



Dean Students Welfare

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
(Affiliated to University of Delhi)
An Autonomous Institute of Govt. of NCT of Delhi
Azad Hind Fauj Marg, Sector-3, Dwarka, New Delhi-110078
Phone No. +91-11-25099058, Fax No. +91-11-25099022
Website: <http://www.nsit.ac.in>

F. No. 84(459) Moksha/2017-18/DSW/NSIT/

Dated: 13/03/2018

E-Tender Notice

Tender ID: 2018_NSIT_
Tender Enquiry No. : F. No. 84(459) Moksha/2017-18/DSW/NSIT/
Dated : 13/03/2018
Due Date For Submission : 20/03/2018

Online tenders under Two-Bid systems (Technical & Financial Bid) are invited on behalf of Board of Governors, NSIT, New Delhi through e-Procurement from the GST Registered experienced agencies for Event Management services for Moksha '18.

Name of Event	Cultural Festival Moksha-2017-18 in NSIT, Dwarka.
Estimated Cost of the Tender	₹20,00,000/-
Earnest Money Deposit (EMD)	₹1,00,000/- (refundable)
Date of Release of Tender	13/03/2018 at 06:00 P.M.
Last date and time for downloading of tender	20/03/2018 at 11:00 A.M.
Last date and time for online submission/ uploading of bids	20/03/2018 at 11.30 A.M.
Date and time for opening of Technical bids	20/03/2018 at 12.00 P.M.
Date and time for opening of Financial bids of the technically qualified bidders	20/03/2018 at 03:00 P.M.

Note: To participate in E-tendering process, the bidder has to register with Delhi Govt. portal at <http://govtprocurement.delhi.gov.in>.

Earnest Money Deposit:

EMD must be submitted through ECS/RTGS/NEFT mode only. This amount shall be refunded in the event of rejection of the bid or alternatively adjusted in respect of successful bidder as part of Performance Guarantee. **Bank details for Submission of EMD through RTGS/NEFT:**

NSIT EMD A/C No. : 133010029900005
Name of Account Holder : Director NSIT A/c N.G. Plan
Name of the NSIT Bank : Andhra Bank
IFSC Code : ANDB0001330
RTGS Code : 110011034
**Bank Address : NSIT Branch, NSIT Campus, Sector-3,
Dwarka, New Delhi 110078**
Bank Code : 1330
**RTGS Timing : 10:00 AM to 4:00 PM (Monday to Friday)
10:00 AM to 1:00 PM (Saturday)**
**NEFT Timing : 10:00 AM to 6:00 PM (Monday to Friday)
10:00 AM to 12:30 PM (Saturday)**

In case of RTGS/NEFT mode of payment, Bidders must mention their details in the format given below:

Details of Bidder (Applicant)	
Account No.	
Name	<NIT No.> <Name of Goods> <Closing date & time of Tender> <Bidder's Name>
Address	<Bidder's Address>

Bidder must upload the scanned copy of RTGS/NEFT Customer Payment Confirmation along with the Bid & Date of payment (RTGS/NEFT date), before the date and time of closing of the bids clearly visible form failing which tender shall be treated as cancelled.

Time Allowed: 3 days

Schedule of Quantity: As per Annexure A

Terms and Conditions: As per Annexure B.

Sd/-
Assistant Registrar, SW, Moksha '18

Documents to be uploaded in the Technical Bid:

1. Self Attested Copy of GST Registration Certificate REG-6.
2. Earnest money to be deposited for an amount of Rs. 1,00,000/- through RTGS/NEFT.(as per the enclosed bank details).
3. Acceptance of Terms and Conditions (Annexure-B) signed by the Bidder with seal.
4. Self Attested Copy of PAN card.

Documents to be uploaded in the Financial Bid:

1. Duly filled Financial Bid (Annexure-A).

Evaluation of Tenders:

Technical Bids: Technical Bids shall be evaluated strictly on the basis of eligibility criteria as prescribed and other requirements as mentioned for technical bid. Any bidder who does not fulfil these requirements shall be disqualified.

Financial Bids: Financial Bids shall be opened for only those bidders who qualify the Technical Bid requirements. The contract shall be awarded to the bidder whose overall tendered amount [aggregate of all the items] is found to be lowest.

Note: The bidder must quote his rates separately for each job of the Schedule of Quantities.

Assistant Registrar (SW)

ANNEXURE-A**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
AZAD HIND FAUJ MARG: SECTOR-3 DWARKA
NEW DELHI -110078****FINANCIAL BID**

Name of Event: Cultural Festival Moksha-2017-18 in NSIT Dwarka

Part A: Stage & Tent Arrangement during 26th - 28th March 2018.

Sl. No.	Description	Quantity	Unit	Rate including taxes and other charges.	Amount
1.	Erection of 6 feet high 56 feet × 40 feet size MAIN STAGE made of M.S. pipes and plywood top strong enough to organize various cultural events over it and also including 6 feet high 20 feet × 8 feet size ramp attached with the stage at MOKSHA GROUND for 3 days i.e. from 26 th -28 th March 2018	1 job	Each		
2.	Erection of 4 feet high 40ft × 32ft size 2 nd Stage made of MS pipes for frame and plywood at top and also including erection of 25ft × 8ft size ramp of same height made of MS pipes for frame and plywood at top. The stage will also consist of a 30ft x 10ft size Backdrop made of black cloth on wooden frame for 3 days i.e. from 26 th -28 th March'18	1 job	Each		
3.	Hiring of 200 no. single-seat Cushion Chairs for 3 days i.e. from 26 th -28 th March 2018.	200 no.	Each		
4.	Hiring of 50 No. three-seat sofas for 3 days i.e. from 26 th -28 th March 2018.	50 no.	Each		
5.	Hiring of 160 no. 6ft.x3ft. Wooden tables with covers and	160 no.	Each		

	frills for 3 days i.e. from 26 th - 28 th March 2018.				
6.	Erection of 15 no. 9 ft. High stalls of size 18ft. x 18ft. made of MS pipes and fabric in circular with middle High pole for fancy food arena for 3 days i.e. from 26th -28th March 2018.	15 no.	Each		
7.	Erection of 20 no. Pagodas for fancy food arena for 3 days i.e. from 26th - 28th March 2018.	20 no.	Each		
8.	Hiring of 60 no. 18ft.x 6ft. Woollen Carpet for 3 days i. e. from 26th -28th March 2018.	60 no.	Each		
9.	Provision of 30 no. Black Color Large curtains (for making green rooms) for 3 days i.e. from 26th -28th March 2018.	30 no.	Each		
10.	Hiring of 60 no. standard size single Bedding (consisting of one mattress, one bed sheet, one blanket and one pillow) for 3 days i.e. from 26th -28th March 2018.	60 no.	Each		
11.	Provision of 100 no. 500watt Halogens lights for 3 days i.e. from 26th -28th March 2018.	100 no.	Each		
12.	Provision of 50 no. 400 watt White lights (metal halide) for 3 days i.e. from 26th -28th March 2018.	50 no.	Each		
13.	Provision of 50 no. Extension wires and extension boxes for 3 days i.e. from 26th -28th March 2018.	50 no.	Each		
14.	8ft high 1800ft long running side walls made up MS pipes and Steel Barricading for barricading and fencing for 3 days i.e. from	1 job	Each		

	26th -28th March 2018.				
15.	4 ft high Double Barricading in front of Main Stage with Steel barricading for 3 days i.e. from 26th -28th March 2018.	1 job	Each		
16.	20 ft long Bamboo barricading for regulating vehicular movement at 5 different locations for 3 days i.e. from 26th -28th March 2018.	5 no.	Each		
17.	Hiring of 3 no. 8'x8', 1.5ft high risers to place the drums and other instruments on the main stage for 3 days i.e. from 26th to 28th March 2018.	3 no.	Each		
18.	Hiring of 2 km running LED lights along the pathways of college for 3 days i.e. from 26th to 28th March 2018.	1 job	Each		
19.	Hiring of 125 KVA Generator for Main Stage and other locations for 3 days i.e. from 26th to 28th March 2018 for 8 hours on all the three days including all charges i.e. operator charges	1 job	Each		
20.	Arrangement of covering tent over Mini Stage and judging area in front for a duration of three days i.e. 26th March-28th March 2018.	1 Job	Each		

Total for Part – A

Note: The Rates quoted against each Item shall be for the complete period as mentioned against each Item.

Assistant Registrar (SW)

Signature and Stamp of Bidder: _____

Date: _____

Name of Event: Cultural Festival Moksha-18 and in NSIT Dwarka

Part B: Sound & Light Arrangement during 26th to 28th March 2018

Sl. No.	Description	Quantity	UNIT	Rate including taxes and other charges	Amount																																						
1.	Sound Arrangements for the Main Stage for a period of 3 days i.e. from 26 th to 28 th March 2018 consisting of the following:	1 job	Each																																								
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	19. Guitar Cabinet(4X12” Marshall MG 412BCF 120W)	2																																				
	20. Bass Cabinet(4X10”)	1																																				
	21. Truss- 4 sided all truss box type Aluminum	1																																				
	22. Drum Kit	1																																				
	23. CDJ 2000 Nexus Console	2																																				
	24. Djm 900 Mixer	1																																				
	25. Guitar Leads	25																																				
2.	Light and other miscellaneous Arrangements for the Main Stage for a period of 3 days i.e. from 26th to 28th March, 2018 consisting of the following: <table border="1" data-bbox="225 607 871 1305"> <thead> <tr> <th>ITEMS</th> <th>QUANTITY</th> </tr> </thead> <tbody> <tr><td>1. LED Par</td><td>90</td></tr> <tr><td>2. Par Can</td><td>19</td></tr> <tr><td>3. White Lights</td><td>20</td></tr> <tr><td>4. Sharpie</td><td>18</td></tr> <tr><td>5. Beams</td><td>4</td></tr> <tr><td>6. Haze Machines</td><td>2</td></tr> <tr><td>7. Fog /Smoke</td><td>2</td></tr> <tr><td>8. Follow Spot</td><td>1</td></tr> <tr><td>9. Avolite Mixer(Digital)</td><td>1</td></tr> <tr><td>10. Bubble Machine</td><td>As per artist</td></tr> <tr><td>11. Confetti shots</td><td>As per artist</td></tr> <tr><td>12. Light- 4 sided truss faux(30 ft)- Aluminium</td><td>1</td></tr> <tr><td>13. Moving heads</td><td>12</td></tr> <tr><td>23. CO2 Jets</td><td>6</td></tr> <tr><td>15. Cold Pyros</td><td>As per artist</td></tr> </tbody> </table>	ITEMS	QUANTITY	1. LED Par	90	2. Par Can	19	3. White Lights	20	4. Sharpie	18	5. Beams	4	6. Haze Machines	2	7. Fog /Smoke	2	8. Follow Spot	1	9. Avolite Mixer(Digital)	1	10. Bubble Machine	As per artist	11. Confetti shots	As per artist	12. Light- 4 sided truss faux(30 ft)- Aluminium	1	13. Moving heads	12	23. CO2 Jets	6	15. Cold Pyros	As per artist		1 job	Each		
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	Note: - Additional minor sound and stage requirements to be fulfilled by the company as per the requirements of the star artist. The institute shall not make any extra payments on this account.																																					

3. Sound and Light Arrangements for the Additional Stage and other venues for a period of **3 days i.e. from 26th -28th March 2018 consisting of the following:**

ITEMS	QUANTITY IN NUMBERS			
	ADDITIONAL STAGE	MAIN AUDI	ADMIN	TOTAL QUANTITY
1. Loudspeakers	Bose Delta Q Showmatch Model SM5 – 4, Model SM10 – 2 Or JBL Vertec 4888 Line Array – 4, 4889 Line Array - 2	Bose F1 Model 812 Flexible Array Soundspeakers – 4	Bose F1 Model 812 Flexible Array Soundspeakers - 2	12
2. Bass Subwoofers	Bose Delta Q Showmatch SMS 118 Subwoofers – 4 Or JBL Vertec 4883 Subwoofers - 4	Bose F1 Subwoofers -2	Bose F1 Subwoofers -2	8
3. Monitor	Bose Panaray 620M floor Monitors/ JBL equiv. 3	Bose Panaray 310M Floor Monitors – 4	-	7
4. Corded Mics (Shure SM68)	3	6	2	11
5. Cordless Mics (Shure SCN1267)	3	3	2	8
6. Amplifier a)Guitar Amplifiers b) Bass Amplifiers c)Keyboard Amplifiers	-	6 a)3 x Fender Champion 100W b)1 x Fender Rumble 300W c)2 x Roland KC350	-	6

1 job

Each

7. CD Player	1	1	1	3
8. Sound-Board	1x8 Line	1x24 Line	1x8 Line	3
9. Side Fills (JBL SRX 725)	2	2	-	4
10. Instrument Mikes (Shure SM57)	-	6	-	6
11. Guitar Pin Mics	-	3	-	3
12. Noise Gates	-	4	-	4
13. DI Boxes	-	4	-	4
14. Truss- D shaped Truss	1	-	-	1
15. LED pan DIGITS	10	-	-	10
16. Par Can	10	-	-	10
17. Moving heads	2	-	-	2
18. Follow spot	1	-	-	1
19. Haze Machine	1	-	-	1
20. Sharpie	6	-	-	6
21. Beams	2	-	-	2
22. LED Par Lights (with T stand and console)	-	2 x 4 (2 T sets of 4 lights each) (Only for Day 2)	-	8

Note :- The sound system for the Main Auditorium should be set up by the afternoon of 25th March itself.

4.	<p>Additional Requirement for the performance OF THE STAR ARTIST</p> <p>The Star night shall be organized at the main stage on either 27 March 2018 or 28 March 2018 depending upon the availability of the star artist on these days. The said star artist shall be arranged by the Event Manager. All necessary Sound and Light arrangements, in addition to the normal Sound and Light arrangement for the main stage as prescribed at serial no. 1 and 2 above, shall be made by the Event Manager to the requirement and complete satisfaction of the artist.</p>	1 job	Each		
	TOTAL for PART – B :	In Figures			
		In Words			

Note: The Rates quoted against each Item shall be for the complete period as mentioned against each Item.

Assistant Registrar (SW)

Signature and Stamp of Bidder: _____

Date: _____

Part C: Star night: Live Performance on 27.3.2018 or 28.3.2018

S.N O.	Description	Quantity	Unit	Rate including taxes and charges for the total number of days mentioned in the description against each item	Amount
1.	<p>The Event Manager shall arrange the star night either on 27.03.2018 or 28.03.2018 depending upon the availability of the artist on either on these days, by live performance of any of the Following artists (in no particular order).</p> <ol style="list-style-type: none"> 1. Benny Dayal 2. Neeti Mohan 3. Kailash Kher 4. Guru Randhawa 5. Sukhwinder Singh 6. Salim Sulaiman 7. Farhan Akhtar 8. Shilpa Rao 9. Shalmali Kholgade 10. Neha Kakkar 11. Ankit Tiwari 12. KK 13. Armaan Malik 14. Lucky Ali 15. Monali Thakur 16. Mankirat Aulakh and Parmeesh Verma 17. Nakash Aziz 18. Sharry Maann 19. Mohit Chauhan 20. Jubin Nautiyal 	1 Job	Each		

	<p>The star artist shall perform at the main stage of NSIT on 27.3.2018 or 28.3.2018. The Rates for the star performance are inclusive of the fee of the artist, travelling charges, boarding, food, GST etc. ,all complete and nothing extra shall be payable on any account by the institute.</p> <p>NOTE: One artist has to be arranged by the event manager from the above list only.</p>				
	TOTAL for Part - C				

GRAND TOTAL of Part A, Part B & Part C:

(In Figures) _____ Rs (in words) _____

Note: The Rates quoted against each Item shall be for the complete period as mentioned against each Item.

Assistant Registrar (SW)

Signature and Stamp of Bidder: _____

Date: _____

**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
AZAD HIND FAUJ MARG: SECTOR-3 DWARKA
NEW DELHI -110075**

TERMS AND CONDITIONS

Name of work: Cultural Festival Moksha-2018 in NSIT Dwarka

Sub-Head: Event Management Services for Cultural Festival Moksha-2018.

1. The prices are net including cartage loading, unloading, GST etc and nothing extra shall be payable on any account.
2. Any tender with incomplete information or quotes is liable to be cancelled.
3. The quantities in the tender are approximate and may vary depending upon the actual requirement at the time of execution. However any deviation, if required, shall be carried out only after instructions in writing from the Faculty-in-Charge. The payment for such deviations shall be made or deducted at the rate contract.
4. The material shall be of specified quality.
5. Tenders without earnest money shall be rejected out rightly.
6. 100% payment shall be made only after satisfactory completion of services.
7. If the agency fails to provide the service to the satisfaction of the institute such as inferior quality of service, failing in providing the mentioned services in part or full in time, NSIT can impose suitable penalty and in such case decision of Director, NSIT shall be final and binding on the contractor.
8. EMD of the bidder to whom contract is awarded shall be converted in performance guarantee which will be released only after satisfactory completion of all contractual obligations by the contractor.
9. In case, the service provider to whom the contract is awarded refuses to perform the contractual obligations, the Performance Guarantee of such person shall be forfeited absolutely and such person shall be blacklisted from participation in tenders at NSIT in future.
10. No tools and plants shall be issued by NSIT.
11. Electricity for the scope of work, as per **ANNEXURE-A**, shall be provided by the NSIT free of cost.
12. NSIT reserves the right to cancel the tender and service order in full or part before the date of start and no compensation shall be entertained in such circumstances.
13. All necessary safety precautions shall be taken while providing services by the service provider.
14. The contractor shall indemnify NSIT against any accident causing any financial loss or injury and/or loss to the contractor or his workmen while providing the services..
15. If any bidder withdraws his bid after submission of bid, the earnest money deposit of such bidder shall be forfeited absolutely.

16. Besides the contract amount, the service provider shall be entitled to raise sponsorship from the corporate. However, no sponsorship advertisement shall be allowed from the manufacturers or traders of alcoholic liquor, tobacco and tobacco products, betting, gambling, condoms etc. at any cost.
17. All installations as given in **ANNEXURE-A** shall be put in order as mentioned in the **Annexure –A** / by 11:00 AM of 26/03/2018.

Special Terms and Conditions

1. The whole event is meant for the NSIT students, faculty, officers, and staff of NSIT or other guests invited by NSIT authorities only. The event manager can neither sell tickets nor issue passes to anyone and nor can he extend any sort of invitation to anyone whatsoever for any of the events being organized at NSIT campus during the contract period.
2. The erection of hoardings, banners, flexes etc. inside NSIT campus will be carried out in consultation with the Officer in Charge Estate Management, NSIT.
3. The event manager is advised to visit the campus before quoting the rates to access the scope of work and site conditions.
4. During three days of festival expected footfall is 45,000 people with more than 10,000 people for Star Night.
5. Neither direct advertisements nor proxy advertisements for any liquor or tobacco product or any other banned item shall be allowed inside the NSIT campus. Besides this, hoardings, banners or flexes containing obscene contents shall not be allowed for display.
6. The event manager shall have to remove all his material including advertisement on or before 31/03/2018.
7. The event manager shall ensure that there is no loss or damage to any NSIT property due to any act of him. Loss, if any, shall be recovered from the event manager. The decision of the Director, NSIT regarding the calculation of the amount of loss shall be final and binding on both the parties i.e. NSIT and the event manager.

Assistant Registrar (SW)

I have read all the above-mentioned terms and conditions and accept them and unconditionally for providing the service.

Signature and Stamp of the Bidder: _____

Date: _____

