



**Gargi College  
Students' Council**



GC/2023/700/1860

Dated : 28/12/2023

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Delhi

Sealed quotations are invited from experienced, resourceful and bona- fide event Management companies for organizing the “Reverie - The Annual Cultural Festival” (two days) of Gargi College to be held tentatively on 1st February & 2nd February 2024. The sealed quotations super- scribed as “**Quotation for Reverie 2024**” along with all papers such as GST, experience & registration, must reach the office of the Principal, Gargi College, Siri Fort Institutional Area, New Delhi — 110049 by post as per details given below  
Latest by 3<sup>rd</sup> January 2024 till 4:00 pm

**Enclosures/Check list:**

- The company’s profile with complete details duly signed.
- A copy of valid PAN card.
- The companies must provide experience certificate along with proof.
- An undertaking (self-certificate) that the agency has not been blacklisted by a central/state/UT Government institution and there has been no litigation with any government department.
- Acceptance form duly signed enclosed herewith (as given in Annexure 1).
- Letter of authorization to submit the quotation on behalf of the company.
- Duly filled in consolidated sheet (as given in annexure 2)

**Note:** The quoted rates shall be inclusive of all taxes and will remain same throughout the tenure of the contract and no revision is permissible for any reason.



The required specifications are given below for both the days of the festival.

**A TENTING, STAGE, ENTRY GATE, SECURITY, POWER SUPPLY**

**1. TENTING**

NAME	DESCRIPTION	QUANTITY	NUMBER OF DAYS
STALLS	Size 15×15 feet & 10×10 feet (inclusive of 2 tables with frills and 2 chairs, 1 power point, canopy fully coloured & in good quality fabric material)	15×15 feet = 10 stalls 10×10 feet = 10 stalls	3
SOFA	Two - seater	6	3
CHAIRS	with cover	300	3
Extra Tables		40	3
Extra table Cloth		20	3
Chemical Washrooms		Male - 2 Female - 2	3
Halogen Lights on pole	Mounted in such a way that the light reached all the stalls, but also should cover all the corners of the ground	30	3
Decoration of Gate		15x15, 1 No.	3
Top Cover on Thruss with colorful chunni/fabric			3

**2. STAGE**

NAME	DESCRIPTION	QUANTITY	NUMBER OF DAYS
Professional Stage with black masking & carpetingStairs	Size 40×32 & height 6 feet	1	3
LED Backdrop in the centre	Size 16 × 10	1	3
Flex Backdrop (2 side)	Size 12×10	2	3



### 3. SECURITY

NAME	DESCRIPTION	QUANTITY	NO OF DAYS
Barricading Linear Barricading (Stage & Field ) Mojo (Entry)	At gate, field & stage		3
Bouncer	8 am - 7 pm	Total - 35 (Female-20 & Male - 15)	3
Walkie-Talkie		5	3

### 4. POWER SUPPLY

NAME	DESCRIPTION	QUANTITY	NO. OF DAYS
Generator	125 KW ( Runningfor 10 hours )	2	3

### 5. LIGHT & SOUND IN AUDITORIUM

NAME	DESCRIPTION	QUANTITY	NUMBER OF DAYS
LED Lights	Far LED lights with controller	10	3
Sharpies	Moving heads	4	3
Monitor	For stage listening	2	3
Top JBL Speakers	1200 watt - 750 paxes	4	3
Base		2	3



**6. LIGHT & SOUND IN MAIN STAGE**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>NO OF DAY</b>
TRUSS	44*36	4 side	3
LED	With controller	40	3
On stage monitor	8 × 8 (2)	As per requirement	3
Linear sound	Hanging speaker on truss	8	3
Sharpies		20	3
Green Room	20 x 20	2	3



## 7. REQUIREMENTS

NAME	DESCRIPTION	QUANTITY	NO OF DAYS
Mics	With stand	35	3
Amplifier		5	3
CCTV Cameras		35	3
Metal Detector		3	3
Fire Extinguisher		15	3
Red Carpeting		As per requirement	3
Dustbins		20	3
Cordless mics		10	3
HDMI Cables		8	3
Digital Mixer		2	3
Extension Boards		10	3
Extension Cords		20	3
Keyboard Stand		2	3
Matress (Hard)		As per requirement	3
Aux Cables		20	3
Connecting Wire		10	3
Speakers		2	3
Bells		5	3
Timers		5	3
Ambulance	With proper first aid	1	3
Fire Brigade		1	3



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## **Annexure 1**

### **UNDERTAKING** **(On Company Letter Head)**

From: (Full name and address of the Event Management company)

To,

Dear Sir/Madam,

I submit the Price quote for Reverie 2024 GARGI COLLEGE (University of Delhi) and related activities as envisaged in the Quotation document.

I have thoroughly examined and understood all the terms and conditions as contained in the document, and agree to abide by them.

I offer to work at the rates as indicated in the stated form attached herewith inclusive of all applicable taxes.

I hereby declare that price quoted in this quotation document is for the REVERIE 2024 at GARGI COLLEGE.

Yours Faithfully,

(Signature and name of authorized Representative)



**Gargi College  
(University of Delhi)**

**Consolidated statement for Quotation**

<b>Sr No</b>	<b>DETAILS</b>	<b>Name of Firm / Company _____</b>
	<b>Component A TENTING, STAGE, ENTRY, SECURITY, AUDITORIUM, POWER SUPPLY</b>	<b>Rs</b>
	<b>Component B</b>	
<b>a</b>	<b>Artists</b>	
<b>i</b>	<b>Bismil Ki Mehfil (16/02/2023, afternoon)</b>	<b>Rs</b>
	<b>Shahid Khan (Beats of Rajasthan)16/02/2023, afternoon</b>	<b>Rs</b>
<b>iii</b>		
<b>iv</b>	<b>GST (%)</b>	

**Authorised Signatory**

**(Signature of the Authorised Person)**