there under. His/ Her decision will be final & binding on both the parties. The venue of arbitration shall be Delhi, India.

27. Legal Jurisdiction:

The agreement shall be deemed to have been concluded in the National Capital Territory of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi and the Court within NCT of Delhi will have jurisdiction to the exclusion of all other Courts.

Schedule of Requirement

The Schedule of requirement is given below:-

S.No.	Particulars	Proposed Size/Quantity	
1	Main Stage with top plywood in IGDTU Ground	44'x32'x5' (Ramp- 12x8)	1408 sqft
2	Carpeting on main stage	44'x32'	1408 sqft
3	Back LED on main stage	4x3 size/ vender should decide itself about the number of screens	
4	2 nd stage near DaraShikhon Library	20'x20'x4'	400 sqft
5	Stage backdrop on iron structure for DaraShikho Stage (including printing)	20x10	
6	Carpeting on 2 nd Stage	20x20	
	For Antariksh (Main Stage) <ul style="list-style-type: none"> • For the guitar speaker-cabinets there need to be raisings (height 40-80 cm) • One drum riser – 6 feet x 6 feet with carpet 		
7	Line Array Speakers JBL VRX series/ LA Acoustic		16
8	Base JBL/LA Acoustic		12
9	Side fill 3 Way		6

Sound & Lights equipment for Antariksh (21st&22nd February 2020)

Sound

B A C K L I N E - Will be provided by the promoter

S.No.	Particulars	Proposed Size/Quantity
1	Guitar Amplifier and Cabinet	X2
2	Guitar Amplifiers: Laney Iron Heart or Fender Twin Reverb or MESA Boogie Dual Rectifier or Marshall JCM 900 with Cabinet or Egnater	2
3	Shure SM57 with stand to mic guitar cabinet	2X
4	DI box+4 jack to jack instrument cables (5m)	
5	Guitar Stands	2
6	Lyrics Stands	2
	(Note: No LINE6, MARSHAL 250 DFX or other solid state amps please. All the equipment should be from the list mentioned above.)	
	KEYBOARDS	
1	Amplifier: Peavey KB5 or Roland KC550	
2	Double Keyboard Stand	1
3	XLR Line for AUX Send (for in-ear monitors)	
4	DI Box	6
5	Balanced TRS Audio Cables (5m)	8
	VOCALS	
1	DI box + 5m jack to jack instrument cable	1
2	Cordless mics for vocals	2
3	Shure SM58	2
4	Shure SM57 on stands	3
	ACOUSTIC GUITARS	
1	DI box + 5m jack to jack instrument cable	1
	DRUM KIT	
1	Standard 5 piece drum kit - Pearl Master Series or Tama Star Classic, containing the following items:	1
	22''/24'' Kick Drum	1
	10'' Rack Tom	1
	12'' Rack Tom	1
	16'' Floor Tom	1
	Snare Stand	1
	Hi Hat Stand	1
	Round Drum Throne	1
	Boom Stands (minimum)	4
	16'' Crash cymbal	1

	18" Crash cymbal	1
	20" ride cymbal	1
	14" pair of Hi-Hat cymbals with Hi-Hat stand	1
	*All toms and snare with proper drumheads/skins, all material must be in good condition	
	*For cymbals, high quality cymbals of Meinl (Byzance)/ Zildjian (K Series)	
	MIXER	
1	Digico SD 10/9/ Digidesign SC-48/ Avid S6L/ Yamaha CL5/ Soundcraft vi1/vi3000/ Allen N Heath Dlive S7000 (any of these make).	1
2	The system should be well maintained, and fully working upon arrival of the artist.	
3	No analog mixers.	
	STAGE MONITORS	
1	Stage monitors: (any of these make) JBL VRX 900, RCF TT 45 CXA/ST 15 SMA or L acoustics X 15/115 XT	6
2	In-ear monitors (with their wireless receivers): Sennheiser G3/G4/EW2000 series or Shure PSM300/PSM900 in ears with combiner and signal boost flag antenna.	5
3	All in ears must necessarily be connected to flag antennas regardless of the stage size.	
4	Martin Audio & JBL side fills	
	F. O. H. REQUIREMENTS	
1	Front of house console MUST be right in the center front of stage at a distance of 2/3 from the stage.	
2	PA System: Please provide any one of the following :- <ul style="list-style-type: none"> • JBL vertec 4888/4889 • RCF TTL 33A or TTL 55A • RCF HDL 30/50 • L acoustics K2/Kara • Meyer Sound Leopard • D&b V or J series 	

Alankaar (Music Society)
should be available for both the days

EVENTS :

S.No.	Particulars	Proposed Size/Quantity
	Day 1:	
1.	Mixer (any of these make) - Digico SD 10/9/ Digidesign SC-48/ Avid S6L/ Yamaha CL5/ Soundcraft vi1/vi3000/ Allen N Heath Dlive S7000 alongwith 10 Guitar Cables and sufficient Microphone cables.	1

	*The system should be well maintained, and fully working upon arrival of the artist. No analog mixers.	
	<u>CADENCE (WESTERN SOLO COMPETITION)</u>	
1.	Vocal Microphone with Boom Stand - SHURE SM58	1
2.	Instrumental Microphone with Boom Stand - SHURE SM7	1
3.	Keyboard Stand	1
4.	Front stage monitors	2
	<u>RAAGA (INDIAN SOLO COMPETITION)</u>	
1.	Vocal Microphone with Boom Stand - SHURE SM58	1
2.	Instrumental Microphone with Boom Stand - SHURE SM7	1
3.	Keyboard Stand	1
4.	Front stage monitors	2

Day - 2		
S.No.	Particulars	Proposed Size/Quantity
	<u>SPIT IT OR QUIT IT (RAP BATTLE)</u>	
1.	Vocal Microphone - SHURE SM58	3
2.	AUX cable connecting Laptop to Mixer to play Instrumental music	-
3.	Front stage monitors	2
<u>ZEAL INVENTORY AND BATTLE OF BANDS</u>		
S.No.	Particulars	Proposed Size/Quantity
1.	Mixer (any of these make) - Digico SD 10/9/ Digidesign SC-48/ Avid S6L/ Yamaha CL5/ Sound craft vi1/vi3000/ Allen N Heath Dlive S7000 alongwith 10 Guitar Cables and sufficient Microphone cables. *The system should be well maintained, and fully working upon arrival of the artist. No analog mixers.	1
1.	Guitar Amplifiers - Fender Twin Reverb, Marshall JCM900	2
2.	Bass Amplifier - HARTKE HD500 or Mark Bass CMD102-500/ Mark Bass CMD 103	1
3.	Stage Monitors	5
4.	Vocal Microphones with Boom Stand - SM58	6
5.	Cordless Microphones	5
6.	Instrumental Microphones with Boom stands - SM57 (Includes Drum setup)	10
7.	Sufficient Power plugs on stage for the Amplifiers	-
8.	Keyboard Amplifier - ROLAND KC550/PEAVEY	1

	KB5	
9.	DI boxes	2
10.	Keyboard/Piano Stand	1
11.	Guitar stands	3
12.	Drum kit -	
	Standard 5 piece drum kit - Pearl Master Series or Tama Star Classic , containing the following items:-	1
	22''/24'' Kick Drum	1
	10'' Rack Tom	1
	12'' Rack Tom	1
	16'' Floor Tom	1
	Snare Stand	1
	Hi Hat Stand	1
	Round Drum Throne	1
	Boom Stands (minimum)	4
	16'' Crash cymbal	1
	18'' Crash cymbal	1
	20'' ride cymbal	1
	14'' pair of Hi-Hat cymbals with Hi-Hat stand	1
	* All toms and snare with proper drumheads/ skin, all material must be in good condition. * For cymbals, high quality cymbals of Meinl(Bysance)/ Zildjian (K Series)	
13.	Cordless S.M. 58 Shure VLX (SM 58) with 12 mic stands	20
14.	Digital Crossover DBX 260	1
15.	Shure Graphic Equalizer Digital DFR 2200	1

S.No.	Particulars	Proposed Size/Quantity
1	Truss (Goalpost) for a stage of 20' X 16'	for a stage of 20' X 16'
2	Moving Head	8 (4 Wash & 4 Spot)
3	Programming board	1
4	Parcans (Metal / Chrome)	32
5	T Stand	2
6	Scanners	6
7	Dimmer Board	1
8	Smoke machine	2
9	Colour wash/ Laser Lighting	6
10	Metalights	6
11	Sharpy	6
12	Scanner HMI/ Moving head alpha beam 300	6
13	LED Lights (Shield beam)/ LED Par	40

14	LED Lights (360 degree motion) (as per the stage dimension)	
15	Spot lights (as per the stage dimension)	
16	Flood lights (Warm) (as per the stage dimension)	
17	LED Lights (RGB) (as per the stage dimension)	
18	Fairy lights (white)	40 units

Requirements for Food Stall (21st and 22nd February 2020)			
S.No.	Particulars	Proposed Size/Quantity	
1	Food tables with masking partition of stalls Sitting arrangements Spots Serving methods	5'x2'	20
2	Stall	2.5x2.5	30
3	Stall	4.5x4.5	7
4	Standing tables for eating		15
Miscellaneous (21st and 22nd February)			
1	Chair cushioned		750
2	Chair cover		750
3	Carpeting below chair		
4	Green room coverage	10x10	04
5	Carpeting in green room	10x10	400ft
6	Mirror	Full size	5
7	Tables for stalls	5x2	30
8	Table covers for stalls	5x2	30
9	Walkie talkie sets		20
10	Barricade (Moje)		200 Approx.
11	Tables for judges		15
12	Sofa		6
13	Tables for green room	5x2	5

Note :-

1. All art works and graphics will be provided by the University.
2. The vendor should bring tall ladders to hang items from trees.
3. The entire stage, sound and light setup needs to be completed by 2:00 PM on the preceding day.

Name :

Designation : Dated :

Seal of Contractor / Supplier / Authorized signatory



Demo of Barricade



Carpet for both the stages



Tables for Judges



Chair with white cloth

Technical Bid

The technical bid shall contain following information in a sealed cover super scribed “**Technical Bid for arrangements of tentage, decoration and all associated work during AUD@city2020.** It shall consist of the following documents/ information:

1. Name & Postal address of Agency:

Telephones Nos.:

Fax Nos.

E-mail:

Mobile Nos:

2. Name & address of Owners/ Partners/ Directors :

3. Nature of Agency (Sole/ Partnership/ otherwise) :

4. If Registered, Regn No with validity of registration with appropriate authority:

5. Sales/ Service Tax Regn No. (Attach copy):

6. PAN No. (Attach copy):

7. Details of the turnover for the last three financial years (**indicate year-wise and attach audited document**):

(a) FY 2016-17	-
(b) FY 2017-18	-
(c) FY 2018-19	-

8. Three work orders issued by Govt organizations/ PSUs/ reputed Educational Institutions (Attach copies).

9. List of 3 reputed clients, with at least one client belonging to GOI/ State Govt. Dept./ PSU/
reputed educational institutions with telephone

No.: (a) Client 1	-
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- (b) Client 2 -
(c) Client 3 -

10. Has your organization been placed in defaulter category by any Govt. Department/ PSU? If not, please submit a certificate as per Annexure IV to this effect.

11. Are you related in any way with any staff member of AUD : Yes/ No.

12. The tender document should be **duly signed on each page.**

Check list

S. No.	Check list of documents/ Undertakings ?	YES/NO	Remarks (Give explanation if answer is No)
1	Is demand draft/ banker's cheque for a sum of Rs 35000/- towards EMD, attached?		
2	Is copy of Sales/ Service Tax Regn certificate attached?		
3	Is copy of PAN No. attached?		
4	Is audited accounts statement of the last three financial years attached?		
5	Are three work orders issued by Govt organizations/ PSUs/ reputed Educational Institutions attached?		
6	Whether list of three reputed users (along with telephone numbers of contact persons) attached?		
7	Is undertaking certifying that the firm is not black listed signed as per Annexure IV?		

Place :

Signature of the Proprietor/ Authorized Signatory

Date :

Rubber Seal indicating complete address

Financial Bid

The financial bid should be closed in a separate sealed cover super scribed “**Financial Bid for arrangements of tentage, decoration and all associated work during Cultural Festival i.e. [AUD@city2020](#)**”. Firms must clearly indicate in their offers the different taxes and duties which they propose to charge extra mentioning clearly the present rate(s) thereof. Vague offers like “duties as applicable” shall not be considered.

S.No.	Particulars	Proposed Size/Quantity		Rate per Unit (Rs.)	Cost (Rs.)
1	Main Stage with top plywood in IGDTU Ground	44’x32’x5’ (Ramp-12x8)	1408 sqft		
2	Carpeting on main stage	44’x32’	1408 sqft		
3	Back LED on main stage	4x3 size/ vender should decide itself about the number of screens			
4	2 nd stage near DaraShikhon Library	20’x20’x4’	400 sqft		
5	Stage backdrop on iron structure for DaraShikho Stage (including printing)	20x10			
6	Carpeting on 2 nd Stage	20x20			
	For Antariksh (Main Stage) <ul style="list-style-type: none"> • For the guitar speaker-cabinets there need to be raisings (height 40-80 cm) • One drum riser – 6 feet x 6 feet with carpet 				
7	Line Array Speakers JBL VRX series/ LA Acoustic		16		

8	Base JBL/LA Acoustic		12		
9	Side fill 3 Way		6		

Sound & Lights equipment for Antariksh (21st & 22nd February 2020)

Sound

B A C K L I N E - Will be provided by the promoter

S.No.	Particulars	Proposed Size/Quantity	Rate per Unit (Rs.)	Cost (Rs.)
1	Guitar Amplifier and Cabinet	X2		
2	Guitar Amplifiers: Laney Iron Heart or Fender Twin Reverb or MESA Boogie Dual Rectifier or Marshall JCM 900 with Cabinet or Egnater	2		
3	Shure SM57 with stand to mic guitar cabinet	2X		
4	DI box+4 jack to jack instrument cables (5m)			
5	Guitar Stands	2		
6	Lyrics Stands	2		
	(Note: No LINE6, MARSHAL 250 DFX or other solid state amps please. All the equipment should be from the list mentioned above.)			
	KEYBOARDS			
1	Amplifier: Peavey KB5 or Roland KC550			
2	Double Keyboard Stand	1		
3	XLR Line for AUX Send (for in-ear monitors)			
4	DI Box	6		
5	Balanced TRS Audio Cables (5m)	8		
	VOCALS			
1	DI box + 5m jack to jack instrument cable	1		
2	Cordless mics for vocals	2		
3	Shure SM58	2		

4	Shure SM57 on stands	3		
	A C O U S T I C G U I T A R S			
1	DI box + 5m jack to jack instrument cable	1		
	DRUM KIT			
1	Standard 5 piece drum kit - Pearl Master Series or Tama Star Classic, containing the following items:	1		
	22"/24" Kick Drum	1		
	10" Rack Tom	1		
	12" Rack Tom	1		
	16" Floor Tom	1		
	Snare Stand	1		
	Hi Hat Stand	1		
	Round Drum Throne	1		
	Boom Stands (minimum)	4		
	16" Crash cymbal	1		
	18" Crash cymbal	1		
	20" ride cymbal	1		
	14" pair of Hi-Hat cymbals with Hi-Hat stand	1		
	*All toms and snare with proper drumheads/skins, all material must be in good condition			
	*For cymbals, high quality cymbals of Meinl (Byzance)/ Zildjian (K Series)			
	MIXER			
1	Digico SD 10/9/ Digidesign SC-48/ Avid S6L/ Yamaha CL5/ Soundcraft vi1/vi3000/ Allen N Heath Dlive S7000. (any of these make)	1		
2	The system should be well maintained, and fully working upon arrival of the artist.			
3	No analog mixers.			
	S T A G E M O N I T O R S			
1	Stage monitors(any of these make): JBL VRX 900, RCF TT 45 CXA/ST 15 SMA or L acoustics X 15/115 XT	6		
2	In-ear monitors (with their wireless receivers): Sennheiser G3/G4/EW2000 series or Shure PSM300/PSM900 in ears with combiner and signal boost flag antenna.	5		
3	All in ears must necessarily be connected to flag antennas regardless of the stage size.			
4	Martin Audio & JBL side fills			
	F. O. H. R E Q U I R E M E N T S			
1	Front of house console MUST be right in the center front of stage at a distance of 2/3 from the stage.			
2	PA System: Please provide any one of the following :- <ul style="list-style-type: none"> • JBL vertec 4888/4889 • RCF TTL 33A or TTL 55A 			

	<ul style="list-style-type: none"> • RCF HDL 30/50 • L acoustics K2/Kara • Meyer Sound Leopard • D&b V or J series 			
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**Alankaar (Music Society)
should be available for both the days**

EVENTS :

S.No.	Particulars	Proposed Size/Quantity	Rate per Unit (Rs.)	Cost (Rs.)
	Day 1:			
1.	Mixer (any of these make) - Digico SD 10/9/ Digidesign SC-48/ Avid S6L/ Yamaha CL5/ Sound craft vi1/vi3000/ Allen N Heath Dlive S7000 alongwith 10 Guitar Cables and sufficient Microphone cables. *The system should be well maintained, and fully working upon arrival of the artist. No analog mixers.	1		
	<u>CADENCE (WESTERN SOLO COMPETITION)</u>			
1.	Vocal Microphone with Boom Stand - SHURE SM58	1		
2.	Instrumental Microphone with Boom Stand - SHURE SM7	1		
3.	Keyboard Stand	1		
4.	Front stage monitors	2		
	<u>RAAGA (INDIAN SOLO COMPETITION)</u>			
1.	Vocal Microphone with Boom Stand - SHURE SM58	1		
2.	Instrumental Microphone with Boom Stand - SHURE SM7	1		
3.	Keyboard Stand	1		
4.	Front stage monitors	2		

Day 2 :

S.No.	Particulars	Proposed Size/Quantity	Rate per Unit (Rs.)	Cost (Rs.)
	<u>SPIT IT OR QUIT IT (RAP BATTLE)</u>			
1.	Vocal Microphone - SHURE SM58	3		
2.	AUX cable connecting Laptop to Mixer to play Instrumental music	-		
3.	Front stage monitors	2		

ZEAL INVENTORY AND BATTLE OF BANDS				
S.No.	Particulars	Proposed Size/Quantity	Rate per Unit (Rs.)	Cost (Rs.)
1.	Mixer (any of these make) - Digico SD 10/9/ Digidesign SC-48/ Avid S6L/ Yamaha CL5/ Sound craft vi1/vi3000/ Allen N Heath Dlive S7000 alongwith 10 Guitar Cables and sufficient Microphone cables. *The system should be well maintained, and fully working upon arrival of the artist. No analog mixers.	1		
1.	Guitar Amplifiers - Fender Twin Reverb, Marshall JCM900	2		
2.	Bass Amplifier - HARTKE HD500 or Mark Bass CMD102-500/ Mark Bass CMD 103	1		
3.	Stage Monitors	5		
4.	Vocal Microphones with Boom Stand - SM58	6		
5.	Cordless Microphones	5		
6.	Instrumental Microphones with Boom stands - SM57 (Includes Drum setup)	10		
7.	Sufficient Power plugs on stage for the Amplifiers	-		
8.	Keyboard Amplifier - ROLAND KC550/PEAVEY KB5	1		
9.	DI boxes	2		
10.	Keyboard/Piano Stand	1		
11.	Guitar stands	3		
12.	Drum kit -			
	Standard 5 piece drum kit - Pearl Master Series or Tama Star Classic , containing the following items:-	1		
	22''/24'' Kick Drum	1		
	10'' Rack Tom	1		
	12'' Rack Tom	1		
	16'' Floor Tom	1		
	Snare Stand	1		
	Hi Hat Stand	1		
	Round Drum Throne	1		
	Boom Stands (minimum)	4		
	16'' Crash cymbal	1		
	18'' Crash cymbal	1		
	20'' ride cymbal	1		
	14'' pair of Hi-Hat cymbals with Hi-Hat stand	1		
	* All toms and snare with proper drumheads/ skin, all material must be in good condition. * For cymbals, high quality cymbals of Meinl(Bysance)/ Zildjian (K Series)			
13.	Cordless S.M. 58 Shure VLX (SM 58) with 12 mic stands	20		

14.	Digital Crossover DBX 260	1		
15.	Shure Graphic Equalizer Digital DFR 2200	1		

LIGHTS				
For Antariksh (Non-Negotiable) 22nd February				
S.No.	Particulars	Proposed Size/Quantity	Rate per Unit (Rs.)	Cost (Rs.)
1	Truss (Goalpost) for a stage of 20' X 16'	for a stage of 20' X 16'		
2	Moving Head	8 (4 Wash & 4 Spot)		
3	Programming board	1		
4	Parcans (Metal / Chrome)	32		
5	T Stand	2		
6	Scanners	6		
7	Dimmer Board	1		
8	Smoke machine	2		
9	Colour wash/ Laser Lighting	6		
10	Metalights	6		
11	Sharpy	6		
12	Scanner HMI/ Moving head alpha beam 300	6		
13	LED Lights (Shield beam)/ LED Par	40		
14	LED Lights (360 degree motion) (as per the stage dimension)			
15	Spot lights (as per the stage dimension)			
16	Flood lights (Warm) (as per the stage dimension)			
17	LED Lights (RGB) (as per the stage dimension)			
18	Fairy lights (white)	40 units		

Requirements for Food Stall (21st and 22nd February 2020)					
S.No.	Particulars	Proposed Size/Quantity		Rate per Unit (Rs.)	Cost (Rs.)
1	Food tables with masking partition of stalls Sitting arrangements Spots Serving methods	5'x2'	20		
2	Stall	2.5x2.5	30		
3	Stall	4.5x4.5	7		
4	Standing tables for eating		15		
	Miscellaneous (21st and 22nd February)				

1	Chair cushioned		750		
2	Chair cover		750		
3	Carpeting below chair				
4	Green room coverage	10x10	04		
5	Carpeting in green room	10x10	400ft		
6	Mirror	Full size	5		
7	Tables for stalls	5x2	30		
8	Table covers for stalls	5x2	30		
9	Walkie talkie sets		20		
10	Barricade (Moje)		200 Approx.		
11	Tables for judges		15		
12	Sofa		6		
13	Tables for green room	5x2	5		
	Total				

Amount in words Rupees

.....

Signature :
Name & Designation :
Name of the Firm/ Agency :
Seal of bidder :
Date :

UNDERTAKING (To be submitted with Technical Bid)

It is certified that my Firm/ Agency/ Company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or reputed Educational Institutions and no criminal case is pending against the said Firm/ Agency as on _____.

Signature of the Bidder _____
Name of the Signatory _____
Name of the Firm/Agency _____
Seal of the Firm/Agency _____

Place: _____

Date: _____