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**ACHARYA NARENDRA DEV COLLEGE**  
(UNIVERSITY OF DELHI)  
Govindpuri, Kalkaji, New Delhi – 110 019

Ref. No. ANDC/2025/Annual Fest leothrix... 2879

Dated: 17/02/2025

**Open Tender  
Enquiry**

Subject: Request for Tender for “**Event Management Services for conducting College Student Annual Festival Leothrix**” at Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi-110019, on March 26-27, 2025.

Dear Madam/ Sir,

Online bids are invited on single stage two bid system for “**Event Management to organize LEOTHRIX 2025 of Acharya Narendra Dev College**” tentatively to be held on 26<sup>th</sup> and 27<sup>th</sup> March 2025. **Manual bids shall not be accepted.** It is requested to submit offer in Two Bid System- through e- procurement at government GeM portal vide Gem Bid Number: GEM/2025/B/5932789

Details of Tender Enquiry are as under:


|                                    |                      |
|------------------------------------|----------------------|
| Tender Reference No and Date       | GEM/2025/B/5932789   |
| EMD Amount(Rs)                     | 25,000/-             |
| Bid Submission Start Date and Time | 16/02/2025 17:44 hrs |
| Bid Submission End Date and Time   | 03/03/2025 16:00 hrs |
| Bid Validity                       | 45 days              |

It is requested that the following protocol shall be carefully observed in every detail while submitting the tender, otherwise tender may not be considered:

1. All details regarding the tender for “**Event Management to organize LEOTHRIX 2025** ” are available on our college website <http://andcollege.du.ac.in> and GeM Portal vide Gem Bid Number: GEM/2025/B/5932789 Any change/ modification in the Tender Enquiry/ Tender Document will be intimated through above websites only. Bidders are therefore, requested to visit the websites regularly to keep themselves updated.
2. For submission of e-bids, bidders are required to get themselves registered with GeM.

3. Bidders are advised to follow the instructions provided in the 'Terms and Conditions' for the e-submission of the bids online through the GeM Portal.
4. **Pre Bid Details :Pre-Bid Date 24-02-2025 and Time 12:00:00. The Pre-Bid Venue will be Acharya Narendra Dev College, Committee room. It is compulsory for the vendor to attend and upload the attendance of the prebid meeting.**
5. Financial bids of only those bidders will be opened and considered who qualify in their technical bid.
6. Online Bidder have to upload scanned and signed copies of EMD and documents mentioned in Appendix along with the e-tender.
7. Earnest Money Deposit EMD amount of Rs.25,000/-(Twenty five Thousand Only), should be submitted in the form of Pay Order/Demand Draft of a nationalized bank, payable in favour of "**The Principal, Acharya Narendra Dev College**", payable at **Delhi**, and should reach to "The Section Officer (Accounts), Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi- 110019", before the end date and time of bid submission, failing which, the bid will be liable for rejection. Please write the name of the contact person (IN CAPITAL) and his/her Mobile Number at the backside of the Pay Order/Demand Draft and submit it in an envelope super scribed as "**EMD for Event Management to organize LEOTHRIX 2025**". Our Tender No. & Date and name of the item/equipment should invariably be marked on the top of envelope.
8. Clarifications/queries, if any, can be addressed to Dr. Geetu Gambhir, Bursar, Contact No. 011- 26293224 and Dr Abhay Pratap Singh. email: [bursar@andc.du.ac.in](mailto:bursar@andc.du.ac.in) . [abhaypratapsingh@andc.du.ac.in](mailto:abhaypratapsingh@andc.du.ac.in)

  
Convener

  
Officiating Principal

*gambhir*  
*17/2/25*