



SRI AUROBINDO COLLEGE

(University of Delhi)
MALVIYA NAGAR, NEW DELHI - 110017
E-mail : principal@aurobindo.du.ac.in
Website : www.aurobindo.du.ac.in

श्री अरविन्द महाविद्यालय

(दिल्ली विश्वविद्यालय)

मालवीय नगर, नई दिल्ली-110017

Ref. No. SAC/2019/526

Dated 20.12.2019

Walk-in Presentations along with Sealed Quotations are invited from Event Managers for Sri Aurobindo College Annual Cultural Festival 2019-20

- For Cultural Events
 1. Lights, Sound and Stage setup
 2. Stage (32 x 24)
 3. Ramp (10ft)
 4. Steps
 5. Side stairs for Stage (Both sides)
 6. Stage masking
 7. Main Back drop
 8. Back drop for framing
 9. Side Wings with framing
 10. 2 green rooms complete with masking and Framing
- Sound Equipment
 1. 8 Top (JBL)
 2. 4 Base(JBL)
 3. 4 Monitor(LA)
 4. Side fields
 5. Corded Mic Kit with stands (no. as required)
 6. Cordless Mic Kit(no. as required)
 7. Drum Mic Kit
 8. Amplification for the above
 9. Labour, Electrician
 10. Leads
 11. Channel Mixer
 12. Sound operator
 13. C D Player/ Laptop
- Basic Tenting and Sitting Arrangement
 1. 500 chairs
 2. 30 (3-Seater) sofas
 3. 12 Tables

Contd...(2)



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4. Reception Counter
5. Main Porch/ Gate and Stage Decoration with fresh flowers and Bamboos shoots for the Guests(no. as required)
6. Barricading for Enclosures around the Stage
7. Sponsor Stalls and Food Stalls(no. as required)
8. Chairs and covering to be provided a day prior

➤ **Printing**

1. Posters-200; Certificates 500; Banners-30; Fliers and/or brochures-300. Quality of paper and printing to be approved by the college. (All no. as required)
 2. Volunteer Badges -150
- Celebrity Performance (Complete end-to-end arrangement)
- Generator backup for the entire event on three days

NOTE:

- Walk-in-presentations will be held at 10.00 a.m. on January 3rd, 2020 in the Chemistry Lab. of Sri Aurobindo College.
- A Demand Draft / Pay Order in form of financial bid of Rs. 10,000/- (Ten Thousand only) has to be deposited as financial security which is fully refundable once the bids are opened.
- Please bring Technical and Financial quotation separately. Only if the technical bid is approved, the financial quotation will be opened. The decision of the committee will be full and final.
- Once the event management work is allotted, the allottee has to deposit an amount of Rs. 25,000/- (Twenty five Thousand only) as guarantee money. This will be refunded on successful completion of the event.
- For presentation please bring your own laptop and any other accessories.


PRINCIPAL