

**Zakir Husain Delhi College**  
**J.LN. Marg**  
**New Delhi**

**NOTICE INVITING TENDER (NIT)**

Sealed tenders under a Two-Bid System from reputed and experienced event management agencies are invited for organizing and executing the **Student Union Annual Fest, UINITE 2026** on **20th April 2026** (tentative date).

### **1. Scope of Work**

The selected agency shall undertake end-to-end execution of the event, including:

1. Engagement and management of a live singing artist\* (1-1.5 hours performance).
- \* The bidder may propose suitable artists. Preference may be given to the following indicative list:
  1. Aman Raj Gill; 2. Shiva Chodhary; 3. Aman Jaji; 4. Faizal Puria; 5. Indeeep Bakshi.
  6. Manisha Sharma & D. Naveen; 7. Bintu Pabra
2. Stage setup including LED wall, professional lighting, and sound system (JBL/Line Array or equivalent) as per artist's technical rider.
3. Pandal arrangement including carpeting, seating, VIP sofas, and stalls.
4. Event coordination and on-ground management.
5. DJ arrangement (approx. 2 hours).
6. Professional photography and 4K Videography.

### **2. Eligibility Criteria**

The bidder must:

- Be a registered firm/company with valid GST and PAN.
- Have experience of similar events (1–2 years minimum)
- Submit copies of work orders/completion certificates.
- Not be blacklisted by any Government/Institution (self-declaration required)

### **3. Submission of Bids (Two-Bid System)**

#### **Envelope 1: Technical Bid**

- Agency profile and experience
- GST, PAN, and relevant documents
- Work orders/completion certificates
- Declaration of non-blacklisting

#### **Envelope 2: Financial Bid**

- Bill of Quantities (BOQ)

- Taxes clearly mentioned
- Total cost
- Both envelopes must be placed in a single sealed cover superscribed:  
**“Tendor for Event Management Services – Annual Cultural Fest”**
- To be submitted at: **Reception, Principal’s Office, ZHDC.**

#### **4. Tender Schedule**

- Last Date of Submission: **13/04/2026 (12.00 noon)**
- Opening of Technical Bids: 2.00 p.m. (same day)
- Opening of Financial Bids: 3.00 p.m. (same day)

Venue: Committee Room, Principal Office, ZHDC.

#### **5. Evaluation Method**

- Technical bids will be evaluated first.
- Only technically qualified bidders will be considered for financial evaluation
- Work shall be awarded to the bidder found technically suitable and offering the most competitive financial bid (L1), subject to overall suitability

#### **6. General Terms & Conditions**

- Rates quoted shall be inclusive of all costs
- Conditional or incomplete bids will not be accepted.
- The selected agency shall ensure timely execution of the event.
- The college reserves the right to accept/reject any or all bids without assigning any reason.
- Before tender submission, please **visit the college physically** and see the event place.

#### **ANNEXURES TO BE ATTACHED WITH TECHNICAL BID FORMAT**

Bidders must submit:

1. Firm/Company Name
2. Address & Contact Details
3. GST Registration Certificate
4. PAN Card Copy
5. Experience Details (last 1-2 years)
6. List of Similar Works (with proof)
7. Undertaking for non-blacklisting
8. Cancelled cheque & UPI transaction details.

**ANNEXURES TO BE ATTACHED WITH FINANCIAL BID**

S.No.	Description of Item	Amount
1	Live Singing Artist (1-1.5 hrs) 1. Aman Raj Gill 2. Shiva Chodhary 3. Aman Jaji 4. Faizal Puria 5. Indeeep Bakshi 6. Manisha Sharma & D. Naveen 7. Bintu Pabra	
2	Stage Setup (as per tech rider of selected artist) 1. Single stage (28' X 34' X 8') with ramp and stairs on both sides. 2. LED Wall 3. Sound System (JBL/Line Array) 4. Lighting Arrangement	
3	Pandal arrangement (for 1000 number) 1. Tent covering both the stage and ground (60' X 120'). 2. 1 Green room canopy setup next to stage 3. Sofas (2-seater; 10 number) 4. Tables (3 with cover) 5. Chairs (50 with cover) 6. Canopy tents (approx. 10 number) with one table and 2 chairs for each canopy. 7. Water dispensers (4)	
4	Event & on ground coordination	
5	DJ (for 2 hours)	
6	Photography & 4K Videography	
	<b>Total</b>	
	<b>GST (if applicable)</b>	
	<b>Grand Total</b>	

*Nishant*

Principal

*Satish*

(DR. SATISH GANTA)

Student Union Advisory Board