



INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY-DELHI (IIIT-DELHI)
(A State University established by the GNCTD)

**NOTICE INVITING QUOTATION FOR DJ AND PRODCUTION SERVICES FOR
FAREWELL EVENT FOR STUDENTS ON 8TH MAY 2025,
AT IIIT DELHI**

NIQ No- 11/2025 dated 26.04.2025

Notice Inviting Quotations for DJ and Production services for Farewell 2025 Event on 8th May 2025, at IIIT Delhi

IIIT-Delhi invites in two bid systems (Technical and Financial) for the following services from eligible, experienced and financially sound Companies/Firms/Agencies for providing DJ and Production services.

Name of Services :	NIQ for DJ and Production services for Farewell Event 2025 on 8th May 2025, at IIIT Delhi
NIQ No	11/2024 dated 26/04/2025
Date of Start and downloading the tender (Tender document available from www.iiitd.ac.in)	26/04/2025
Technical Bid Submission end date (Last date and time) for receipt of bids	02.5.2025 at 03:00 Hrs. (tender deposit in the TenderBox kept on 2nd Floor of Academic Block of the Institute)
Date and time of bid opening of Technical Bids	02.5.2025 at 03:45 hrs
Financial bids of only those bidders, who qualify for bidding will be opened.	Only those tenderers who have submitted the required documents as prescribed in the tender document will be considered for the opening of the Financial Bid. The date and time for the same will be decided later.
Address for communication & submission of tender documents and opening of technical bid	Registrar, IIIT-DELHI, Okhla Industrial Area, Phase III, New Delhi 110020
Earnest Money Deposit:	The completed tender along with the Earnest Money Deposit (EMD) of Rs.4000/- by way of bank draft / Pay order in favor of IIIT Delhi Collections payable at Delhi.
Contract Duration	8 th May 2025 at IIIT Delhi
Clarification/Queries, if any, can be addressed to	email ID: admin-project@iiitd.ac.in phone no 01126907563/564/565, 011-71985363/ 9773793610

Bid Schedule Note: MSME firms are exempted from EMD. However, such firms have to submit a Bid Security Declaration/undertaking with a certificate. If the MSME firms do not submit the Bid Security Declaration, then the bid shall be rejected. Such firms have to submit documentary evidence in support of their firm's MSME status in the particular area of operations along with an application for exemption.

Note: This quotation document contains 15 pages, and bidders are requested to sign on all the pages. The duly filled- in bid should be sealed by the bidders and super-scribed as "Tenders for DJ and Production services for Farewell Event 2025 on 8th May 2025, at IIIT Delhi.

The Registrar, IIIT-Delhi, reserves the right to accept/ reject any or all bids/offers/tenders either in part or in full without assigning any reasons thereof.

The interested agencies may submit their Technical Proposal along with the following documents, duly authenticated and stamped by the proprietor or authorized signatory: (Certificate to be enclosed)

If there is any addendum/corrigendum related to the tender, it shall only be published on the IIITD website (<https://www.iiitd.ac.in/tenders>). The Bidders are advised to check the IIITD website regularly. No other mode of notice will be given.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

SCOPE OF WORK

Providing DJ and Production for Farewell 2025 Event on 8th May 2025,

The details is given below:

PRODUCTION			
Category	Items	Dimensions	Quantity
	TENT		
Tent	Stage (Height 4-6 ft)	36x32	1
	Ramp	6x10	1
	Carpet	-	1
	Console Setup	2ft	1
	Barricading	8 sqft	4
	DJ Table setup required by artist	3x0.9x1 meters	1
	CINEMATOGRAPHY		
Cinematography	Videographer CB	-	1
	Photographer CB	-	2
	TOTAL		
	SFX/CEREMONY EFFECTS		
SFX/Ceremony Effects	Fireworks		2
	Smoke Machine		4
	CO2 Jets CE		4
	Confetti Shots CE		4
	LED WALL		
LED Wall	Centre LED screen	24X12	1
	Main Stage Side	8X12	2
	LIGHT, SOUND & TRUSS		
Light, Sound & Truss	1 sided aluminium truss with side layering(Design as finalized by team	40X24	1
	LINEAR D&B,ADMSON , vertex, rcf		12
	SUB D&B,ADMSON ,vertex,rcf		8
	SIDE FILL RCF		4
	MONITOR D&B,ADMSON		4
	Led parcan		20
	washer		10-20
	par		8

	sharpy		20
	Blinder.		4
	Strobe		10
	digital MIxer SD10		1
	Follow Spot F		1
	DJ Table set up required by the artist. The DJ table should be solid clean level surface wth dimension of 3m(W) x 0.9m (depth) x 1m (H). The heght for the DJ booth must be 110 cm (incl. CDJS)		1
	Pioneer DJM-900 Nexus 2 mixers		1
	Pioneer CDJ-2000 Nexus 2		4
	cordless mic		4
	podium mics		2
	Digital Mixer SD10		1
	Digital Audio Mixer		1
	ARTIST TECH RIDER		
Artist Tech Raider	DI Boxes		As per artist's requirement
	Guitar Amplifiers, Bass amplifiers, keyboard amplifiers, Lead amplifiers and cabinets		
	Compressors/ Limiters		
	Noise gates		
	In ear Monitor		
	Instruments		
	Instrument Mics		

- a. Quoted rates should be sufficient to meet all the contractual obligations efficiently

including statutory deductions.

- b. **The interested bidders can visit the FMS office, Room No. A-203, Second Floor, Old Academic Block, IIT Delhi 110020 between 11:00 AM to 5:00 PM for any further clarification.**
- c. The Institute (IIITD) will hand over the place on the evening of 07.04.2025 to the technically qualified lowest evaluated bidder for arranging the DJ and Production services at the IIITD Venue.
- d. All safety measures with regard to fire and theft will have to be taken care of by the firm.

Guidelines for Submission of Tender

The bids are to be submitted in two parts

- i. Sealed Technical Bid, along with Technical documents in one sealed envelope super-scribed “**TECHNICAL BID**” should be kept in Envelope I.
- ii. Sealed Financial Bid, placed in a separate envelope super-scribed “**FINANCIAL BID**,” should be kept in Envelope
- iii. The above-mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelope super-scribed with the name of **Providing DJ and Production services for Farewell for students on 8th May 2025, at IIT Delhi**
- iv. This bigger envelope, should be dropped in the Tender Box and Tender received after the due date and time shall not be accepted.

★ Opening of Bids:

- i. **The Technical Bids will be opened on 2nd May, 2025 at 03:45 PM at IIT Campus** in the presence of the bidders or their authorized representatives (duly supported with authorization letter).
- ii. **The Financial Bids of only technically acceptable tenders will be opened for further consideration and intimated to the shortlisted vendors.** The decision of the Institute in this regard will be final and no requests etc. will be entertained from the bidders. The date and time of opening of financial bid(s) will be intimated only to such bidders who are found eligible as per evaluation criteria prescribed by the Institute.

The Institute also reserves the right to reject any or all the bids without assigning any reason thereof.

Proforma for Technical Bid

1.	Name of Tendering Company/ Firm/ Agency (Submit Certificate of Registration)				
2.	Name of Director/Proprietor of Company/Firm/Agency				
3.	Full Address of Registered Office with (i) Telephone/Mobile No. (ii) Fax (iii) E-mail				
4.	Full Address of operating/ Branch office with (i) Telephone/Mobile No. (ii) Fax (iii) E-mail				
5.	Banker of Company/ Firm/Agency with full Address (Attach self-certified copy of Bank Passbook/Statement)				
6.	PAN (Attach self-attested copy)				
7.	GST No. (Attach self-attested copy)				
8.	Number of years of experience in providing DJ and Production services of similar magnitude at official gatherings/events in Central Educational Institutions/ Autonomous Bodies/Public Sector Undertakings/ MNC/ Corporate Sector/reputed private organization during /Central/State Government Departments/Central Research Organizations				
9.	Details of successfully completed contracts in providing DJ and Production services of similar magnitude at official gatherings/ events in Central Educational Institutions/ Autonomous Bodies/Public Sector Undertakings/ MNC/ Corporate Sector/reputed private organization during /Central/State Government Departments/Central Research Organizations	S. No	Details of client along With address, telephone and e- mail Id	Amount of Contract (in Rs.)	Duration of Contract (From To)
10.	Number of Satisfactory Performance Certificate/Work Order				
11.	CA certified copies of annual accounts P&L account, Income and expenditure account along with Balance Sheet for the preceding				

	three years	
12.	Total turnover financial year wise for at least any three years during the last three (3) financial years .(As per proforma given	
	below)	
13.	Details of Submission of Tender Fees	
	(i) UTR No. (ii) Date (iii) Amount Proof of transaction to be Submitted with technical bid	

Certified that all the terms and conditions mentioned in the tender document are acceptable to me/us.

Signature of the Tenderer with stamp

Dated:

MINIMUM QUALIFICATIONS REQUIRED FOR BIDDING

The bidders having following minimum qualification are eligible for bidding:

1. Submission of EMD & Tender Fee or valid NSIC / MSME certificate/document.
2. The bidder must have minimum 3 (Three) years of experience in providing/hosting DJ and Production services at official gatherings/ events in Central Educational Institutions/ Autonomous Bodies/ Public Sector Undertakings/Central/State Government Departments/Central Research Organizations (Copies of relevant orders and satisfactory user certificates to be submitted as proof along with technical bid).
3. The bidder must have executed at least 1(One) contract with satisfactory reports from the users for providing/hosting DJ and production services at official gatherings/ farewell events in Central Educational Institutions/ Autonomous Bodies/Public Sector Undertakings/ MNC/ Corporate Sector/reputed private organization during/Central/State Government Departments/Central Research Organizations of not less than Rs 2 Lac during last seven years. (Copies of relevant orders / satisfactory user certificates to be submitted as proof along with technical bid) **(Annexure-X)**
4. The bidder/Company/Firm/Agency must have an average annual turnover of Rs.2.5 Lakhs or more for the last three (3) financial years during the last three (3) financial years. (CA certified copies of annual accounts P&L account, Income and expenditure account along with Balance Sheet for the preceding three years (to be submitted as proof along with the technical bid.) **Annexure-Y**
5. The bidder /Company / Firm / Agency should have valid PAN and GST Number (Copies to be submitted with technical bid).
6. Any individual/ Firm which has been blacklisted by IITD or any other Central/ State Government Organization/ PSU/Universities in the past three financial years, will not be eligible to participate in the tender process. **Annexure-YY**
7. The registered office/ branch office of the bidder should be located in Delhi/NCR.
8. The bidder /Company / Firm / Agency should have its own Bank Account.

Exemption to comply with any of the above criteria must be duly supported by the Government orders and/or OMs and other Government documents and copy(s) of the same must be submitted.

Non-compliance with any of the above conditions by the Caterer will amount to non- eligibility for the services for which tender has been floated and its tender will be rejected being non responsive.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proofs including user satisfactory reports must be submitted with the technical bid.

4. Bid Evaluation Criteria

Sl. No.	Description
1.	Number of years of experience in providing DJ and Production services of similar magnitude at official gatherings/events in Central /State Educational Institutions/Autonomous Bodies/Public-sector Undertakings/ MNC/ Corporate Sector/reputed private organization during /Central/State Government Departments/Central Research Organizations.
2.	Number of successfully completed contracts of similar magnitude for providing/hosting DJ and production at official gatherings/ events in Central Educational Institutions/ Autonomous Bodies/Public Sector Undertakings/ MNC/ Corporate Sector/reputed private organization during/ Central/State Government Departments/Central Research Organizations of not less than Rs 2 Lac during last seven years. (Annexure-X)
3.	Minimum average turn-over of Rs.2.5 lakhs or more for at least three (3)years during the last three (3) financial years Annexure-Y
	Total

A. Technical Evaluation Scheme:

The technical committee will evaluate the proposals on various parameters as detailed in this document. Bidders meeting the bidder's minimum eligibility criteria.

Financial bids will be evaluated based on the lowest price.

However, the Institute reserves the right to reject any financial bid on the basis of abnormally low and/or high prices quoted in comparison to the prevailing market price (s) of any item and/or all items. The Institute's decision shall be final and binding in this regard.

The substantial responsive Bidder/Company/Firm will be declared finally successful for award of contract after financial evaluation based on Lowest Price basis.

LIST OF PRESENT AND PAST CLIENTS DURING LAST THREE YEARS.

Please give complete details as per the following format along with the Experience Certificate issued by clients/organization's. This information provided will facilitate evaluation of Technical Bid).

S l . N o	Name of the Organisation with complete postal address mentioning Central Educational Institutions/ Autonomous Bodies/Public Sector Undertakings/ MNC/Corporate Sector/reputed private organization during /Central/State Government Departments/Central Research Organizations	Name and Designation of the Contract Person with Telephone No. / Mobile No. / E-mail ID.	Nature of Work	Completion Work Done Amount- if any	Complete d or Not

**Signature of the Authorized
Signatory with Seal
of the Agency/ Firm**

**CERTIFICATE REGARDING TURN-OVER OF TENDERER DURING THE LAST
THREE FINANCIAL YEARS””**

I / We, M/s. ■ hereby confirm that the average total turn-over of the firm/company and profit earned for the last three financial years. The financial year-wise break-up is given below: -

S.NO .	FINANCIAL YEAR	ANNUAL TURN- OVER FOR THE YEAR	PROFIT EARNED FOR THE YEAR
1	2021-22		
2	2022-23		
3	2023-24		

**Signature of the
Authorized Signatory
with Seal of the
Agency/ Firm**

Annexure-YY

NON-BLACK LISTING DECLARATION on stamp paper of Rs10/-

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH
REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To, Registrar IIITD Campus Okhla Phase-III, New Delhi-110020

We hereby confirm and declare that we, M/s -----, are not blacklisted/ De- registered/ debarred by IIITD/any Government department/ Public Sector Undertaking/ Private Sector/University or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years. Signature of the Authorized Signatory with Seal of the Agency/ Firm

**Signature of the
Authorized Signatory
with Seal of the
Agency/ Firm**

FINANCIAL BID**Annexure-A****(DJ and Production services for Farewell for students on 8th May 2025 at IIITD Campus.****Name of the Caterer:**

S. No	Description	Qty	Rate	Amount
1	DJ and Production charges on 08 th May 2025 – Supply and installations on a Hire basis as per requirements in as per above scope)	Job		
	Total Amount			
	GST @			
	TOTAL COST INCLUSIVE OF GST			

Note

1. Site visit to IIITD is mandatory for all the vendors before the bidding.
2. Quoted rates should be sufficient to meet all the contractual obligations efficiently including statutory deductions.
3. Financial bid will be submitted separately as per BOQ format and not along with technical bid.
4. Payment terms: 30% will be released with work order against PDC and 30 % advance against material delivery. Balance payment will be released after the event following due payments.
5. The event is scheduled to run for a full day from 6:00 PM to 10:00 PM on 8th May 2005
6. The anticipated number of participants is 500-550.
7. Event support will include technical assistance, and transportation arrangements.

Authorized Signature:

Name of the Authorized person:

Name of the Company: Address

of the Company:

Contact No:

Email