

# **Atma Ram Sanatan Dharma College, Dhaula Kuan, New Delhi-21**

Ref. No. ARSD/T.F/2020

Date: 19.12.2019

## **SHORT TERM TENDER NOTICE FOR THEATRE FESTIVAL**

Sealed quotations are invited from reputed and experienced Event Management Firms, for the supply of following items related to Theatre Festival to be organised by the Dramatic Society of the College "Rangayan" on 13<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> January, 2020.

1. Set making for two plays on 16<sup>th</sup> and 17<sup>th</sup> January, 2020 at Sri Ram Centre, Mandi House, New Delhi.
2. Light Designing and control with light equipments for two plays on above days i.e. 16<sup>th</sup> and 17<sup>th</sup> January, 2020.
3. Music Direction with instruments for two plays on above days, i.e. 16<sup>th</sup> and 17<sup>th</sup> January, 2020.
4. Costume for 70 actors approx. for two plays- Rehearsal and Main Play
5. Make-up for two plays- Rehearsal and Main Play
6. Printing and designing of banners (size 10×5 with frame- 10 Nos.), posters (100 Nos.), souvenirs (1000 Nos.), invitation cards (1000 Nos.), certificates (200 Nos.), etc and stationary for entire festival.
7. Photography- 8 days and Video Recording- 4 days with Double Camera
8. Interiors and decoration at Sri Ram Centre, Muktheadhara Auditorium and College premises (5 days)
9. Tent and accessories for 2 days for street play competition and one day for stage play competition to be organized in the College premises on 8<sup>th</sup>, 10<sup>th</sup> and 18<sup>th</sup> January, 2020.
10. Choreography for two plays.
11. All props to be provided by the Event Manager.
12. Lunch and Refreshments for 200 artists and backstage members for two plays (each day) to be provided at Sri Ram Centre on 16<sup>th</sup> and 17<sup>th</sup> January, 2020 and refreshment for 400 team members of various street play teams in the College premises on 18<sup>th</sup> January, 2020 and refreshments for 400 team members for various stage play teams at Muktheadhara Auditorium on 13<sup>th</sup> January, 2020 by Event Manager.

### **Terms and Conditions**

- 1) The College reserves the right to reject any or all quotations without assigning any reason whatsoever in this regard.
- 2) The Event Management firms must have minimum experience of 5 years of organising such Theatre Festival. The firm must attach the proof of their GST and PAN Nos.

Your quotation complete in all respects on your letter head and enclosed in a sealed envelope super scribed "Quotation for Theatre Festival-2020" and addressed to Principal, Atma Ram Sanatan Dharma College (University of Delhi), Dhaula Kuan, New Delhi-110021, must reach to College by 27<sup>th</sup> December, 2019 (Friday) by 1:00 PM

  
PRINCIPAL 19/12/19