

F.No.36(1)(2)(14)/2024/DSW

Dated: 31.12.2025

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

Guru Gobind Singh Indraprastha University is established by Government of NCT of Delhi under the provisions of Guru Gobind Singh Indraprastha University Act, 1998. This is an affiliating and teaching University that aims to facilitate and promote studies, research and extension work in emerging areas of higher education with focus on professional education in the disciplines of engineering, technology, architecture, management, law, medicine, pharmacy, physiotherapy, nursing education, journalism and mass communication, etc.

Guru Gobind Singh Indraprastha University is organizing its **25th Annual Cultural Festival 'Anugoonj 2026'** from **04th to 6th February, 2026** in its campus at Sector-16C, Dwarka, New Delhi. Anugoonj which is one of the largest festivals of Delhi. This is an event that attracts over 90,000 plus students as participants and visitors from more than 120 affiliated colleges of the GGSIPU University.

The three-days Annual Cultural Festival 'Anugoonj-2026' will also have star attraction from renowned Bollywood Singer/Rock Band etc. During the last five years, stars like Armaan Malik, Salim Sulaiman, Sukhvinder, KK, Kailash Kher, Benny Dayal, Jubin Nautiyal, Sugandha Sharma etc. performed in Anugoonj Fests. This year also University will engage Artists like; Karan Aujla, Sunidhi Chauhan, Mankirt Aulakh, Javed Ali, Papon, Shalmali Kholgade and Darshan Rawal.

GGSIU is seeking qualified Firm/Event Management Company/Agency to submit sealed tender in Two Bid System (Technical Bid and Financial Bid in two separate envelopes).





QUALIFICATION CRITERIA FOR BIDDERS

To become eligible, each bidders must satisfy the following:

No.	Criteria	Specific Requirements	Documents Required
1	Turnover	Should have a minimum 30% Turnover of the Total Cost.	Certificates from the statutory auditors of the Applicants. Annual Audit Reports. Copy of ITR of the Company/Firm in the last 3 years
2	General Requirement	Applicant/Firm/Event Management Company/Agency must have undertaken at least three similar kinds of assignments/work, out of which, atleast one assignment/work related to educational institutions in Delhi/NCR. Only proprietor/partner/authorized representative of the Firm/Event Management Company/Agency is allowed to show interest until and unless, person is allowed to act on behalf of the firm The applicant should have undertaken one work of similar kind with 80% of the Total Cost i.e. 30 Lac (including GST) Or Two work of similar kind with 50% of the Total Cost Or Three work of similar kind with 40% if of the Total Cost	Applicant should have valid GST registration and should have valid PAN Number/Card. Letters/work orders from organizations where earlier events were conducted and documents in support of execution of work also required.
3	Earnest Money Deposit (EMD)	Earnest Money Deposits of Rs. 60000/- (Rs. Sixty Thousand Only) (Refundable without interest) is to be deposits by DD/Pay Order in favor of the Registrar, Guru Gobind Singh Indraprastha University	Earnest Money Deposit (EMD) in the form of DD/Pay order

Terms & Conditions:

- Performance Security:** The successful bidder will have to deposit a performance guarantee of 5% of the Total Cost of the work i.e Rs. 150000/- (Rs. One Lac Fifty Thousand Only) (Refundable without interest) by DD/Pay Order in favor of the Registrar, Guru Gobind Singh Indraprastha University and same will be returned after successful and satisfactory execution of the event.
In case of non-compliance of terms and conditions of the contract and for any other unsatisfactory Performance or/and failure to render contracted service during the period of contract by the bidder to whom the work awarded, the Performance Security will be forfeited.
- Payment:** 30% of the total work order will be made as an advance & remaining 70% will be paid after successful & satisfactory completion of the event.
- No Barring Certificate:** An Undertaking in this regard is to be submitted by the authorized signatory.

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- A MOU will be executed with the finally selected Firm/Agency/Authorized person before award of work.
 - Liquidity damage: In case of any damage/unsatisfactory performance, the University may impose penalty as decided by the University.

All interested Applicant/Firm/Event Management Company/Agency fulfilling who meet the criteria may submit their Expression of Interest for Two Bid System (Technical Bid and Financial Bid in two separate envelopes) with all necessary supporting documents in a sealed cover and clearly mentioned "Engagement of Artist (Event Management Services) for Anugoonj – 2026" addressed to Event Management Committee Anugoonj 2026.

The request for EOI may be sent to the following address:

To

The Directorate of Students' Welfare,
GGSIP University, Sector-16C,
Dwarka, New Delhi-110078

Name of event	Anugoonj – 2026, Annual Cultural Festival of Guru Gobind Singh Indraprastha University, New Delhi
Duration/ Dates of the Event	1 Day (6 th Feb. 2026) Timing 3.00 pm to 5.00 pm.
Scope of Work	Engagement of Artist (Event Management Services) for Anugoonj – 2026
Cost of the Work	Not exceeding Rs.30 Lacs (including GST). All inclusive#
Earnest Money Deposit (EMD)	Earnest Money Deposit of Rs. 60000/- (Rs. Sixty Thousand Only) (Refundable without interest) is to be deposits by DD/Pay Order in favor of the Registrar, Guru Gobind Singh Indraprastha University
Last date and time for submission of Technical & Financial Bids (Format attached)	12.12.2025 upto 5.00 pm. in the O/o Directorate of Students' Welfare, GGSIP University, Sector-16C, Dwarka, New Delhi-110078.
Scrutiny and opening of Technical Bids	13.01.2026 at 12.00 PM
Presentation by the Technically Qualified Bidders before the Committee	14.01.2026 at 02:00 PM onwards
Opening of Financial Bids	15.01.2026 at 11.00 AM

The rate are inclusive of the fee of the artist, travelling charges, boarding, food, accommodation, personal security, additional sound/light requirement, if any etc. all complete and nothing shall be payable extra on any account.

Note: Envelope containing Technical and Financial Bids shall be submitted in a sealed cover and clearly mentioned "Engagement of Artist (Event Management Services) for Anugoonj – 2026" addressed to Event Management Committee Anugoonj 2026.

Disclaimer

- Only shortlisted Applicant/Firm/Event Management Company/Agency will be contacted for the further process.
- Nothing in the advertisement shall be construed to be a commitment on the part of GGSIPU. GGSIPU does not guarantee to proceed further, than the EOI. This EOI being neither an agreement nor an offer for award of work.
- GGSIP University reserves the right to accept/reject any or all the bids at any stage without assigning any reason thereof.
- Any dispute will be Delhi Jurisdiction only.


(Prof. Manpreet Kaur Kang)
Director, Students' Welfare






Annexure I

TECHNICAL BID DETAILS**(DETAILS OF THE BIDDER)**

(To be submitted by the bidder submitting the quotations for Engagement of Artist)

1. Name of the Bidder :
2. Address of the Bidder :
3. Telephone/Mobile :
4. Pan Copy (Enclosed) :
5. Service Tax or GST Registration :
(Enclosed proof of registration)
6. Details of EMD of Rs.60000/- : DD/Pay order No. date Bank

Documents to be enclosed:

- a. Photo copy of the Income Tax Return for last Three (3) assessment years.
- b. Document to effect, that the bidder has provided similar kinds of assignments/work, out of which, atleast one assignment/work related to educational institutions in Delhi/NCR.
- c. No barring certificate/Affidavit on a bond paper of Rs.100/-.

DECLARATION

1. I _____ Son/Daughter/Wife of Shri _____
Proprietor/Director/Authorized Signatory of _____ the
_____ Company/Firm/Agency mentioned above is competent to sign
this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we/am are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

SEAL:

DATE:

PLACE:

Signature of Authorized person

Full Name:

Handwritten signatures and initials are present at the bottom of the page, including a large signature on the left and several smaller ones on the right.

FINANCIAL BID DETAILS

To

The Artist Management Committee
 Directorate of Students Welfare
 GGSIP University, Sector 16 C,
 Dwarka, New Delhi-110078

Sub: Submission of Financial bid quotations for engagement of Artist (Event Management Service for Anugoonj 2026)-Reg.

Ref: Tender Notice No. _____ dated _____

Sir/Madam

With reference to above I/we hereby submit the quotation for engagement of Artist (Event Management Service for Anugoonj 2026)

Sl. No.	Particulars	Artist	Rate	GST
1				
2.				
Total				

DATE:

Signature of the bidder with Seal

PLACE:

Full Name:

(Handwritten signatures and marks)