

**Lady Irwin Collge**  
**University of Delhi**  
New Delhi 110001

LIC/Quintessence/2026/1438

Dated March 10 2026

**NOTICE INVITING TENDER**

Online bids in two Bid system (Technical Bid and Financial Bid) are hereby invited by the Director, Lady Irwin College, University of Delhi, New Delhi 110001 from entities/agencies fulfilling the eligibility criteria given below for Event Management services for Quintessence2026

**Salient Points of the Tender**

Name of Event	Quintessence 2026 – Annual Cultural Festival of Lady Irwin College, University of Delhi
Duration/Dates of the Event	27th and 28th March 2026
Tender For	Event Management Services for Quintessence 2026 for organising the various events in their entirety including, but not limited to, hiring of Star artist(s) and arranging Sponsorships from commercial organisations
Tender Form Cost	Rs. 2000/-
Project Cost	Rs 12,00,000/-
Earnest Money Deposit (EMD)	Rs. 24,000/- is to be deposited through E-Payment mode only. (EMD will be refunded to unsuccessful bidders and will be adjusted with the payment of the successful bidder). MSMEs are exempted for EMD.
Scope of Work	As per Annexure A
Terms and Conditions:	As per Annexure B
Last Date For Submission Of Tender	5:00 P.M on 15.03.2026
Technical Bid Opening Date	11:00 A.M 16.03.2026
Presentations by the Bidders before the Festival Organising Committee/Selection Committee	2:30 P.M onwards on 17.03.2026

### **Eligibility Criteria:**

1. The applicant entity (bidder) must be registered for Service Tax and should have a minimum average turnover of Rs. 28 lacs in the last three completed financial years as supported by the Income Tax returns/audited financial results.
2. The bidder must have satisfactorily completed at least three similar event management assignments/contracts in any College/University/Corporate during last five years of value not less than Rs. 15 lakh each. Similar contract means providing event management services consisting of hiring of a star artist of repute along with sound and light arrangement and organising of Sponsorship for such events. Festival Organising Committee of the college may insist on a specific minimum guarantee of amount for sponsorship at the time of finalising the contract/assignment.
3. The bidder must have confirmed availability of the Star artist for both days (Star artists in preference order (as per list) whom the Festival Organising Committee of the college finalises (and the bidder consents to arrange) while submitting the tender. The confirmation from the artist(s) should be conveyed to the College/bidder in writing. The performance of the artist to be live (no lip syncing) with performance time of 90-120 minutes.

### **Last Date For Submission Of Tender:**

Complete Tenders must be submitted at <https://lic.ewizard.in> up to **5:00 pm on 15.03.2026**. Tenders shall be opened on 16.03.2026 at 11 am in Committee Room, Admin Block, Lady Irwin College by the Purchase Committee/any other committee duly constituted/authorised by the Director for the purpose.

### **Documents to be submitted in the Technical Bid:**

1. Self Attested copy of PAN Card
2. Self Attested Copy of GST Certificate.
3. Self Attested Copy of Income Tax and for the FY 2023-24 to FY 2024-25.
4. Self Attested Copy of the Contract/Work order (at least 3 to be attached) issued by the concerned organization where the bidder had carried out similar service contract/Event Management activity as required at Serial No 2 of Eligibility Criteria.
5. Self Attested Copy of the confirmed availability conveyed by the star artist whom the bidder proposes to arrange for performance at Quintessence 2026.
6. Earnest money deposit (EMD) for an amount of Rs. 24,000/- is to be deposited through E-Payment mode only (MSMEs are exempted for EMD)
7. Acceptance of Terms and Conditions (Annexure-B) duly signed by the Bidder with seal.
8. Self Attested copy of certificate that your firm has not been blacklisted from any government organisation.

### **Documents to be submitted in the Financial Bid:**

Duly filled and signed Financial Bid (Annexure-A)

The Tender document available at the <https://lic.ewizard.in>

## **Evaluation of tenders, Presentation before the Selection Committee and selection of the winning bidder (Event Management Agency/Contractor) :**

**Technical Bids:** Technical Bids shall be evaluated strictly on the basis of the eligibility criteria as prescribed. Any bidder who does not fulfil all provisions/conditions of eligibility criteria and/or the documents submitted along with the bid are incomplete, shall be disqualified.

**Financial Bids:** Financial Bids shall be opened for only those bidders who qualify the eligibility criteria as supported by documents submitted with the Technical Bid.

### **Presentation by the Bidders**

All bidders who qualify in the Technical Bid will have to make a presentation of their Proposal and the game plan for organising the event and arranging sponsors to the Festival Organising Committee on 17.03.2026 at 02:00 A.M The presentation shall cover in sufficient details the concept theme of the festival, stage design, quality of artists & performers, Star Artist, quality of visual appeal, overall project management capabilities, their organizational structure, work plan, implementation strategy etc. The objective of the presentation is to evaluate the Event Management Company regarding their understanding and preparations for the Festivals and get clarifications, if any, as required by the Festival Organising Committee.

The final selection and appointment of the Event Management agency shall be made on Combined Quality cum Cost Based Selection (CQCCBS)

Merely being the lowest bidder will not confirm the appointment/selection.

The Festival Organising Committee will decide the successful bidder on the basis of

- a. past experience of the bidder,
- b. innovative ideas,
- c. quality of their work as brought forth in their presentation before the committee,
- d. Stature/acclaim/suitability of the Star Artist they confirm
- e. the value of the sponsorship the bidder is able to arrange/confirm and
- f. the cost as indicated in the financial bid

Lady Irwin College Quintessence 2026  
FESTIVAL FINANCIAL BID

**Scope of Work and Broad Responsibilities**

**Broad Responsibilities of the Event Manager**

1. Overall Conduct and Coordination of the Festival in constant consultation with the Organising Committee of the Festival
2. To arrange Sponsorship(s) from commercial organisations of repute – the Anchor Sponsor, Co-Sponsor, specific event sponsor, Food stall sponsor, etc. Minimum guarantee sponsorship will be one of the key criteria of selecting the Event Manager, other things being equal.
3. To arrange for the Star Artist for the open air show and make all necessary logistical and performance related arrangements for both days.
4. To provide for sound, light, decoration, stage making, security, furniture and fixtures, tentage, barricading wherever required, printing and stationary, refreshments, publicity –outdoor and in the media, gifts/bouquets, travel, logistics, boarding and lodging of Star artist(s) and other incidental costs.

It is to be noted that the Event Manager will be required to provide/arrange the following as per specifications indicated by the Festival Organising Committee:

1. Lights as per requirements
2. Stage setup with Risers, Fashion Ramp, and Green Rooms complete masking and framing.
3. DJ/ Mixing console
4. Side Panels with complete masking and framing.
5. Tentage and furniture including Food stalls (all requirements included ) three seater sofas, chairs, tables (with covers) and carpets.(as per requirement)
6. Cordless mics and stand mics as required, also foot mics
7. Big Banners of flex sheets for advertisement in college premises, Invitations, Posters and Programme Booklets.

8. Other things required for the Backstage arrangements will be asked for in accordance with the requirements.
9. Barricading of the stage seating and enclosures and arrangements at venues..
10. Low Noise Generator Backup for the entire event on both days as per requirement.

**Important Note:**

1. The mentioned items and numbers of various items indicated herein are approximations and some essential linked items may not have been specifically mentioned/indicated. The bidder will have to work on a total sequence without leaving any missing links and will be responsible for provision and full functionality of each of the items in isolation and in conjunction with other related items wherever required/essential.
  2. Star Night shall be organized at the main stage on the afternoon/evening of both Days of the festival. The said star artist shall be arranged by the Event Manager after due Name and cost approval of the Organising Committee of the festival. All necessary Sound and Light arrangements, in addition to the normal Sound and Light arrangement for the main stage(indicated below and elsewhere in this Tender), shall be made by the Event Manager to the requirement and complete satisfaction of the artist and of the performing team.
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## **ANNEXURE-B**

### **TERMS AND CONDITIONS**

Name of work: Cultural Festival Quintessence 2026 of Lady Irwin College, University of Delhi

Sub-Head: Event Management Services for Cultural Festival Quintessence 2026 of Lady Irwin College, University of Delhi

**Special Note: The Director and the Festival Organising Committee holds absolute right to amend/add/modify/drop/delete/cancel the bid or any of the clauses of this tender and terms and conditions, as they deem fit without assigning any reasons.**

1. The prices quoted in the Financial Bid are net total price/charge including cartage, loading, unloading, installation and all central and state taxes like GST, and nothing extra shall be payable on any account. Wherever required by law, the college will make payment after deducting TDS and a certificate for the same shall be provided.
2. Any tender with incomplete information or quotes will not be accepted under any circumstances.
3. The bidder has to arrange both days artist after due consultation with and confirmation from the Organising Committee of Quintessence 2026. For the purpose of evaluation of Financial Bids the price/cost as quoted by the bidder and the acceptability and reputation/standing of the artist would be in important consideration in the final selection of the bidder.
4. The quantities in the tender are approximate and may vary depending upon the actual requirement at the time of execution. The payment for the deviated quantities shall be made on the pro-rata basis.
5. College may accept or reject any or all bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid. College at its discretion may change the quantity, upgrade the criteria, and drop any item or part thereof at any time before or after placement of the order.
6. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejections.
7. The payment will be made to the firm at any Bank Account maintained in India by way of Account Payee Cheque/NEFT/RTGS/DD after deducting the TDS as applicable.
8. The quoted price shall be INCLUSIVE of GST and all other taxes if applicable.
9. The material/equipment shall be of specified quality and specifications only.
10. Applications without earnest money(EMD)shall be rejected outrightly. MSMEs are exempted for EMD
11. Payment shall be made 50% as advance upon issuance of the Work Order after finalization of the tender.The remaining 50% shall be released within two (2) days after the successful completion of the event..
12. If the agency fails to provide the services to the satisfaction of the Organising Committee, such as inferior quality of service, failing in providing the mentioned services in part or in full, Lady Irwin College can impose appropriate penalty and in such case decision of Director, Lady Irwin College shall be final and binding on the bidder/contractor.

13. The selected vendor must provide a structural stability certificate of the stage prior to the event on company's letter head.
14. No tools and plants shall be issued by Lady Irwin College.
15. Electricity for the scope of work shall be provided by the Lady Irwin College free of cost. However, sufficient Power backup shall be arranged by the Event Manager. The Event Manager will be solely responsible for the connecting cables and other connecting devices from the main supply to the respective event venues.
16. Water tankers and bottled drinking water will have to be arranged by the Event Manager in sufficient quantity as per requirement
17. Lady Irwin College 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.
18. All the necessary safety precautions shall be taken while providing services by the service provider.
19. The contractor shall indemnify Lady Irwin College against any accident causing any financial loss or injury and/or loss to the contractor or his workmen while providing the services.
20. Any regulatory approvals/licences/permissions from external authorities like the Law and Order/Traffic/Police, Licencing, Municipal Corporation, Anti Pollution Deptt, Fire, Electricity, Water, State Govt., etc shall be the responsibility of the Event Manager and will have to be in place atleast three days before the start of the Festival.
21. Post event cleaning of the premises and disposal of the garbage will also have to be looked after by the Event Manager.

## Special Terms and Conditions

1. The whole event is meant for Lady Irwin College students, faculty, officers, staff of Lady Irwin College or other guests invited by Lady Irwin College 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 whosoever for any of the events being organized at Lady Irwin College campus during the contract period.
2. The erection of hoardings, banners, flexes etc inside Lady Irwin College campus will be carried out in consultation with the Festival Organising Committee.
3. The event manager is advised to visit the campus before quoting the rates to assess the scope of work and site conditions.
4. During two days of the Festival expected footfall is of 10,000 people with more than 5,000 people for both nights. The arrangement for adequate manpower and other resources, besides crowd management and orderly conduct of the events shall be the responsibility of the Event Manager (contractor)
5. Neither direct advertisements nor proxy advertisements for any liquor or tobacco product or any other banned item shall be allowed inside the Lady Irwin College Campus. Besides this, hoardings, banners or flexes containing obscene/vulgar/defamatory content shall also not be allowed for display.
6. The event manager shall have to remove all his material within 48 hours of the conclusion of the Festival.
7. The event manager shall ensure that there is no loss or damage to any Lady Irwin college property due to any act of Event Managers team/hires/subcontracts. The loss, if any, shall be recovered from the event manager and shall be deducted from

- the payments due at source itself. The decision of the Director of Lad irwin College regarding the calculation of the amount of loss shall be final and binding.
8. Stage setup, music and sound equipment and backdrop as per requirements of the artist and decoration will be the complete responsibility of the Event Manager.
  9. Boarding, lodging & Transportation, food/refreshments of ARTISTS to be provided by the event manager.

### Cancellation or Unavailibility:

1. If the event of the programme being cancelled due to unavoidable circumstances like rain etc, the event manager will ensure that the programme is held on the following day.
2. In case the artist is unavailable at the last minute due to Unavoidable circumstances like being sick etc, the event manager will arrange another artist of the same stature as per approval of the college/committee.

## Quintessence 2026 PRODUCTION REQUIREMENTS 27 & 28 March, 2026

### FABRICATION AND TENTING FOR MAIN STAGE (FOR 2 DAYS)

S.N O	ITEM	QUANTITY
1	STAGE	44X32X6 FT HT
2	RAMP	16X8X6 FT HT
3	LED WALL RISER	48X4X7 FT HT
4	FOH RISER	16X8X2 FT HT
5	MOH RISER	12X8X6 FT HT
6	DRUM RISER	8X8X1 FT HT
7	KEYBOARD RISER	8X8X1 FT HT
8	PERCUSSION RISER	8X8X1 FT HT
9	2-SEATER SOFA	10
10	CENTRE TABLE	20
11	CHAIRS WITH COVER	200
12	GREY CARPET FOR STAGE	AS PER REQUIREMENT
13	BLACK MASKING FOR STAGE	AS PER REQUIREMENT
14	MOZO BARRICADES	1200 RSQ both Days
15	Walkie talkie	25 both Days

### SOUND AND LIGHT (FOR 2 DAYS)

<b>S.N O</b>	<b>ITEM</b>	<b>QUANTITY</b>
1	LINE ARRAY(JBLVTX A12) / Martin / D&B KSL Series	24
2	SUBS (JBL B28)/ Outline DBS18/ D&B KSL Series	12
3	CENTRE FILL (JBL)	8
4	SIDE FILLS WITH SUBS (AS PER ARTIST TECH RIDER) JBL SRX725	4
5	STAGE MONITOR (AS PER ARTIST TECH RIDER) JBL VTX/PRX	6
6	IN-EAR MONITOR (AS PER ARTIST TECH RIDER)	10
7	PODIUM MIC (SHURE/SENHEISER)	4
8	CORDLESS MIC (SHURE/SENHEISER)	10
9	CORD MIC (SHURE/SENHEISER)	AS PER REQUIREMENT
10	VOCAL MICROPHONES (AS PER ARTIST TECH RIDER)	2
11	DRUM MIC (AS PER TECH RIDER)	1
12	SM57/58	AS PER REQUIREMENT
13	MIC STAND	AS PER REQUIREMENT
14	DI BOX(BSS/RADIAL)	AS PER REQUIREMENT
15	GUITAR/KEYBOARD CABLES	AS PER REQUIREMENT
16	KEYBOARD/GUITAR STAND	AS PER REQUIREMENT
17	NOTATION STAND	AS PER REQUIREMENT
18	AUX CABLES	12
19	DRUM KIT (AS PER ARTIST TECH RIDER)	1
	KEYBAORD (AS PER TECH RIDER)	1
20	DJ CONSOL (AS PER ARTIST TECH RIDER)	1 SET
21	BASS AMP (AS PER ARTIST TECH RIDER)	1
	GUITAR AMP (AS PER ARTIST TECH RIDER)	1
	KEYBOARD AMP (AS PER ARTIST TECH RIDER)	1
	PERCUSSION (AS PER TECH RIDER)	1
22	32 CHANNEL DIGITAL MIXER (DIGICO SD10/ SOUNDCRAFT vi3000)	1
23	SNAKE CABLE/STAGE BOX	AS PER REQUIREMENT
24	WIRING AND OPERATOR	AS PER REQUIREMENT
25	SHARPY	60

26	LED PAR CAN(RGB)	80
27	WARM PAR CAN	30
28	PROFILE	8
29	COLOUR WASH	20
30	ATOMIC STROBE	16
31	BLINDER(4WAY)	8
32	FOLLOW SPOT	2
33	SMOKE/HAZE MACHINE	6
34	ARENA LIGHTING BOARD (MA2/MA3 FULL SIZE)	2
35	4 SIDED TRUSS WITH V IN CENTRE	48X32X24 FT
37	3 PHASE MAIN DISTRIBUTION UNIT WITH PROPER EARTHING AND MAIN CABLE	AS PER REQUIREMENT

### **LED WALL FOR MAIN STAGE (FOR 2 DAYS)**

<b>S.N O</b>	<b>ITEM</b>	<b>QUANTITY</b>
1	P4(4.2) LED WALL FOR MAIN STAGE	800 sq ft
2	P4(4.2) LED WALL FOR DELAY (LEFT/RIGHT)	320 sq ft
3	P4(4.2) LED WALL FOR TRUSS	40 sq ft
4	PROCESSOR	4
5	LAPTOP	2
6	WIRING AND OPERATOR	AS PER REQUIREMENT
7	SCAFFOLDING	As required

### **SFX FOR MAIN STAGE (FOR 2 DAYS)**

<b>S.N O</b>	<b>ITEM</b>	<b>QUANTITY</b>
1	C02 JET	8
2	CO2 CONFETTI BLOWER	6
3	SPARKULAR MACHINE	6
4	COMET	20
5	MINES	20
6	STADIUM SHOTS	2
7	confetti shots	40

### **Tenting Requirements (FOR 2 DAYS)**

<b>S.N O</b>	<b>ITEM</b>	<b>QUANTITY</b>
1	Canopy for stalls for 2 days( with Light fittings )	50
2	Tables wth covers for 2 days	200
3	Chairs wth covers for 2 days	200
4	Fairy Lighting	1800 m
<b>S.N O</b>	<b>ITEM</b>	<b>QUANTITY</b>

### **SILENT GENSET WITH DIESEL (for both days)**

<b>S.N O</b>	<b>ITEM</b>	<b>QUANTITY</b>
1	125KV FOR SOUND ( 12 hours running )	1
2	125KV FOR STAGE LIGHTS& CONSOLE ( 12 hours running )	1
3	125 KV FOR STALLS (12 hours running)	1
4	3 PHASE CHANGEOVER SWITCH	12
5	3 PAHSE MAIN CABLES 100 MTR	16
6	DIESEL	AS PER REQUIREMENT

## **EXPECTED SINGER**

<b>S.NO.</b>	<b>NAME</b>
1.	Nikhil D'souza
2.	Akhil Sachdeva
3.	Nakash Aziz
4.	Navjot Ahuja Band
5	Faheem Abdullah

## **EXPECTED DJ**

<b>S.NO.</b>	<b>NAME</b>
1.	DJ Sahil Gulati
2.	DJ Ravator
3	DJ Kashish Rathore

## ADDITIONAL INSTRUCTIONS TO BIDDER

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the e-Wizard Portal <https://lic.ewizard.in>

### 1. REGISTRATION PROCESS ON ONLINE PORTAL

- Bidders to enroll on the e-Procurement module of the portal <https://lic.ewizard.in> by clicking on the link “Bidder Enrolment” and payment of registration fees.
- The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
- Bidders must provide the details of PAN number, registration details etc as applicable and submit the related documents. The user id will be activated only after submission of complete details. After completion of registration payment, you can also send your acknowledgement copy on our help desk mail id [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com) for activation of your account.
- For tender submission and registration process bidders are advised to refer respective manuals on website. Tender inviting Authority/Department will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues like internet connectivity/PC speed/etc
- Bidders to register upon enrolment their valid Digital Signature Certificate (DSC: Class III Certificates with signing key and encryption usage) issued by any Certifying Authority recognized by CCA India with their profile.
- A bidder should register only one valid DSC. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
- Bidder then logs in to the site through the secured login by entering their user ID/password and the password of the DSC / e-Token.

### 2. Tender Document Search

- Various built-in options are available in the e-Wizard Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, a form of contract, location, date, other keywords, etc. to search for a tender published on the Online Portal.
- Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘**Interested Tenders**’ folder.

This would enable the Online Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

- The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

### **3. Bid Preparation**

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule.

### **4. Bid Submission**

- Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- Bidders must pay required payments (Form fee, EMD, Tender Processing Fee etc) as mentioned before submitting the bid.
- Bidder to select the payment option mode as specified in the Schedule (EMD/FORM FEE Section) to pay the form fee/ EMD wherever applicable and enter details of the instrument.
- A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- Possession of Valid Class III Digital Signature Certificate (DSC) in the form of smart card/ e-Token is a prerequisite for registration and participating in the bid submission activities through <https://lic.ewizard.in>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available on the web site <https://lic.ewizard.in> under the link 'DSC help'.

**Technical Support** - Phone: 8448288992, 9355030621

Tel: 011-49606060

Email ID:- [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com)