

BOQ BID THROUGH GEM PORTAL

GARGI COLLEGE

(UNIVERSITY OF DELHI) Siri Fort  
Institutional Area  
Siri Fort, New Delhi 110049.

Gargi College, University of Delhi University of Delhi invites online BOQ BIDS through GeM Portal only from the reputed experienced, resourceful and bona-fide event management companies for organising the "REVERIE 2026" - The Annual Cultural Fest of Gargi College" to be held tentatively in the second and third week of February 2026 at Gargi College, Siri Fort Institutional Area, Siri Fort, New Delhi 110049.

Documents Download: Bid documents may be downloaded from Gargi College Website: <https://www.gargicollege.in> and GeM Portal site <https://gem.gov.in>.



Principal

Gargi College University of Delhi



**REVERIE 2026 – ANNUAL CULTURAL FEST**  
**GARGI COLLEGE**  
**UNIVERSITY OF DELHI**

**Annexure-1:**

**Terms and Conditions**

**General Terms and Conditions to participate in the tender:**

1. Bids shall be submitted online only at GeM Portal website: <https://gem.gov.in>.
2. Not more than one bid 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 bid for the same contract as separate competitors. A breach of this condition will render the bids of both parties liable to rejection.
3. Bid Cost : Applicant contractor must provide demand draft for Rs. 1000/- (Rupees one Thousand only) in favour of Principal, Gargi College, payable at New Delhi from any Nationalized Bank with their application/downloaded bids as the cost of Bid/documents. 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- bidding, the firms which has submitted the DD in earlier calls will require to re-submit DD along with their bid/application in subsequent calls also. Bid not accompanied with the cost of bid documents is liable to be rejected. However, public sectors undertaking/Govt. undertaking firms are exempted from the payment towards cost of bid documents.
4. EMD Payment: Earnest Money Deposit of Rs. 70000/- is to be deposited through Demand Draft in favour of Principal, Gargi College, payable at New Delhi. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.
5. Micro and Small enterprises (MSEs) Units registered with NSIC under their Single Point Registration Scheme for the goods/services at NSIC are exempted from furnishing the Bid Security deposit/ EMD/Bid 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 Bid document. No other bidders are exempted from furnishing Bid Security/ EMD as mentioned above.
6. The quoted rates should be inclusive of GST, transportation, and all other taxes whichever name called. 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.
7. The technical documents should be uploaded on the Letter Head of the Company with signature and company stamp.
8. The Institute may accept or reject any or all bids in part or in full without 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.
9. The bidder shall quote the price separately for each part as specified in the financial bid. The bid shall remain valid for acceptance for a period of 6 months from the date of signing of the MoU.
10. 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 least by 7.30am of the first day of the event.
11. 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.
12. **Payment Terms:** Payment will be as per GFR Rules
13. 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.
14. Submission of Bid : The bid shall be submitted online in two part, viz., technical bid and price bid.
15. 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.

16. If the bidders' documents are found to be fake, the college has the right to forfeit their EMD and take other legal steps like black list them from participating in other Government Departments & Institutions tender.

Signature of the Bidder  
Name and Address (with Seal)

**GARGI COLLEGE**  
**(University of Delhi)**

**Checklist (Stage-1)**

Providing services of the Event Manager for “Reverie 2026 – The Annual Cultural Fest of Gargi College (University of Delhi)

S.No.	Required Documents	Have You Uploaded the Following Documents? (Yes/No)
1.	Proof of Tender Fee of ₹1,000/- and Bid Security (EMD) of ₹70000/- (in the form of an Account Payee Cheque/Bank draft drawn in favor of the <b>Principal, Gargi College</b> ), valid for at least 180 days from the bid validity period. Exempted for MSME	
2.	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.	
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/agencies valid registration number.	
7.	Experience certificates for the financial years (2022-23, 2023-24 and 2024-25) <b>along with satisfactory performance certificates.</b>	

8.	Receipt of Annual Income Tax Returns for the financial years (2022-23, 2023-24 and 2024-2025) 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	
10.	Annual Turnover Certificate for the Financial Year (2022- 23, 2023-24 and 2024-25) 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. <b>Credit Worthiness Certificate from the Chartered Accountant shall not be considered.</b>	
12.	Certified copy of GST Return for the last financial year i.e. 2024-5.	
13.	Single work order related to services of the Event Manager during the Financial Years 2022-23 and 2023- 24 and 2024-25	
14.	Client List during the Financial Years 2022-23,2023-24 and 2024-25	

**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)

**GARGI COLLEGE**  
**(University of Delhi)**

**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:

<b>S. No.</b>	<b>Evaluation Parameters</b>	<b>Grading Pattern</b>	<b>Maximum Marks</b>
1.	<p><b>Average Annual Turnover</b>            Average Turnover for the last 3 Financial Years.</p> <ul style="list-style-type: none"> <li>• ₹10 Lakh to below ₹15 Lakh: 10 marks</li> <li>• ₹15 Lakh to below ₹ 25 Lakh: 20 marks</li> <li>• ₹25 Lakh and above :30 marks</li> </ul>	Annual Turnover <b>(30 marks)</b>	30
2.	<p><b>Experience in services of the Event Manager</b></p> <ul style="list-style-type: none"> <li>• Up to 5 years: 5 marks</li> <li>• More than 05 years: 10 marks</li> </ul>	Experiences <b>(10 marks)</b>	10
3.	<p><b>Related Single Work Order</b>            Each Single work order related to services of the Event Manager during the last3 Financial Years.</p> <ul style="list-style-type: none"> <li>• ₹5 Lakh to below ₹8 Lakhs: 5 marks</li> <li>• ₹8 Lakhs to below ₹12 Lakhs: 10 marks</li> <li>• ₹12 Lakhs to below ₹15 Lakhs: 20 marks</li> <li>• ₹15 Lakhs and above : 30 marks</li> </ul>	Single Work Order <b>(30 marks)</b>	30
4.	<p><b>Client List:</b></p> <ul style="list-style-type: none"> <li>• If less than 02 clients are from higher educational Institution or from Delhi University for similar work - 00 marks</li> <li>• If two clients are from higher educational institutions or Delhi from University: 05 marks.</li> <li>• If three clients are from higher educational institutions or from Delhi University: 10 marks.</li> <li>• If more than three clients are from higher education institutions or from Delhi University: 20 marks.</li> </ul>	Presentation <b>(20 marks)</b>	20

S. No.	Evaluation Parameters	Grading Pattern	Maximum Marks
5.	<p><b>Appreciation/Satisfactory Certificates Documents</b></p> <p>Submission of three appreciation/ satisfactory certificates received from client during the Financial Years 2022-23, 2023-24 and 2024-25 <b>(10 marks)</b>.</p>	<p>Appreciation/ Satisfactory Certificates</p> <p><b>(10 marks)</b></p>	<b>10</b>
		<b>Total Marks:</b>	<b>100</b>

### 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.
- Estimated Bid Value is Rs. 15 Lakhs.
- Annual Turnover should be Rs. 29 Lakhs.
- Pre - Bid meeting will be held on 21<sup>st</sup> January 2026 (Wednesday)
- Payment should be as per General Financial Rules.

#### Signature of the Bidder

Name and Address (with Seal)

**GARGI COLLEGE FEST 'REVERIE 2026' REQUIREMENTS FOR 3 DAYS**  
**COMPONENT A – TENTING, STAGE, POWER SUPPLY, SECURITY, SOUND, LIGHT**  
**AND TECHNICAL REQUIREMENTS**

GARGI COLLEGE FEST 'REVERIE 2026' REQUIREMENTS FOR 3 DAYS					
COMPONENT A – TENTING, STAGE, POWER SUPPLY, SECURITY, SOUND, LIGHT AND TECHNICAL REQUIREMENTS					
<b>S.NO</b>	<b>DESCRIPTION</b>	<b> DAYS</b>	<b>QUANTITY</b>	<b>REMARKS (For Reference)</b>	<b>Amount</b>
1	Line Array	3	18		
2	Base	3	12		
3	Monitor	3	10		
4	Side fill	3	8		
6	In Ear Monitor	3	20		
7	DI Units	3	6		
8	Podium MIC	3	2		
9	Corded mic kit	3	12	AHUJA	
10	Mic stands	3	21		
11	Vocal Microphones	3	4	AHUJA	
12	Collar Mic	3	8	AHUJA	
13	Cordless mic kit	3	26	AHUJA	
14	Drum mic kit	3	APR		
15	Drum Kit	3	1		
16	Guitar amp	3	2		
17	Bass amp	3	1		
18	Keyboard amp	3	1		
19	Pioneer (Nexus 3)	3			
20	DJM 900 NEXUS	3			
21	LED WALL P3.8 with Side Wing	3	500 SQ FEET	50*10	
22	Truss (Iron Only)	3	4 Side and 1 Pillar	60*40 SIZE - HEIGHT 24 FEET	
23	Sharpie	3	30		
24	Profile	3	10		
25	Spots	3	20		
26	RGBW Wash	3	40		
27	4 eyed Molefays 1kw each- 4	3			
28	Smoke machine	3	4		
29	Digital mixer channel DIGICO QUANTUM 338	3			
30	Gate compressor	3			
31	Effect rack	3			
32	All leads	3			
33	Crossovers	3			
34	Digital light controller	3		ARENA	
35	Dimmer Packs	3			
36	Sound engineer	3			
37	4 Clearcoms	3			
38	Digital Mixer	3	1		
39	Speaker	3	12	JBL	
40	Stage wash lights	3	2		

COMPONENT B - TENTING AND SECURITY						
S.NO	DESCRIPTION	SIZE	DAYs	QUANTITY	REMARK	AMOUNT
1	Mattress (Arts Quad)		1	20	HARD	
2	Chairs with cover		3	500		
3	Sofa		3	25		
4	Stalls attach with Truss (1 Plug Point, 2 Tables and 3 chairs)	15*15	3	15		
5	Plug Point		3	20		
6	Dustbins	BIG	3	20		
7	Stage with Carpet (Ground)	60*44	3	4 FEET HEIGHT		
8	Stage with Carpet (seminar hall)	24*16	3	1 FEET HEIGHT	Seminar Hall	
9	Stage with Carpet (NAB seminar hall)	24*16	3	1 FEET HEIGHT	NAB seminar hall	
10	Extra table with cover		3	20		
11	Round table (Stall Area)		3	10		
12	Cocktail table (Stall Area)		3	10		
13	Green room with mirror, chair, table,carpet and lights	10*10	3	2		
14	Drapes with truss in ground front of the stage (Main Stage to be covered with drapes)	100*200 SQ FEET	3	Drapes without gap (Color APR)	25 FEET HEIGHT	
15	Drapes with truss in ground attach with stalls	30*30 SQ FEET	3	Drapes without gap (Color APR)	25 FEET HEIGHT	
16	Ground entry gate with truss drapes (Floral decoration)	30*30 SQ FEET	3	Drapes color APR	12 FEET HEIGHT	
17	Red Carpet (Entry gate to stage)	8000 SQ FEET	3			
18	Drapes near Auditorium	2000 SQ FT	3	Drapes color APR		
19	Carpet (Seminar Hall)	1000 SQ FT	3			
20	Drapes near NAB	2000 SQ FT	3	Drapes color APR		
21	Carpet (NAB)	1000 SQ FT	3			
22	Chemical Washroom	M1 F2	3	3		
23	Mojo Barricading	2000 FT	3			
24	Security lane from gate to road with fencing wires and security checking equipments	APR	3			
25	Metal detector		3	3		
26	Checking room	10*10	3	2		
27	CCTV Camera		3	35		
28	Walkie talkie		3	10		
29	Bouncers	F20- M15	3	35		
30	Fire Brigade		3	1		
31	Ambulance		3	1		
32	Extension cords		3	20		
33	Extension boards		3	10		
34	HDMI Cables		3	8		
35	Keyboard stand		3	2		
36	AUX Cables		3	10		
37	2 GENSET 125KV 12 HOURS RUNNING		3	2		
38	CANOPY	8*8	3	4		

39	Backdrop on Stage (Black) - Seminar Hall		3			
40	Backdrop on Stage (Black) - NAB		3			
41	Mattress - Seminar Hall		3	5		
42	Blinders		3	10		

COMPONENT C - FLOWER DECOR FOR 2 DAYS					
S.NO.	DESCRIPTION	DAYS	QUANTITY	REMARKS	AMOUNT
1	Flowers decor for Main stage and entry gate (ground) - APR	1 (DAY 1)	APR		

**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.

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 Reverie 2026: Annual cultural fest of Gargi College and related activities 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 - 3) inclusive of all applicable taxes.

I hereby declare that prices quoted in the financial bid are of the Reverie 2026: Annual cultural fest of Gargi College as specified in the technical bid meeting and all the specifications and parameters of technical specifications as given in the tender document.

Yours faithfully

SIGNATURE

STAMP

**(On letter head of the bidder)**

**(Site Survey Report)**

**To Whom so ever it may concern**

This is to confirm that we want to participate in bid number \_\_\_\_\_ dated \_\_\_\_\_ having name of work for providing services of the Event Manager for Reverie-2026 at GARGI COLLEGE, Siri Fort Institutional Area, Siri Fort, New Delhi 110049.

We confirm the following:

1. I/We hereby agree to abide by all terms and conditions laid down in bid document.
2. We have visited the site and understood the requirements of college authorities.
3. The scope of work mentioned in bid document is appropriate and the entire items/inventory/Artists has been found in order.
4. **I/We hereby agree to abide that it is mandatory to all the vendors to inspect the site and assess the work before quoting the rates and those vendors who will not inspect the site his/her bid shall not be considered by the College.**

Name and Details of bidder

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Acknowledgement from College

**GARGI COLLEGE**