

# लेडी इर्विन महाविद्यालय

दिल्ली विश्वविद्यालय

सिकंदरा रोड, नई दिल्ली - 110 001

ऑफिस : 011-2332 3257, एक्स : 113, 118

फोन 011-2373 9249, 011-2332 1635, 011-2373 7446

टेलीफैक्स 011-2371 1222

ई-मेल : [director@lic.du.ac.in](mailto:director@lic.du.ac.in)



# LADY IRWIN COLLEGE

(University of Delhi)

Sikandra Road, New Delhi-110 001

Off.: 011-2332 3257, Ext.: 113, 118

Ph.: 011-2373 9249, 011-2332 1635, 011-2373 7446

Telefax: 011-2371 1222

Email : [director@lic.du.ac.in](mailto:director@lic.du.ac.in)

**NIRF 2022 Rank 16**

Limited Tender Enquiry for Founder's Day 2026

**Lady Irwin College, University of Delhi**

Ref No: LIC/FD2026/TENT-SOUND/01

Date: March 18, 2026

Lady Irwin College invites sealed quotations from reputed and experienced vendors for the provision of **Tent, Seating, and Sound Services** for the upcoming **Founder's Day** celebrations.

## 1. Event Schedule

- **Event Date:** March 24, 2026
- **Venue:** College Grounds
- **Setup Completion:** By 6:00 AM, March 24, 2026

## 2. Scope of Work

### A. Tent & Seating Requirements

- **Main Canopy:** Waterproof and air conditioned "Pandal" or high-quality shamiana for approximately 600 guests.
- **Seating:**
  1. 5 Cushion sofa set for stage (1 Single seater and 2 double seater)
  2. 550 VIP banquet chairs with white covers and ribbons; 50 cushioned sofa seats for front rows.
- **Carpeting:** Camel colour industrial carpeting for the entire seating area and walkway.
- **Stage Setup:** Professional stage masking, backdrop frame (20ft \*10ft), and floral decoration assistance.
- **Tables:** 10 rectangular tables with frills for refreshments and registration.

### B. Sound & Audio-Visual Requirements

- **PA System:** High-fidelity sound system suitable for an outdoor gathering of 500+ people.

*Dipane Khosla*

*(Pg. 1/2)*

*hxp*

*Dus*

*Hanish Sachanwal*

*Amrta*

*Sudhakar*

- **Microphones:** 4 cordless (handheld) mics, 2 podium mics (gooseneck), and 2 collar mics.
- **Monitors:** 2 stage monitors for performers/speakers.
- **Mixer:** 12-channel digital mixer with a dedicated sound technician on-site.
- **Connectivity:** Provisions for laptop audio and auxiliary inputs.
- **Generator:** For the entire duration of the event.

### 3. Terms and Conditions

- **Eligibility:** Vendors must have prior experience in handling educational institution events.
- **Submission:** Quotations must be submitted in a sealed envelope marked "Founder's Day Tent & Sound Services" to the College Administration Office.
- **Deadline:** All bids must be received by **March 21, 2026, before 4:00 PM.**
- **Pricing:** Rates should be inclusive of labor, transportation, installation, and applicable taxes (GST).
- **Safety:** The vendor is responsible for the structural stability of the tent and the electrical safety of the sound equipment.

### 4. Evaluation Criteria

Will be based on lowest quoted price.

### Important Instructions for Vendors:

1. **Site Visit:** Vendors are encouraged to visit the Lady Irwin College grounds on **March 19 or 20** to assess the layout before quoting.
2. **Quality Check:** The College Committee will inspect the quality of the tent fabric and chair covers upon delivery. If found soiled or damaged, replacements must be provided immediately.
3. **Payment Terms:** 100% payment will be processed via NEFT within 15 working days of the successful completion of the event and submission of the final invoice.

*Neelima Asthana*  
Director

Lady Irwin College

प्रो. नीलिमा अस्थाना  
Prof. Neelima Asthana  
निदेशक, लेडी इरविन कॉलेज  
Director, Lady Irwin College  
नई दिल्ली, New Delhi -110001

*Asthana*

*Dipanshu Khanna*

(2/2)

*Gurshaf Kumar*

*Asthana*

*Hanisha Lakshmi*

*Supra*

*[Signature]*