



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

**NOTICE INVITING TENDER FOR
DJ AND PRODUCTION SERVICES FOR
ROSHNARA ETHNIC NIGHT EVENT FOR STUDENTS
ON 06TH NOV 2025, AT IIIT DELHI**

NIQ No- 30/2025 dated 17.10.2025

Notice Inviting Tenders for DJ and Production services for Roshnara Ethnic Night Event on 06th Nov 2025, at IIIT Delhi

IIIT-Delhi invites 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:	NIT for DJ and Production services for Roshnara Ethnic Night Event on 06th Nov 2025, at IIIT Delhi
NIQ No	30/2025 dated 17/10/2025
Date of Start and downloading the tender (Tender document available from www.iiitd.ac.in)	17.10.2025
Technical Bid Submission end date (Last date and time) for receipt of bids	28.11.2025 at 11:00 Hrs. (tender deposit in the Tender Box kept on 2nd Floor of Academic Block of the Institute)
Date and time of bid opening of Technical Bids	28.11.2025 at 11:30 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.9000/- by way of bank draft / Pay order in favor of IIIT Delhi Collections payable at Delhi.
Contract Duration	06 th Nov 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 Roshnara Ethnic Night Event on 06th Nov 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 of DJ and Production for Roshnara Ethnic Night Event on 6th Nov 2025,

The details is given below:

PRODUCTION			
Category	Items	Dimensions	Quantity
	SFX/CEREMONY EFFECTS		
SFX/Ceremony Effects	4 sided Bubble Machine CE	NA	2
	4 sided Haze/Fog Machines CE	NA	4
	4 sided CO2 Jets CE	NA	6
	4 sided Co2 Confetti Shots CE	NA	6
	4 sided Ribbon Shots CE	NA	4
	4 sided Cold Pyros CE	NA	4
	LED WALL		
LED Wall	4 sided LED screen	24 X 12 feet	4
	LIGHT, SOUND & TRUSS		
Light, Sound & Truss	Center Stage - So center 4 sided aluminium truss with side layering(Design as finalized by team	32x24x18 feet	1
	4 sided LINEAR D&B,ADMSON , vertex, rcf		16
	4 sided SUB D&B,ADMSON ,vertex,rcf		8
	4 sided SIDE FILL RCF		4
	4 sided Led parcan		30
	4 sided washer		20
	4 sided par		10
	4 sided sharpy		20
	4 sided Blinder.		10
	4 sided Strobe		20
	Nexus 3000 Dj mixer		1
	digital MIXer SD10		1
	CINEMATOGRAPHY		
Cinematography	Videographer CB during the event	-	3
	Photographer CB during the event	-	2
	Video Editor after completion of event and to be shared with the students	-	1
	SECURITY		
Security	Double MOJO Barricade (Tru Mojo)	120 running ft	1

- 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-208, 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 05.11.2025 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 Roshnara Ethnic Night for students on 06th Nov 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.
- v.

Opening of Bids:

- i. **The Technical Bids will be opened on 28th Oct, 2025 at 11:30 AM 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.
- iii. The Institute also reserves the right to reject any or all the bids without assigning any reason thereof.
- iv. The selected vendor shall be fully responsible for the structural strength and stability of the stage and tentage will have to submit a structural safety certificate to this effect as applicable.

Disclaimer:

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

No claims of any kind shall be entertained.

The vendor shall indemnify IIITD against any claims/issues arising out of failure of its acts and works.

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 4 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.10 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 IIITD 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 (min 1000) 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 4 Lac during last seven years. (Annexure-X)
3.	Minimum average turn-over of Rs.10 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	Completed 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	2022-23		
2	2025-24		
3	2024-25		

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

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

Annexure-A**FINANCIAL BID**

DJ and Production services for Roshnara Ethnic Night Event for students on 06th Nov 2025 at
At IIITD Campus. Name of the Vendor:

S. No	Description	Qty	Rate	Amount
1	DJ and Production charges on 06 th Nov 2025 –(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. 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 06th Nov 2005
6. The anticipated number of participants is 2000.
7. Event support will include technical assistance and transportation arrangements. Electricity will be provided at a single point only; further distribution shall be arranged by the vendor.
8. The event management vendor shall coordinate with the catering vendor to ensure the successful completion of the event.

**Signature of the
Authorized Signatory
with Seal of the**