ACHARYA NARENDRA DEV COLLEGE
(UNIVERSITY OF DELHI)
Govindpuri, Kalkaji, New Delhi – 110 019

Dated: 13/03/2023

Tender Notice for Event Management Companies

Dear Sir/Madam,

Acharya Narendra Dev College invites proposals from experienced event management companies to organize and execute the annual cultural fest of the college on 28 March 2023 and 29 March 2023 at the college premises.

SCOPE OF WORK:
The event management company will be responsible for the following:
1. Conceptualization and Planning: Develop the concept, prepare a detailed event plan, and finalize the event budget.
2. Venue and Logistics: Coordinate with vendors for event equipment and services such as lighting, sound, stage, decorations, travel, and accommodation of performers.
3. Event Execution: Manage the event on the day of the event, including setup, coordination with vendors, and troubleshooting.
4. Post-Event Evaluation: Prepare an event report and evaluation to identify areas of improvement and recommendations for future events.

ELIGIBILITY CRITERIA:
1. The event management company should have reasonable years of experience in event management.
2. The company should have executed similar events in the past.
3. The company should have a proven track record of delivering high-quality events within budget and timelines.

SUBMISSION OF PROPOSALS:
Interested event management companies are requested to submit their proposals in a sealed envelope marked "Proposal for Event Management Services for 2023" to the college address by 16 March 2023:
Clarifications/queries, if any, can be addressed to Dr. Deo Datta Aarya, , Contact No.
09313727200, and e-mail: deodatta@andc.du.ac.in till 16th March 2023.
The proposal should include:
1. A cover letter introducing the event management company and highlighting its experience in organizing similar events.
2. A detailed proposal outlining the approach, methodology, and timeline for organizing the event.
3. A budget for the event including all costs associated with venue, equipment, services, marketing, and event execution.
4. References from previous clients.

EVALUATION CRITERIA:

The proposals will be evaluated based on the following criteria:

1. Experience and track record of the event management company.
2. Approach, methodology, and timeline for organizing the event.
3. Budget for the event.
4. References from previous clients.

The event management company with the highest evaluation score will be awarded the contract.

We look forward to receiving your proposal.

Sincerely,

Acharya Narendra Dev College, University of Delhi, Govindpuri, Kalkaji, New Delhi-110019

EVENT MANAGEMENT REQUIREMENTS

* The items mentioned below and their quantity are tentative and subject to change accordingly.

MAIN STAGE

Four side Truss

LED Wall 150 sq. ft.

LED Wings x2

Stage 6 ft with carpet (BLACK)

Ramp

Light system

Mojo Barricading

Sound system

MINI STAGE

Mini Sound system

2 Feet stage with carpet (BLACK)

Miscellaneous

Items	Quantity
Walkie	15
Bouncers	10
Cordless mike	10
DJ	
Coolers	5
Fans	10

Sound	Qty
Line array	As required
Base	As required
Top	As required
Cordless mics	2
Corded Mics	15

Monitor	As required
Tech Rider for artist	
Drum Kit	1
Drum Kit Mic Sets	1
Podium Mic	As required
Mic Stands	As required
Collar Mic	5
Guitar	2
Keyboard	2
Bass Guitar	1

Light and SFX Effects

Par cans
LED Par
Fog Machine
Haze Machine
Sharpie
Blinders
Pointers
Smoke Machine
Walkie Talkie
Ribbon shot
Spot light
Operators

Tenting and Fabrication	Qty
Stage with carpet 6ft height	1
Stage with carpet 2ft height	1
Stalls 7*15	25
Tables for stall	25
Road Décor	
Green rooms	2
Sofas	15
Chair	100

Tables	50
Decoration all around campus	
Black Masking Around Campus	
Stage Roof	