

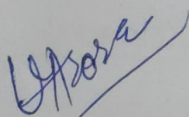
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2nd April, 2026

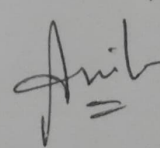
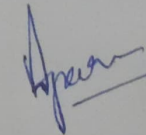
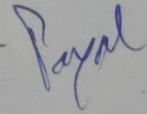
M/s _____

New Delhi

Quotations are invited from experienced, resourceful and bona-fide event management companies for organising the College Event(s) of Gargi College.


Prof. (Dr.) Vandna Luthra
Principal (Acting)
Gargi College, University of Delhi

Union Advisors
Gargi College, University of Delhi


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Annexure-1:

S. No.	Component- (Main Arc- Sound, light and tenting)	Quantity	Rates per Item	Total
1.01	BASE B28 JBL	8		
1.02	LINE ARRAY	8		
1.03	MONITOR	6		
1.04	SIDE FILL	2		
1.05	PODIUM MIC	2		
1.06	CORDED MIC KIT WITH MIC STAND	5		
1.07	CORDLESS MIC KIT	5		
1.08	SHARPIE	8		
1.09	DIGITAL LIGHT CONTROL	1		
1.10	SOUND ENGINEER	1		
	Component-B (Tenting Requirements)			
2.01	CHAIRS (WITH COVER)	600		
2.02	TABLE (WITH COVER) (3 X2 Feet)	10		
2.03	SOFA (two seater)	10		
2.04	COFFEE TABLE	4		
2.05	CARPET AT MAIN ARC FOR SITTING (THICK) (Carpet colour as per suggestion suggestion of organising team)	16x32 Sq feet		
2.06	CARPET FOR AISLE AT MAIN ARC (Carpet colour as per suggestion of organising team)	75x5 Sq feet		
2.07	COOLERS	30		

2.08	TOWER AC	2(Each 4 ton)		
2.09	DRAPES COVERING ON MAIN ARC STAGE WITHOUT GAP ON TRUSS (colour as per suggestion of organising team)	45x30 Sq feet		
2.10	DRAPES COVERING WITH TRUSS FROM STAGE TO THE SITTING AREA WITHOUT GAP(colour as per suggestion of organising team)	60x150 Sq feet		
2.11	BLACK MASKING ON MAIN ARC STAGE	45x60 Sq feet		
			Grand Total	

Annexure-2:

General Terms and Conditions to participate in the tender:

1. The quoted rates should be inclusive of GST, transportation, boarding and other taxes and requirements. In case of any discrepancy/differences in the amounts indicated in figures and words, the amount in words will prevail and will be considered. The quoted rates shall remain same throughout the tenure of the contract and no revision is permissible for any reason. No extra amount will be paid apart from the work order.
2. The Institute may withdraw the tender at any stage without assigning any reason. 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.
3. The bid/rates shall remain valid for acceptance for a period of 6 months from the date of signing of the MoU.
4. All cloth work will be erected with new clothes. The quality of the technical equipment should be as per the set government guidelines. The stage, trussing and other mentioned items in tender should be completed at least by 9:00 am on the day of the event.
5. **Applicable Law:** The contract shall be governed by the laws and procedures established by Govt. Of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings/processing, as may be applicable upon Gargi College, University of Delhi. All disputes are subject to exclusive jurisdiction of a competent court and forum in New Delhi, University of Delhi.
6. Only firms that have successfully completed at least four cultural events of similar nature through formal contracts with Government/Semi-Government Undertakings, Universities, or Colleges are eligible to participate via the GeM portal. The firm must provide at least 4 work orders/MoU of successful conduct of events in the last 3 years.
7. The participating bidders shall provide the following documents: (a) certificates for financial standing through the latest audited financial statements, (b) I.T.R. of last Financial Year and (C) Copy of the PAN Card as well GSTIN certificate as in the name of the firm/proprietor shall be uploaded, (d) GST registration certificate, (e) Bank details/ Cancelled cheque.
8. Vendors applying have to specify if they are MSME or not, through relevant registration certificates like that of UDYAM.
9. The Bidder has to provide a certificate that the quotation has been prepared with due diligence taking into consideration the rates of all items provided in the tender. The rates must be mentioned as per annexure-1 in the financial bid. The total amount should be inclusive of GST and all other charges.
10. Not-Blacklisted Undertaking to be submitted
11. Duly signed scanned copy of an acceptance to the T & C shall be uploaded.

12. In case of a complete washout of the Event due to heavy rains etc. prior to the event beginning or the Event not being held for reasons beyond the control of organizers/Gargi College, the event may be postponed on a mutually agreed date.

13. The Event Manager shall ensure complete safety and security arrangements for the event. The Event Manager shall be fully responsible for the conduct, actions, and behaviour of their workers, staff, deployed during the fest. The event management team shall not undertake any photography during the event.

14. Only those bidders who meet the conditions above and clear the Technical Bid shall be considered for the Financial Bid.

15. If any extra item/service is required, additional payment will be made accordingly.

16. Payment terms as per GFR rules.

Annexure-3:

Technical Bid

Documents required for technical qualification

1. Work profile of the company
2. Incorporation Certificate of the firm
3. Copy of the PAN Card as well GSTIN certificate as in the name of the firm/proprietor shall be uploaded.
4. GST registration certificate
5. Bank details/ Cancelled cheque
6. (a) certificates for financial standing through the latest audited financial statements,
(b) I.T.R. of last Financial Year
7. The firm must provide at least 4 work orders/MoU of successful conduct of events in the last 3 years.
8. Not-Blacklisted Undertaking
9. Tender acceptance letter
10. Financial bid undertaking

TENDER ACCEPTANCE LETTER
(TO BE GIVEN ON COMPANY LETTERHEAD)

To,
The Principal
Gargi College
University of Delhi
Delhi - 110049

Subject: Acceptance in respect of terms and conditions

Tender Reference No.:
Name of the Tender:

Respected Ma'am

I/We have downloaded the tender documents(s) for the above mentioned tender/work' from the college website/GeM Portal.

I/We hereby certify that we have read all the terms and conditions of the tender document (including all annexures) which shall be part of the contract and we shall abide hereby all terms and conditions therein.

The corrigendum(s) issued from time to time by your department/organisation too has also been taken into consideration, while submitting the acceptance letter.

I/We hereby unconditionally accept all the terms and conditions mentioned in this tender document and corrigendum(s) in its totality/entirety.

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 relatives in the college.

I/We certify that all information furnished by our firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully

(SIGNATURE WITH COMPANY SEAL AND STAMP)

FINANCIAL BID UNDERTAKING
(TO BE GIVEN ON COMPANY LETTERHEAD)

FROM: (FULL NAME AND ADDRESS OF THE BIDDER)

To,

Dear Ma'am

I submit the price bid for Gargi College Event 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 financial bid, (Annexure - 1) inclusive of all applicable taxes.

I hereby declare that prices quoted in the financial bid are of Gargi College Event as specified in the technical bid criteria and all the specifications and parameters of technical specifications as given in the tender document.

Yours faithfully

SIGNATURE

STAMP