

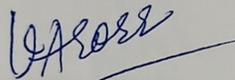
GC/2026/ 2101/Reverie

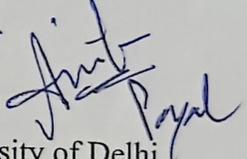
25th February, 2026

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

New Delhi

Quotations are invited from 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 fourth week of March 2026.

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

  
  
Union Advisors  
Gargi College, University of Delhi

Annexure – 1

GARGI COLLEGE FEST 'REVERIE 2026' REQUIREMENTS FOR 3 DAYS

COMPONENT A – MAIN STAGE, SOUND, LIGHT AND TECHNICAL REQUIREMENTS ( Sound Should be effective for the crowd of 6000 in open air)

S.No	DESCRIPTION	DAYS	QUANTITY	REMARKS
1	Line Array	2	18	
2	Base	2	12	
3	Monitor	2	10	
4	Side fill	2	8	
5	In Ear Monitor	2	20	
6	DI Units	2	6	
7	Podium MIC	2	2	
8	Corded mic kit	2	12	
9	Mic stands	2	12	
10	Vocal Microphones	2	4	

11	Cordless mic kit	2	6	
12	Drum mic kit	2	APR	
13	Drum Kit	2	1	
14	Guitar amp	2	2	
15	Bass amp	2	1	
16	Keyboard amp	2	1	
17	Pioneer CDJ Nexus 3000	2		
18	Pioneer DJM 900 Mixer - 1	2		
19	Stage with Carpet(Ground)	2	60*44 FEET	4 FEET HEIGHT
21	LED WALL P3.8 with Side Wing	2	50x20 FEET	1000 SQ. FEET (As per the requirement of performing artist)
22	Truss (Iron Only)	2	4 Side and 1 Pillar	APR
23	Sharpie	2	30	
24	Profile	2	10	

25	Spots	2	20	
26	RGBW Wash	2	40	
27	4 eyed Molefays 1kw	2	4	
28	Smoke machine	2	4	
29	Digital mixer channel DIGICO QUANTUM 338	2	1	
30	Gate compressor	2		
31	Effect rack	2		
32	All leads	2		
33	Crossovers	2		
34	Digital light controller	2		
35	Dimmer Packs	2		
36	Sound engineer	2		
37	4 Clearcoms	2		
38	Tower AC (on Main Stage)	2	4	Each tower AC of 4 tons

**B. SEMINAR HALL**

S.NO.	DESCRIPTION	DAYS	QUANTITY	REMARKS
1	Collar Mic	2	8	
2	Cordless mic kit	2	4	
3	Blinders	2	10	
4	Backdrop on Stage (Black)	2		
5	Speaker	2	2	
6	Mattress for stage	2	5	
7	Stage with Carpet	2		1 FEET HEIGHT (24*16)

**C. NAB SEM HALL**

S.NO.	DESCRIPTION	DAYS	QUANTITY	REMARKS
1	Cordless mic kit	2	7	
2	Mic stands	2	7	
3	Speaker	2	2	
4	Backdrop on Stage (black)	2		
5	Digital mixer	2	1	
6	Stage wash lights (Yellow)	2	2	
7	Stage with Carpet	2		1 FEET HEIGHT (24*16)

**D. SOUND IN CLASSROOMS FOR 3 DAYS**

S.NO.	DESCRIPTION	DAYS	QUANTITY	REMARKS
1	MIC AND SPEAKER	2	2	CLASSROOM 1
2	MIC STAND	2	1	CLASSROOM 1
3	MIC AND SPEAKER	2	2	CLASSROOM 2
4	MIC AND SPEAKER	2	2	CLASSROOM 3
5	CORDLESS MIC KIT AND SPEAKER	2	2	CLASSROOM 4
6	MIC WITH STAND	2	1	CLASSROOM 4

**E. TENTING, SECURITY AND POWER SUPPLY**

S.NO	DESCRIPTION	SIZE	DAYS	QUANTITY	REMARK
1	Mattress (Arts Quad)		2	20	HARD
2	Covering on Truss in Arts Quad(Fully Covered)	50*52 SQ FEET (15 FEET height)	2		Covering without gap(colour APR)
3	Chairs with cover		2	500	
4	Sofa		2	25	
5	Stalls attach with Truss (1 Plug Point, 2 Tables and 3 chairs)	15*15 SQ Feet	2	15	
6	Plug Point		2	30	
7	Dustbins	BIG	2	20	
8	Extra table with cover		2	20	
9	Round table (Stall Area)		2	10	
10	Cocktail table (Stall Area)		2	10	

11	<b>Green room with mirror, chair, table, carpet and lights</b>	10*10 SQ Feet	2	2	
12	<b>Covering with truss in ground front of the stage (Main Stage to be fully covered)</b>	100*200 SQ FEET (for seating capacity of minimum 500 people)	2	Covering without gap (colour APR)	APR
13	<b>Covering with truss in ground attach with stalls (Stall area to be fully covered)</b>	30*30 SQ FEET	2	Covering without gap (colour APR)	APR
14	<b>Ground entry gate with truss drapes (Floral decoration)</b>	30*30 SQ FEET	2	Drapes colour APR	12 FEET HEIGHT
15	<b>Red Carpet (Entry gate to stage)</b>	8000 SQ FEET	2		
16	<b>Drapes near Auditorium</b>	2000 SQ FT	2		Drapes colour APR
17	<b>Carpet (Seminar Hall)</b>	1000 SQ FT	2		
18	<b>Drapes near NAB</b>	2000 SQ FT	2		Drapes colour APR
19	<b>Carpet (NAB)</b>	1000 SQ FT	2		
20	<b>Chemical Washroom</b>	3	2	M1 F2	
21	<b>Mojo Barricading</b>	2000 FT	2		

22	Security lane from both entry gate to road with fencing wires and security checking equipments	APR	2		
23	Metal detector	2	2		
24	Checking room	10*10 SQ FEET	2	2	
25	CCTV Camera		2	35	
26	Walkie talkie		2	10	
27	Bouncers	35	2	F20- M15	
28	Fire Extinguisher	10	2		
29	Ambulance	1	2		
30	Extension cords	25	2		
31	Extension boards	15	2		
32	HDMI Cables	8	2		
33	Keyboard stand	2	2		
34	AUX Cables	10	2		

35	<b>GENSET 125KV 12 HOURS RUNNING</b>		2	The no. of GENSET shall be mentioned by the vendor APR with quoted price	
36	<b>Canopy</b>	8*8 SQ FEET	2	6	
37	<b>Coolers</b>		2	30	
37	<b>Mist Fan</b>		2	80	

**F. FLOWERS DECOR FOR 1 DAY**

S.No.	DESCRIPTION	DAYS	QUANTITY	REMARKS
1	<b>Flowers decor for Main stage and entry gate (ground) - APR</b>	1 (DAY 1)	APR	

**Annexure - 2 Provision of Standup Comedian Service** (Forenoon)

Standup Comedian Live Performance tentatively on 25th March, 2026 (any one of the artist)  
(The list has no biases but reflects the preference on the basis of popular student response, artists are listed here in alphabetical order)

- 1) Gurleen Pannu
- 2) Pranav Sharma
- 3) Prashasti Singh
- 4) Rajat Sood
- 5) Urooj Ashfaq

**Annexure - 3 Provision of Artist Services (EVENING)**

Star Live Performance tentatively on 25th March, 2026 (any one of the artists)  
(The list has no biases but reflects the preference on the basis of popular student response, artists are listed here in alphabetical order)

1. Aditya Rikhari
2. Harry Sandhu
3. Javed Ali
4. Neha Bhasin
5. Palak Muchhal
6. Papon
7. Sachet Parampara
8. Shilpa Rao

### TERMS & CONDITIONS

1. Only firms that have successfully completed at least three cultural events including Artist component of reasonable standing through formal contracts with Government/Semi-Government Undertakings, Autonomous Bodies, Private Institutions, Universities, or Colleges are eligible to participate via the GeM portal.
2. Bidders are advised to visit Gargi College premises (Siri Fort Road, Delhi-110049) on 2nd March, 2026 at 11am, prior to submission to understand venue requirements for Reverie 2026.
3. 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) an average annual turnover of minimum 45 lakhs during preceding last three financial years, (duly signed and stamped by the Chartered Accountant). Copy of the PAN Card as well GSTIN certificate as in the name of the firm/proprietor shall be uploaded.
4. Vendors applying have to specify if they are MSME or not, through relevant registration certificates like that of UDYAM. In case, the exemption for the same under the relevant MSME category is not there, the EMD/Bid Security @3% of the bid Value has to be deposited through Demand draft in favor of "Principal, Gargi College payable at Delhi.
5. Scanned copies of completion certificates/work orders for at least three cultural events, as in Point 1, in the last three financial years.
6. Duly signed scanned copy of an acceptance to the T & C shall be uploaded.
7. 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 total quote of the items, as per the GFR rules, should be inclusive of GST.
8. Only those bidders who meet the conditions above and clear the Technical Bid shall be considered for the Financial Bid.
9. The tender shall be awarded to only that Bidder who will quote the cumulative L 1 rate for all items above for the production of the event as well the provision of the artist and Standup Comedian services.
10. The Standup Comedian and Artist shall be selected from only the above options mentioned in Annexure 2 and Annexure 3, respectively. The quotation of the Standup Comedian and Artist services should be inclusive of the TBL (Local travel, Air travel, Boarding, Lodging, etc.) and Tech Rider. All the artist's and standup comedian's requirements (like travel, accommodation, food, hospitality etc.) as well as of the team should be the sole responsibility of the vendor and there shall be no onus on the College to provide any of the above.

(15)

11. Any unforeseen circumstances that are not in control of the College / are caused by natural calamities (force majeure) should be taken care of by the Event Manager. The Event Manager shall arrange the artist for some other reserve day, 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.

12. The number and quantity of items may be increased or decreased up to 25 percent at the final discretion of the Buyer, and the Vendor shall be ready to accept the proportionate change in the amount to be paid.

13. The Vendor/Event Manager shall be obliged to provide for necessary power supply through Gen sets of appropriate capacities or any other alternative modes for all outdoor sound and lighting including the Main Stage and stalls. However, college electricity can be used for making arrangements for light and sound in the Seminar Hall and other Lecture Halls only.

14. The Vendor shall provide the products of original quality and specified quantity as mentioned in component A,B and C. In case, the products are found insufficient in number, to be duplicate or of inferior quality, payment may not be released for such items. The Competent Authority shall deduct a specific percentage of gross amount to be paid to the Vendor under the contract for non-performance (i.e. sub-standard and/or shortage of equipment, tools etc. in adequate arrangements) as per the Terms and Conditions of the Contract. Accordingly GST shall be paid on the amount finally paid to the Contractor after such deductions.

15. 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, security personnel, and bouncers deployed during the fest.

16. The bid shall remain valid for acceptance for a period of 3 months from the date of signing of the MoU.

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, 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 per the technical specifications and parameters given in the tender document.

Yours faithfully

SIGNATURE

STAMP