

## Request for Proposal

**Selection of Event Management Agency for,  
Managing/ Execution/ Implementation during 38<sup>th</sup>  
Surajkund International Crafts Mela 2025 scheduled  
to be held from 7<sup>th</sup> Feb 2025 to 23<sup>rd</sup> Feb, 2025 at  
Surajkund, Faridabad, Haryana.**

- I) Stage Fabrication & Stage Ambience (Chaupal -1)
- II) Stage Management (Chaupal-I)
- III) Organizing Carnival
- IV) Organizing Fashion Show
- V) Stage Light & Sound Equipment etc.
- VI) Audio Visual Coverage of event.
- VII) Hiring & Installation of LED's.

**Haryana Tourism Corporation  
SCO-17-19, Sector 17-B, Chandigarh-160017**

Head Office	0172-2702955-57 Mob: 9958065647, 9255004162
Surajkund Mela Secretariat	<a href="tel:0129-2513000">Tel:0129-2513000/</a> 2988666 Mob: 8816040444, 9911037029

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**Website : [haryanaturism.gov.in](http://haryanaturism.gov.in)  
[etenders.hry.nic.in](http://etenders.hry.nic.in)**

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## NOTICE INVITING TENDER FOR

### **Selection of Event Management Agency 38<sup>th</sup> Surajkund International 2025 for Managing/ Execution/ Implementation of**

Haryana Tourism Corporation invites technical and financial proposals from Agencies for **Managing/ Execution/ Implementation** during 38<sup>th</sup> Surajkund International Crafts Mela-2025

- I) Stage Fabrication & Stage Ambience
- II) Stage Management
- III) Organizing Carnival
- IV) Organizing Fashion Show
- V) Stage Light & Sound Equipment etc.
- VI) Audio Visual Coverage of event.
- VII) Hiring & Installation of LED's.

This document is being prepared to provide details about scope of work, expectations from the agency, bidding procedure and can be downloaded from the <http://www.haryanaturism.gov.in> or [etenders.hry.nic.in](http://etenders.hry.nic.in). Response to this tender shall be deemed to have been done after careful study and examination of this document with full understanding of its implications. This section provides general information about the Issuer, Key Information, eligibility criteria and Technical for the parties.

## **Disclaimer**

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document provided to the Bidder(s) by the Haryana Tourism Corporation herein after referred to as HTC, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist in the formulation of Proposals. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the HTC, their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources.

HTC, their employees and advisors make no representation or warranty and shall incur no liability under, statute, rules or regulations as to the accuracy, reliability.

Managing Director, HTC may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

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## **Selection of Event Management Agency for Managing/ Execution/ Implementation during 38<sup>th</sup> Surajkund International Crafts Mela 2025.**

### **1. INTRODUCTION**

Surajkund International Crafts Mela is a mosaic of India's diversity. It is a joyous celebration of colours, crafts, music & rhythm, art and culture at Surajkund in Faridabad, Haryana, during the first fortnight of each February. The curtains rise from 7<sup>th</sup> February onwards and a world of exclusive craft is unveiled before the world.

Bringing together the craftsperson not only from India but abroad as well, this Mela sets the stage for an experience unlike any. The annual event is a cultural melting pot of sorts, as it draws people from all across the globe. The coming together of the culturally and socially diverse people adds to the ambience of the Surajkund fair. The interaction between such diversity casts a magical spell to the event.

Surajkund International Crafts Mela offers its visitors a lifetime experience as it unfolds a wonderful range of handlooms, paintings, wood stock, ivory work, pottery, terracotta, stonework and cane & grass products. It is a meeting ground for thousands of craftspersons from all over India & abroad.

Not only handicrafts but performing arts too take centre stage here at the Mela. The cultural troupes present distinct dance and folk traditions depicting the culture of the states or the regions to which they belong. The artistes are enthused by the electrifying ambience at the chaupal (performance area or stage) and give the event a dash of musical flair. At the open air theatre or the 'Natyashala', folk dances and musical evenings are held throughout the fortnight. Performers from both India as well as participating foreign nations enthrall the audience with ethnic

and traditional flavours of their respective land and culture. It is a musical and visual treat for those who long to be soaked in tradition and folk art.

The entire outlook of the Mela is designed to bring to life a rural ambience. It is envisioned and created like a village encapsulating the myriad colours of arts, crafts and traditions of India. The pathways are planned to reflect the traditional Galis (streets) of the Indian villages.

There are popular options for visitors to enjoy their retreats in the luxurious hotels and other elegant retreats surrounding the venue. The historic setting provides tourists with a delightfully peaceful sojourn away from humdrum of city life.

### **Theme State and Partner Nation**

Each year one state of India and one Country gets a special focus during the Mela as theme state and partner nation respectively - The focus being on the crafts, craftsperson and performing artists who visit the mela. The participating state and country contribute towards introducing the best of their talent, art, craft, cuisine and culture of their respective lands. The ambience of the event is also dictated as per the theme state and the participating partner nation. The participating state and nation also adds to the existing ambience of the mela with motifs and ambient elements depicting their individual culture.

## 2. OBJECTIVE

Haryana Tourism intends to engage expert agency in order to fabricate the main stage as per ambience of the partner Nation (BIMSTEC), Theme State and Cultural Partner, Participating Countries, Haryana State, Main axis, All entry gates, All Zones, Food Court, manage the Cultural Programmes of Partner Nation, Theme State, Participating Countries, Haryana and Evening Cultural Performers finalized by Haryana Tourism Corporation, Organizing Carnivals of the Street Performers, Organizing Fashion Show, Installation of Technical Stage Equipments & Audio Video Coverages alongwith Live Performances of Event on LED.



## Key information

<b>Date of publication of tender</b>	01.01.2025
<b>Download start date &amp; time of e-tender document</b>	01.01.2025
<b>Tender submission end date &amp; time (Online)</b>	07.01.2025 upto 01.00 PM
<b>Opening of Technical Bid (Date &amp; Time)</b>	07.01.2025 at 02.00 PM
<b>Presentation</b>	To be informed later
<b>Venue for opening of Tender (Online)</b>	Haryana Tourism Office SCO 17-19, Sector-17B, Chandigarh-160017

The Tender can be downloaded from the official website of Haryana Tourism Corporation i.e. [www.haryanaturism.gov.in](http://www.haryanaturism.gov.in) & [entenders.hry.nic.in](http://entenders.hry.nic.in)



**3. Schedule of Processing Fee, Tender Fee and EMD (To be submitted Online as per the Procedure mentioned in etenders.hry.nic.in)**

<b>Processing Fee to be charged by NIC ( Non-refundable)</b>	<b>Rs.1000/-+ GST @18%= Rs.1180/-</b>
<b>Tender Fee + GST @18% ( Non-refundable)</b>	<b>Rs. 2000/- + GST @18%= Rs.2360/-</b>
<b>EMD (Refundable)</b>	<b>10.00 lacs</b>

**Schedule for Minimum Turnover and Work done**

(Figures in lacs)

<b>Annual Average turnover during three financial years i.e. Upto 2023-24</b>	<b>Experience of having successfully completed similar works during last 3 years upto 2023-24</b>		
	<b>Three similar completed works costing not less</b>	<b>Two similar completed works costing not less</b>	<b>One similar completed works costing not less</b>
<b>500.00 Lakh</b>	150.00 Lakh Each	250.00 Lakh Each	500.00 Lakh

## **Information Regarding Online Payment of Tender Document, eService (Processing Fees) & EMD**

1. The Bidders can download the tender documents from the Portal : <https://etenders.hry.nic.in> and <https://haryanaturism.gov.in>
2. The Bidders shall have to pay for the Tender document, EMD Fees & e-Service Fee (Processing Fees) online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between contractors and online payment authorization networks. The Payment for Tender Document Fee and eService Fee (Processing Fees) can be made by eligible bidders/ contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT. For online payments, Home page of the e-tendering portal <https://etenders.hry.nic.in> may be referred.

Note: -

1. If the tenders are cancelled or recalled on any grounds, the tender document fees & e-service fee will not be refunded to the agency.
2. Tenders not accompanied with the prescribed EMD/Cost of Tender shall be rejected. EMD/Cost of Tender shall be in the prescribed mode of payment as asked in the NIT; otherwise, the tender shall be liable to be rejected.
3. The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries, and all other terms and conditions except the rates (price bid). The bidders shall quote the prices in price bid format.
4. Submission of bids will be preceded by submission of the digitally signed and sealed bid (hash) as stated in the time schedule (key Information) of the tender.
5. The Tenderer can submit their tender documents (Online) as per the dates mentioned in the key Information

## **Instructions to bidder on Electronic Tendering System**

1. E-Tenders (**Online Bids**) are invited from the Bidder for Providing Services for **38<sup>th</sup> Surajkund International Crafts Mela 2025** to be held from **7<sup>th</sup> February, 2025 to 23<sup>rd</sup> February, 2025** at Surajkund, Faridabad, Haryana strictly on conditions mentioned in Tender document.
2. **Registration of bidders on e-Procurement Portal:**-All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic>. in Please visit the website for more details.
3. **Obtaining a Digital Certificate:**
  - a) The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
  - b) A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in>.
  - c) Tenderers may contact for any support regarding tender submission / obtaining digital signature etc. at following nos. / email ids:- E - mail: [support-eproc@nic.in](mailto:support-eproc@nic.in) OR [eproc.nichry@yahoo.com](mailto:eproc.nichry@yahoo.com) Help Desk: 0120-4001002, 0120-4200462, 0120-6277787, 0172-2700275
  - d) The prospective Bidder may also contact Haryana Tourism for any query/ process regarding e-tendering. Contact

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Surajkund Mela	<a href="tel:0129-2513000">Tel:0129-2513000</a> / 2988666

Secretariat

Mob: 8816040444, 9911037029

e) Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt the data and sign the hash during the stage of bid preparation & hash submission. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).

f) In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

g) In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person/user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

h) The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the

company.

i) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>.

j) For help manual please refer to the 'Home Page' of the e-Procurement website at <https://etenders.hry.nic.in> and click on the available link 'How to .?' to download the file.

k) Before submitting tenders the instructions may be read carefully regarding submission of tender. If any bidder finds discrepancies or omissions in the tender documents or is in doubt as to the true meaning of any part, he shall clarify same from tender issuing office in writing before the due date of submission of the bid. No arguments on this account whatsoever shall be entertained after the last date & time of submission of tenders.

4. Opening of an Electronic Payment Account : Tender document can be downloaded online. Bidders are required to pay the tender documents fees online using the electronic payments gateway service.
5. Pre-requisites for online bidding : In order to bid online on the portal <https://etenders.hry.nic.in> , the user machine must be updated with the latest Java. The link for downloading latest java applet is available on the Home page of the e-tendering Portal.
6. Online Viewing of Detailed Notice Inviting Tenders : The bidders can view the detailed

N.I.T and the time schedule (Key Information) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://etenders.hry.nic.in>

**Download of Tender Documents :** The tender documents can be downloaded free of cost from the e-Procurement portal <https://etenders.hry.nic.in> or <https://haryanaturism.gov.in>



7. **Key Dates :-** The tenderers can submit their tender documents (Online) as per the dates mentioned in the Key Information. The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders. If bidder fails to complete the Online Bid Submission stage on the stipulated date and time, his/her bid will be considered as bid not submitted, and hence not appear during tender opening stage.
8. Bid Preparation (Technical & Financial) Online Payment of Tender Document Fee, eService fee (Processing Fees), EMD fees of online Bids:
- The bidders shall have to pay for the Tender document fee, EMD fees & eService Fee (Processing Fees) as per the details mentioned in Key Information online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between contractors and online payment authorization networks. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/ contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT. For online payments guidelines, Home page of the e-tendering portal <https://etenders.hry.nic.in> may be referred.
  - The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries, and all other terms and conditions except the rates (price bid) in the part-I (Technical envelope). The price bid shall be submitted in separate part-II format supplied by authority online. The committee members shall open only the part-I on schedule date of opening of technical bid. As per system settings, Part-II cannot be opened on that date.



- 8 If the tenders are cancelled or recalled on any ground, the tender document fees & e-service fee will not be refunded to the agency. However, EMD shall be refunded.
- 9 Bidder shall ensure that payment shall be made at least 2 days prior to last date of submission of the bid.
- 10 Rates shall be quoted by the tenderer in the format supplied by HTC. No deviation in terms shall be allowed.
- 11 Earnest money deposited by the unsuccessful tenderers will be refunded. In the case of successful tenderer, earnest money will be converted in the form of Security Deposit and it will be forfeited in case the successful tenderer refuses to accept the award of contract or fails to complete the required formalities and fails to deliver the work assigned within the specified and permitted time. The security will be refunded only after the Mela is over provided there is no contravention in running of the contract and no violation of the terms and conditions of the contract.
- 12 The bidder can revise his price bid any number of times but only before last date of submission of bid. All previous quotes are deleted & only the latest price quoted is visible to the purchasing authority on date of opening of price bid.
- 13 The bidders shall observe the highest standards of ethics during the submission of tender and execution of the contract. In case of evidence of cartel formation by the bidder(s) EMD is liable to be forfeited.
- 14 The bidder shall bear all costs of bank charges, if any, associated with the preparation and submission of his bid and the purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 15 Managing Director, HTC reserves the right to cancel the NIT or to change qualifying requirement or to reject any or all the tenders so received without assigning any reason.

## ELIGIBILITY CRITERIA

The bidder must possess the requisite experience, strength and capability in providing the services necessary to meet the requirements as described in the tender documents. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the services of Designing, Creation and Execution of Theme based Ambience during 38<sup>th</sup> Surajkund International Crafts Mela 2025 for the entire period of the contract.

**“Event”** would be deemed to include: Event/Mela/Fair/Exhibitions or any combination of the same related to fields Tourism/Crafts or any other similar field for State Government/Central Government/National apex chamber/PSU’s/Corporate Inside/outside India which is of National or International repute.

The invitation to this Tender is open to all bidders who qualify the eligibility criteria as given below:-The invitation to this Tender is open to all bidders who qualify the eligibility criteria as given below:

Sr. No.	Criteria	Documentary Evidence
1.	<p>Bidder should be a registered single business entity with minimum 5 years of existence as on project due date.</p> <p>(A Single Business Entity shall mean a company incorporated under Companies Act, 1956/2013 or a Sole Proprietorship firm registered under Proprietorship Act, 1908 or a partnership firm registered under the Indian Partnership</p>	<p>Certificates of Registration / Incorporation.</p>

Sr. No.	Criteria	Documentary Evidence
	<p>Act, 1932 or a Limited Liability Partnership firm registered under Limited Liability Partnership Act, 2008.</p> <p><b>Note:</b></p> <p>a) Consortium or Joint Venture is <b>not</b> allowed to participate in the bidding process.</p> <p>b) If the bidder is:</p> <p>i) A Company should furnish copy of the certificate of incorporation and memorandum of association as a proof of identity.</p> <p>ii) A sole proprietorship firm, and a limited liability partnership firm should furnish copy of the registration certificate, GST and IT return for the last three financial years preceding the bid due date as a proof of identity.</p> <p>iii) A registered partnership firm, it should furnish a copy of the IT returns for the last three financial years preceding the bid due date copy of the registration certificate under the registrar of</p>	

Sr. No.	Criteria	Documentary Evidence
	firms and a copy of the partnership deed executed between the partners as a proof of identity.	
2.	The Bidder must have an average Annual Turnover as mentioned in <b>“Schedule for Minimum Turnover and Work done”</b> in the last three financial year i.e. 2021-22, 2022-23, 2023-24.	A Copy duly certified by Chartered Accountant to be submitted as a proof of Average Annual Turnover as per Annexure I (Section-VI).
3.	Bidder should have organized at least 2 (two) <b>‘Event’</b> in the last 3 (Three) Financial Years (viz; FY 2021-22, FY 2022-23 & FY 2023-24) as on 31st March 2024	Letter of Award/ Agreement / Work Order duly certified by the authorized signatory of the bidding company along with event brochure, circular, any other promotional material to be enclosed in support of projects.
4.	The bidder should have executed similar assignment/ work in <b>“Event”</b> as per detail given below:- i) Three similar completed works more than or equal to amount as mentioned in <b>“Schedule for Minimum Turnover and Work done”</b> OR ii) Two similar completed works more than or equal to amount as mentioned in <b>“Schedule for</b>	

Sr. No.	Criteria	Documentary Evidence
	<p><b>Minimum Turnover and Work done” OR</b></p> <p>iii) One similar completed works more than or equal to amount as mentioned in “<b>Schedule for Minimum Turnover and Work done”</b>”.</p>	
5.	The Bidder should have valid GST (PAN INDIA) and PAN registration.	Proof of the GST & PAN No. should be enclosed.
6.	Firm must not be disqualified/ blacklisted/ terminated/ debarred by any State/Central Government or their agencies	Self-certification by the authorized signatory. Non- disclosure of the same will lead to the elimination from the short-listing process.

**Note:-**

- i) All the above mentioned required registrations must be valid on the date of publication of this tender and in case any of registrations/license is under renewal, the same must be completed before the award of the contract.
- ii) Requisite self attested copies of documents as proof with reference to above eligibility criteria.

## TEHCNICAL BID FORMAT for Bidder

**(Bidder should upload the technical Bid alongwith annexure as per the Technical Bid Format ONLY (Sequentially) in One PDF file or zip/rar format clearly mentioning the Annexures enclosed). If there is more than one document, they can be clubbed together and can be provided in the requested format.)**

S.No.	Particulars	Details
1.	Name of the Bidder/ Tendering Company/ Firm/Agency	
2.	Full Address of the Registered Office <b>with Proof</b>	
a)	Telephone No. & Mobile No.	
b)	Fax No.	
c)	E mail address	
d)	Website (if any)	
3.	Address of Correspondence <b>with Proof</b>	
a)	Telephone No. & Mobile No.	
b)	Fax No.	
c)	E mail address	
d)	Website (if any)	
4.	<b>Detail of Contact Person</b>	
a)	Name of Contact Person	
b)	Mobile Number of Contact Person	
c)	Passport/Adhaar Card/Driving License/ Voter Card Number (any One)- Attach Documentary Proof	
5.	Whether Proprietorship/Partnership/ Private Limited/ Limited or any other (Documentary evidence should be attached as Proof)	
6.	Valid PAN No. & Year (Documentary evidence should be attached as	

S.No.	Particulars	Details									
	Proof)										
7.	Valid Goods & Service Tax Registration No. & Year (Documentary evidence should be attached as Proof) <b>The bidder will have to obtain provisional GST No. (PAN INDIA) for Providing the Services during the Mela.</b>										
8.	A Certificate may be submitted for Average Turnover for the last three Years i.e. 2021-22, 2022-23 & 2023-24 duly Audited by the Chartered Accountants. The Following Proofs are to be enclosed herewith a) The balance-sheets duly audited by a Chartered Accountant to be attached. b) In case of Proprietorship firm copies of ITRs for the last three Assessment Years i.e. Years i.e. 2021-22, 2022-23 & 2023-24.	<table border="1"> <thead> <tr> <th>Year</th> <th>Turnover (In lacs)</th> </tr> </thead> <tbody> <tr> <td>2021-22</td> <td></td> </tr> <tr> <td>2022-23</td> <td></td> </tr> <tr> <td>2023-24</td> <td></td> </tr> </tbody> </table>	Year	Turnover (In lacs)	2021-22		2022-23		2023-24		
Year	Turnover (In lacs)										
2021-22											
2022-23											
2023-24											
9.	The details of the Works of similar nature handled by the Tendering firm/Agency upto 2023-24 as on 31 <sup>st</sup> March, 2024 in “Event” shall be submitted in the format enclosed at <b>Annexure II (Documentary Proof of the same is enclosed)</b>										
10.	The Bidder should not have been blacklisted by any Government/ Semi-Government Department or PSU/ Institution/ corporation/ federation and not connected to any firm who has been so										



S.No.	Particulars	Details
	blacklisted in the past five years. An affidavit in this regard duly certified by the Bidder should be submitted.	

**I/We hereby declare and certify as under:-**

1. That I/We have gone through the tender documents read and understood all the Terms and Conditions and therefore, agree to abide by the same.
2. That I/We have gone through the tender documents containing the scope of work, quantity, specifications, general terms and conditions and the specific terms and conditions mentioned at the bottom of each individual item in the enclosed schedule.
3. The company has technical & financial resources to provide services & have a contingency plan to meet manpower/equipment requirement in Fairs/Festivals/Events etc.
4. The company abides by the prevailing Labour laws, statutory obligations & Law of land.
5. That, I /We understood that Initially Technical Bid will be opened and short listing will be made on the basis of Technical eligibility criteria. Financial bid of only those applicants will be opened who will be found technically qualified as per Technical eligibility criteria given in the tender document.
6. It is further certified that the submitted tender is unconditional and strictly as per the schedule.

**Signature of the authorized representative**  
**Name (in Capital letters)**  
**Seal of the Bidder/Tendering Company/**  
**Firm/Agency/Service provider**

## SCOPE OF WORK

### Selection of Event Management Agency 38<sup>th</sup> Surajkund International 2025 for Managing/ Execution/ Implementation of

- I) Stage Fabrication & Stage Ambience.
- II) Stage Management
- III) Organizing Carnival
- IV) Organizing Fashion Show
- V) Stage Light & Sound Equipment etc.
- VI) Audio Visual Coverage of event.
- VII) Hiring & Installation of LED's.

#### I) STAGE FABRICATION AND STAGE AMBIENCE

##### a) Fabrication & Decoration of Chaupal I stage.

S.N.	Description of work/ Items	Qty.
1.	Stage Fabrication - Designing and Installation of a thematic stage, multi-layer 3D backdrop representing the event concept. Size : 60'-0"x43'-0"x2'-9" (ht.)	1 Job

##### b) Fabrication & Decoration of Chaupal II stage.

S.N.	Description of work/ Items	Qty.
1.	Stage Fabrication - Designing and Installation of a thematic stage, multi-layer 3D backdrop representing the event concept Size : 46'-0"x25'-6"x2'-9" (ht.)	1 Job

#### II) STAGE MANAGEMENT

S.N.	Description of work/ Items	Qty.
1.	Management of stage at Chaupal-I, Hotel Rajhans and coordinate with other stake holders for Culture Evening Programme. As per detail/specification mentioned in	1 Job

S.N.	Description of work/ Items	Qty.
	the “ <b>Stage Management</b> ” ) Providing the services of 02 no. comparers for main chaupal & Hotel Rajhans (pool side) for the total mela period. (17 days)	

### **Stage Management Scope of work**

The agency will manage the stage at Chaupal-I, Hotel Rajhans and coordinate with other stake holders for Culture Evening Programme (provided by HTC), Performers of Countries, Participating Countries, Theme State, Haryana and other Performers provided by HTC) for the complete event . The detail of the work is as under:-

- a) The Agency will coordinate with Haryana Tourism for Evening Cultural Programme(including Day Performers) of Theme State, Partner Nation, Art and Culture Department The Agency will Organize Evening Cultural programme in consultations with SKMA/HTC authorities.
- b) The Agency will provide Artist and Stage Management, Curation, 2 Comparer/Anchore
- c) The Agency will provide the Technical equipments for stage on hiring at Chaupal-I and Hotel Rajhans, Surajkund during the complete event as per scope of work..
- d) The Agency will also make the proper arrangement on Press Preview, Inauguration and Closing Ceremony.
- e) The agency will deploy the minimum 10 Nos. of manpower of dedicated for the Stage Management.

### **III) ORGANIZING CARNIVAL**

S.N.	Description of work/ Items	Qty.
<b>1.</b>	Organize the Cultural Carnival on all the days with the existing Day Performers of Partner Nation, Theme State & Day Performers provided by HTC and Art & Culture Department, Govt. of Haryana (As per the scope of work mentioned	1 Job

S.N.	Description of work/ Items	Qty.
	under “ <b>Organizing Carnival</b> ”).	

The agency will organize the Cultural Carnival on all the days with the existing Day Performers of Partner Nation, Theme State & Day Performers provided by HTC and Art & Culture Department, Govt. of Haryana. In addition to that Agency will provide 25 Nos. of Live Singers, lasers, pyros and Cultural Dancers for the Carnival. The Carnival should be organized in a professional way under the control of the experienced Manager and direction of the SKMA.

#### IV) **PLANNING & ORGANIZATION OF FASHION SHOW**

##### i) **Fashion Show for Haryana State (By SKICM)**

S.N.	Description of work/ Items	Qty.
1.	Designing and building the infrastructure for organizing the Fashion show	1 Job
2.	Execution of Fashion Show with all relevant/necessary requirements	1 Job
3.	Hiring of minimum 1 Choreographer / Models/ Show Director and Assistants for fashion Shows	1 Job
4.	Artist and Performers Required for Ramp Show & their additional requirement.	1 Job

#### V) **Stage Light & Sound Equipment etc.**

Hiring of Stage Light and Sound equipment including the technical team for operation of the equipment at Chaupal-I (for Press Conference, Opening Ceremony and Cultural Programmes, Day & evening Programs, Closing Ceremony) including Hotel Rajhans, Pool side Stage for all functions at Surajkund, Faridabad, Haryana.

##### i) **Press Conference - Sound set up & solution (1 day)**

S.N.	Description of Items	No. of Qty.
1.	Speakers Tops – JBL/RCF/D&B	4 Nos.

S.N.	Description of Items	No. of Qty.
	<ul style="list-style-type: none"> <li>Premium two-way multipurpose enclosure featuring point speakers.</li> <li>Minimum Power Handling: 800W peak / 400W RMS</li> <li>Minimum Frequency Range: 45 Hz - 21.5 kHz</li> <li>Minimum Frequency Response: 58 Hz-20 kHz</li> <li>Maximum SPL: 134 dB</li> </ul>	
2.	Amplifiers of 1000 watts. QSC /Crown/CRUST Audio/ Yamaha or similar	1 set
3.	Microphones Shure/ Sennheiser 24" Goose Neck Mike or Similar	10
4.	Microphones – Shure/ Sennheiser/ Cordless SM-58 dual diversity Digital	2
5.	Silent Genset of capacity 62.5 KVA with Fuel	1

**ii) Chaupal - I Light & Sound, Trussing, lighting system, LED Video wall, setup & management for multiple locations (all international brands with redundancy built in)**

S. No.	Description of Work / Items(s)	No. of Qty
a)	Speakers Tops – JBL/RCF/ D&B/Adamson (Next-generation line array system that delivers flagship loudspeaker technology in a compact, lightweight solution for mid to large-size touring applications and high-end fixed installations) <ul style="list-style-type: none"> <li>Minimum Power Handling: 1,300W peak / 650W RMS</li> <li>Minimum Frequency Response: 52 Hz-20 kHz (-10 dB); 65 Hz-20 kHz (-3 dB)</li> </ul>	10

S. No.	Description of Work / Items(s)	No. of Qty
	<ul style="list-style-type: none"> <li>Maximum SPL: 125 dB</li> </ul>	
<b>b)</b>	<p>Speakers Subs - JBL/RCF/ D&amp;B/Adamson</p> <ul style="list-style-type: none"> <li>Deliver class leading performance in a variety of applications .</li> <li>Minimum Power Handling: 2400W Peak, 1200W Program, 600W Continuous</li> <li>Minimum Frequency Range: 28Hz-150Hz</li> <li>Minimum Frequency Response: 45Hz-150Hz</li> <li>Maximum SPL: 129dB (Peak)</li> <li>Amplification options: Passive</li> </ul>	4
<b>c)</b>	<p>Center Fills Speakers - JBL/RCF/ D&amp;B/Adamson</p> <ul style="list-style-type: none"> <li>Studio monitor sound quality in a line of premium two-way multipurpose cabinets featuring point and shoot flexibility, uncompromised sound quality and the patented D2 Dual Diaphragm Dual Driver use.</li> <li>Minimum Power Handling: 1000 W Continuous, 4000 W Peak</li> <li>Minimum Frequency Range: 42 Hz - 21.5 kHz</li> <li>Minimum Frequency Response: 58 Hz - 20.0 kHz</li> <li>Maximum SPL: 134dB (Peak)</li> </ul>	6
<b>d)</b>	<p>Monitors - JBL/RCF/ D&amp;B/Adamson</p> <ul style="list-style-type: none"> <li>Two Way Audio Monitors</li> <li>Minimum Power Handling - 800W Peak, 600W RMS</li> <li>Minimum Frequency Range: 60 Hz - 20.0 kHz</li> <li>Minimum Frequency Response: 70 Hz - 20.0 kHz</li> <li>Maximum SPL: 133dB (Peak)</li> </ul>	8
<b>e)</b>	Corded Microphones - SHURE (XLR SM-57/58)	8



S. No.	Description of Work / Items(s)	No. of Qty
	/ Sennheiser	
<b>f)</b>	UHF Cordless dual diversity digital Microphones - SHURE SM-58/ Sennheiser	4
<b>g)</b>	Floor Boundary Line Microphones Shure/ Crown/ Sennheiser	2
<b>h)</b>	Podium Goose Neck Microphones - Shure/ Sennheiser 24"	2
<b>i)</b>	Head mics	2
<b>j)</b>	Digital Sound Mixer 64 Channels, 8 Bus, 4 AUX Console, Echo/Reverb/Delay by-pass filter graphic equalizer etc. - Sound Craft / Venue / Allen & Heath / Yamaha	1
<b>k)</b>	Drum Kit Mics - SHURE	1 set
<b>l)</b>	CD/ MP-3, Cassette Player and Laptop having software of all format of international standard features (For playing recorded music and recording the complete Programmer daily in CD - Model of CD/ Cassette Player Pioneer/ Sony / Phillips Model of Laptop HCL/Dell/ Lenovo/ Acer/ HP/ Apple	1 set
<b>m)</b>	DJ Console - Pioneer CDJ2000 Nexus or similar	2

**iii) Chaupal-I Lights plan & set up (from 7<sup>th</sup> Feb 2025 to 23<sup>rd</sup> Feb 2025 i.e. for 17 days)**

S. No.	Description of Work / Items(s)	No. of Qty
<b>a)</b>	LED Par RGBW Light (54*3W) - SGM/EVL/Osaram	20
<b>b)</b>	LED Par Light (54*3W) - SGM/EVL/Osaram	20
<b>c)</b>	Sharpy - SGM/EVL/Martin	16
<b>d)</b>	Moving Head Wash - Martin Mac Aura	8
<b>e)</b>	Follow Spot - Long Throw	1
<b>f)</b>	Light Controller - Avolite pearl / SGM	1



S. No.	Description of Work / Items(s)	No. of Qty
<b>g)</b>	Haze Machine / 3000W Smoke machine - Power 220v - 50Hz power consumption 2 KW Max Tank capacity 1.5 Ltr Warm up time 15 minutes approx.	2
<b>h)</b>	Professional Light Designer	1
<b>i)</b>	Aluminum Box Truss – 70 ft x 40ft x 25ft Height (500 MM x 500 MM)	1

**iv) Chaupal-I Video set up & Solution**

S. No.	Description of Work / Items(s)	No. of Qty
a)	LED Screen (including LED riser, Led processor etc). required 60ft x 12ft - P3 outdoor waterproof alongwith graphic designing and operation of LED Walls with camera live feed and to be fixed on raised platform.	1
b)	Watchout Server – Dataton	2
c)	Laptops - A minimum screen size of 14 inches with minimum Intel core i7, 16 GB RAM, 500 GB HDD, windows 10 OS based, Minimum of MS Office 2016, built-in camera and antivirus or similar	4
d)	Switcher - Barco Screen Pro Switching System or similar	1
e)	TFT Monitors 21 Inch	2
f)	Resolume VJ software	1

**v) Power management solution - Genset and back up**

S. No.	Description of Work / Items(s)	No. of Qty
a)	Hiring charges for Silent Genset - 125 KVA soundproof of standard make (including Junction box, automatic changeover, earthing and cabling).	1 no.
b)	Running charges for Silent Genset - 125 KVA Including Fuel Cost as per meter reading ( meter to be sealed by PV committee before press conference )	80 hours

**vi) Hotel Rajhans Light & Sound, Trussing, lighting system, LED Video wall, setup & management for multiple locations (all international brands with redundancy built in) (For VVIP lunch/dinner- 5 Days as per requirement)**

S. No.	Description of Work / Items(s)	No. of Qty
a)	Speakers Tops – JBL/ RCF/ D&B/ Adamson <ul style="list-style-type: none"> <li>• Next-generation line array system that delivers flagship loudspeaker technology in a compact, lightweight solution for mid to large-size touring applications and high-end fixed installations.</li> <li>• Minimum Power Handling: 1,300W peak / 650W RMS</li> <li>• Minimum Frequency Response: 52 Hz–20 kHz (-10 dB); 65 Hz–20 kHz (-3 dB)</li> <li>• Maximum SPL: 125 dB</li> </ul>	6
b)	Speakers Subs – JBL/ RCF/ D&B/ Adamson <ul style="list-style-type: none"> <li>• Deliver class leading performance in a variety of applications .</li> <li>• Minimum Power Handling: 2400W Peak, 1200W Program, 600W Continuous</li> <li>• Minimum Frequency Range: 28Hz-150Hz</li> <li>• Minimum Frequency Response: 45Hz-150Hz</li> <li>• Maximum SPL: 129dB (Peak)</li> <li>• Amplification options: Passive</li> </ul>	2
c)	Center Fills Speakers – JBL/ RCF/ D&B/Adamson <ul style="list-style-type: none"> <li>• Studio monitor sound quality in a line of premium two-way multipurpose cabinets featuring point and shoot flexibility, uncompromised sound</li> </ul>	4

	<p>quality and the patented D2 Dual Diaphragm Dual Driver use</p> <ul style="list-style-type: none"> <li>• Minimum Power Handling: 1000 W Continuous, 4000 W Peak</li> <li>• Minimum Frequency Range: 42 Hz - 21.5 kHz</li> <li>• Minimum Frequency Response: 58 Hz - 20.0 kHz</li> <li>• Maximum SPL: 134dB (Peak)</li> </ul>	
<b>d)</b>	<p><b>Monitors - JBL, RCF, D&amp;B, Adamson</b></p> <ul style="list-style-type: none"> <li>• Two Way Audio Monitors</li> <li>• Minimum Power Handling - 800W Peak, 600W RMS</li> <li>• Minimum Frequency Range: 60 Hz - 20.0 kHz</li> <li>• Minimum Frequency Response: 70 Hz - 20.0 kHz</li> <li>• Maximum SPL: 133dB (Peak)</li> </ul>	4
<b>e)</b>	Corded Microphones - SHURE (XLR SM-57/58) / Sennheiser or similar	4
<b>f)</b>	UHF Cordless dual diversity digital Microphones - SHURE SM-58/ Sennheiser or similar	4
<b>g)</b>	Podium Goose Neck Microphones - Shure/ Sennheiser 24" or similar	2
<b>h)</b>	Head mic	2
<b>i)</b>	Digital Sound Mixer 32 Channels, 8 Bus, 4 AUX Console, Echo/Reverb/Delay by-pass filter graphic equalizer etc. - Sound Craft / Venue / Allen & Heath / Yamaha or similar	1
<b>j)</b>	CD/ MP-3, Cassette Player and Laptop having software of all format of international standard features (For playing recorded music and recording the complete Programmer daily in CD - Model of CD/ Cassette Player Pioneer/ Sony / Phillips Model of Laptop HCL/Dell/ Lenovo/ Acer/ HP/ Apple	1 set

**vii) Hotel Rajhans Pool Side Lights plan and Setup (For VVIP lunch/dinner- 5 Days as per requirement)**

<b>S. No.</b>	<b>Description of Work / Items(s)</b>	<b>No. of Qty</b>
<b>a)</b>	LED Par RGBW Light (54*3W) - SGM/EVL/Osram or similar	16
<b>b)</b>	LED Par Light (54*3W) - SGM/EVL/Osram or similar	20
<b>c)</b>	Moving Head Wash - Martin Mac Aura or similar	8
<b>d)</b>	Light Controller - Avolite pearl / SGM or similar	1
<b>e)</b>	Aluminum Goal-Post Truss – 30 ft x 20 ft height (500 MM x 500 MM)	1

**viii) Power Management solution - Genset and back up (For VVIP lunch/dinner- 5 Days as per requirement)**

<b>S. No.</b>	<b>Description of Work / Items(s)</b>	<b>Qty</b>
<b>a)</b>	Hiring charges for Silent Genset 62.5 KVA soundproof of standard make (including Junction box, automatic changeover, earthing and cabling).	1 no.
<b>b)</b>	Running charges for Silent Genset 62.5 KVA Including Fuel Cost as per meter reading to be paid on hourly basis	25 hours

**VI) Audio Visual Coverage of Mela event (From 7<sup>th</sup> Feb 2025 to 23<sup>rd</sup> Feb 2025 i.e. for 17 days).**

<b>Sl. No.</b>	<b>Description of Work / Items(s)</b>	<b>No. of Qty</b>
1	Photographers	

Sl. No.	Description of Work / Items(s)	No. of Qty
a)	<p>Digital Still Photography in HD format with atleast 21 Megapixels Camera or equivalent (Canon/ Nikon D-750 or similar/ above quality cameras) a team of two professional Photographers (wearing uniform dress code)</p> <p>a) For Overview Photography</p> <p>b) To Shoot and compose the photo set of important schedule of complete event date wise, VVIP Visit, VIP Visit, different activities by said guests/tourist, Stalls of Crafts Persons, Performers and photogenic tourist and so on.</p> <p>c) Raw Data (Softcopy) of all Digital Photography will be in tiff format in high resolution with all required digital enhancement like JPEG in Hard Disk and Photographs on DVD whenever required (for VVIP/VIP and guests) will have to be provided</p>	2
2	<p><b>Videographers</b></p> <p>a) Video film shoot with full 4k Cameras (Sony/Canon or similar/ above quality video-cameras) Team consisting of two professional Video Photographers (Wearing uniform Dress code)</p> <p>b) To shoot, edit and compose the video film set of important</p>	3

Sl. No.	Description of Work / Items(s)	No. of Qty
	<p>schedule of event date wise, VVIP visit, VIP visit, different activities by said guest, Stalls of Craftsperson's, Performers and photogenic tourist.</p> <p>c) Raw Data (Softcopy) of all Videography will be provided in Hard Disk and Videography on DVD whenever required (for VVIP/VIP and guests) will have to be provided.</p>	
	Shooting and preparation of one movie English/Hindi with voice Over with Drone Shoot	1 Job

**VII) Hiring of Agency for Installation of LEDs, Centralized Managing of the System & Drone (from 7<sup>th</sup> Feb 2025 to 23<sup>rd</sup> Feb 2025 i.e. for 17 days)**

Sl. No.	Description of Work / Items(s)	Qty
1	<p><b>Outdoor LED video wall Solution P-3 on</b> existing Unipole/ Scaffolding with a complete installation, commissioning and maintenance during mela period. Size required is 18ft x 10ft (All Live Telecasts on all Screens)</p> <ul style="list-style-type: none"> <li>- Outdoor Speakers</li> <li>- Amplifier</li> <li>- Media Player</li> <li>- Outdoor Cabinet Air Conditioner</li> <li>- Rack Frame with Power Distribution</li> <li>- Servo Stabilizer</li> <li>- Communication Interface Device</li> </ul>	7



Sl. No.	Description of Work / Items(s)	Qty
	- 5 Port Network Switch -Other Accessories including wires upto power backup.	
2	Outdoor LED video wall Solution P-3 on temporary platform 3ft high with black masking with a complete installation, commissioning and maintenance during mela period. Size required is 18ft x 10ft (All Live Telecasts on all Screens) - Outdoor Speakers - Amplifier - Media Player - Outdoor Cabinet Air Conditioner - Rack Frame with Power Distribution - Servo Stabiliser - Communication Interface Device - 5 Port Network Switch -Other Accessories including wires upto power backup.	3
4	Centralized control for complete content management solution with a log for providing the working of the LED's - Content Management(QUE Commander Software for Online Controlling) - Video Wall Management for all LED's - Complete Wiring and Other Accessories	1 Job
5	Lease Line Connectivity as well as WIFI for Uploading Contents of LEDs	1 Job
6	DJI Mavic Mini 1 Fly More Combo 4 KM FPV Drone with HD Camera <ul style="list-style-type: none"> <li>• Lightweight Design at under 9 Oz</li> <li>• 12 MP/2.7K Quad HD 3-Axis Gimbal Camera</li> <li>• Upto 30 Minutes of Flight Time</li> <li>• Remote Controller &amp; 3 Batteries including</li> <li>• Stream HD video from upto 2.5 Miles</li> <li>• 360 Degree propeller guards for extra safety</li> <li>• Precisely hover with downward vision/gps</li> <li>• DJI fly app with multiple flight modes</li> <li>• Perform cinematic moves with a tap</li> <li>• Access to skypixel social media platform</li> </ul>	2 No.

## Technical Evaluation (QCBS)

The total maximum points for evaluation of Technical Proposal are 100 marks. This score shall be based on an assessment of the Technical Proposal of the Bidder. The Technical Proposal for each Proposal submitted by the Bidder would be accessed through rating of various parameters set out in the table below:

Sr No	Evaluation Criteria	Max Points	Supporting Documents																
1.	<p><b>a) Event Experience requirement-</b> Applicants should have completed 3 similar works within the three years, each meeting the minimum cost threshold specified in the Schedule for Minimum Turnover and Work Done as on 31<sup>st</sup> March, 2024</p> <p><b>b) Scoring Criteria-</b> * Marks will be awarded based on the number of events organized, categorized as State Events and National/International Events. * State Events: 2 marks per event * National/International Events: 3 marks per event</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Number of Events Organized</th> <th style="text-align: center;">State Events (2 Marks each)</th> <th style="text-align: center;">National/International Events (3 Marks each)</th> <th style="text-align: center;">Total Marks Awarded</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">Upto-3 marks</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">4</td> <td style="text-align: center;">6</td> <td style="text-align: center;">Upto-6 M</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">6</td> <td style="text-align: center;">9</td> <td style="text-align: center;">Upto-9 M</td> </tr> </tbody> </table>	Number of Events Organized	State Events (2 Marks each)	National/International Events (3 Marks each)	Total Marks Awarded	1	2	3	Upto-3 marks	2	4	6	Upto-6 M	3	6	9	Upto-9 M	30	Letter of Award/ Agreement/ Work Order duly certified by the authorized signatory of the bidding company.
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<b>2.</b>	<b>Technical Manpower</b>	<b>10</b>																													
	<p>The Technical Manpower evaluation for the ambience design and creation tender awards up to 10 marks based on the expertise and roles essential for executing the project. Key positions include the <b>Creative Director/Art Director</b> (2 marks) for leading the thematic vision, <b>Design Team Leader</b> (1.5 marks) for structural layout and aesthetics, and <b>Technical Coordinator</b> (1 mark) for managing logistics and safety. Supporting roles such as <b>Art and Set Designers, Lighting Designer, Sound Engineer, Crafts and Installation Artists, and Technical Staff</b> are collectively allocated the remaining marks, ensuring both creative and technical proficiency. Applicants must provide detailed resumes, portfolios, and relevant project experience to verify qualifications, ensuring a well-rounded team capable of delivering a high-quality, culturally immersive ambience.</p>		Submit the list of technical manpower with their CV's.																												
<b>3.</b>	<b>Technical Innovative Presentation</b>	<b>60</b>																													
	<p>The bidder must deliver an innovative presentation, showcasing at least <b>two theme options</b> that align with the existing setup and cultural essence of the</p>		Qualified bidders under technical																												

Sr No	Evaluation Criteria	Max Points	Supporting Documents															
	<p>Surajkund International Crafts Mela. This presentation will be evaluated with a <b>maximum score of 60 marks</b> and should emphasize creativity, feasibility, and adaptability to the mela's environment.</p> <table border="1" data-bbox="284 465 979 1919"> <thead> <tr> <th data-bbox="284 465 520 539">Parameter</th> <th data-bbox="525 465 807 539">Evaluation Criteria</th> <th data-bbox="812 465 979 539">Max. Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 546 520 1048">Thematic Concept Design</td> <td data-bbox="525 546 807 1048">Understanding of Scope and requirements and creativity as per the scope of Work Draft layout, drawing, design &amp; 3-D views The Agency shall present site specific plan / conceptual design, innovative ideas.</td> <td data-bbox="812 546 979 1048">20</td> </tr> <tr> <td data-bbox="284 1055 520 1406">Creativity and innovation</td> <td data-bbox="525 1055 807 1406">Themes should reflect unique, creative concepts that differentiate them from conventional setups, incorporating novel ideas that enhance the visitor experience.</td> <td data-bbox="812 1055 979 1406">15</td> </tr> <tr> <td data-bbox="284 1413 520 1697">Methodology Execution Plan &amp; Practical feasibility</td> <td data-bbox="525 1413 807 1697">Execution Plan for completion detailed work as per the Scope of Work, practically implemented, considering logistics, setup, and integration with the mela infrastructure.</td> <td data-bbox="812 1413 979 1697">15</td> </tr> <tr> <td data-bbox="284 1704 520 1919">Visitor Engagement and Interactive Elements</td> <td data-bbox="525 1704 807 1919">Proposed themes should include interactive or experiential components that engage visitors,</td> <td data-bbox="812 1704 979 1919">10</td> </tr> </tbody> </table>	Parameter	Evaluation Criteria	Max. Marks	Thematic Concept Design	Understanding of Scope and requirements and creativity as per the scope of Work Draft layout, drawing, design & 3-D views The Agency shall present site specific plan / conceptual design, innovative ideas.	20	Creativity and innovation	Themes should reflect unique, creative concepts that differentiate them from conventional setups, incorporating novel ideas that enhance the visitor experience.	15	Methodology Execution Plan & Practical feasibility	Execution Plan for completion detailed work as per the Scope of Work, practically implemented, considering logistics, setup, and integration with the mela infrastructure.	15	Visitor Engagement and Interactive Elements	Proposed themes should include interactive or experiential components that engage visitors,	10		<p>evaluation will be called for presentation</p> <p>PDF COPY OF THE COMPLETE PRESENTATION TO BE SUBMITTED AT THE TIME OF PRESENTATION.</p>
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Sr No	Evaluation Criteria			Max Points	Supporting Documents
		encouraging participation and memorable interactions.			
<b>Total</b>				<b>100</b>	

**Note:- The financial bid will be opened of the bidder those who will score 70 Marks out 100 Marks.**

### **Evaluation Criteria- Marking System**

The evaluation criteria for the tender proposal consist of two parts: the Technical Proposal (70%) and the Financial Proposal (30%). The Technical Proposal, carrying a 70% weightage, will assess the agency's capability and experience, including factors such as the number of published Android apps, app download thresholds, AI chatbot work order values, a demo of chatbot integration on a government website, readiness to initiate the project within one week of the work order, and a detailed project projection plan submitted one month before the fair. Each component is scored out of 100, which is then converted to a 70% weighting.

The Financial Proposal, weighted at 30%, will score bids based on the quoted price, with the lowest bid receiving full marks (100) and other bids scored proportionally based on their price. The final score for each bidder will be the sum of their technical and financial scores (after applying respective weightings). The agency with the highest combined score will receive the Letter of Intent (LOI) for the project.

## Other Terms and Condition

1. **Payment Schedule: The payment as specified in financial bid submitted by selected agency shall be made as per the following scheduled:-**

Sl. No.	Description	Payment as % of total contract value
1	On approval of Event execution plan based on Scope of Work against bank guarantee of the advance amount	10%
2	Within 1 <sup>st</sup> Week from Start of Mela	20%
2	Within 2 <sup>nd</sup> week from Start of Mela	20%
3	Within Two weeks after the successful completion of event as per the Physical Verification done by the Committee.	50%

The payment as per the above schedule shall be made to the selected bidder on completion of satisfactory performance (to be decided by Haryana Tourism Corporation) of all activities/roles/duties as per mutually agreed milestones up to the stage of respective payment schedule.

## 2. Termination Clause

Haryana Tourism may, without prejudice to any other remedy for breach of contract, by a written notice of default of at least 15 days sent to the selected Bidder, terminate the Contract in whole or in part (provided a cure period of not less than 15 days is given to the selected Bidder to rectify the breach):

- i. If the selected Bidder fails to deliver any or all quantities of the Service within the time period specified in the Contract, or any extension thereof granted by HTC; or
- ii. If the selected Bidder fails to perform any other obligation under the Contract within the specified

- period of delivery of service or any extension granted thereof; or
- iii. If the selected Bidder, in the judgment of the HTC, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract.
  - iv. If the selected Bidder commits breach of any condition of the Contract.
  - v. If HTC terminates the Contract in whole or in part, amount of Performance Guarantee shall be forfeited.

### 3. **TERMINATION FOR INSOLVENCY**

HTC may at any time terminate the Contract by giving a written notice of at least 10 days to the selected Bidder, if the selected Bidder becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to Department.

### 4. **TERMINATION FOR CONVENIENCE**

- i. HTC, by a written notice of at least 10 days sent to the selected Bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for HTC convenience, the extent to which performance of the selected Bidder under the Contract is terminated, and the date upon which such termination becomes effective.
- ii. In such case, HTC will pay for all the pending invoices as well as the work done till that date by the Consultant, depending on merits of the case the selected Bidder may be appropriately compensated on mutually agreed terms for the loss incurred by the Contract if any due to such termination. d. Limitation of Liability- In no event shall either party



be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). The selected Bidder shall not be liable to the other party hereunder or in relation hereto (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under this Agreement.

## 5. **TERMINATION BY HARYANA TOURISM/ SKMA**

- a. The HTC may, by not less than 10 days“ written notice of termination to the Technical Bidder, such notice to be given after the occurrence of any of the events, terminate this Agreement if:
  - i. The selected Bidder fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within fifteen (15) days of receipt of such notice of suspension or within such further period as the HTC may have subsequently granted in writing;
  - ii. The selected Bidder becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
  - iii. The selected Bidder fails to comply with any final decision reached as a result of the Dispute Resolution mechanism/proceedings.
  - iv. The selected Bidder submits to the HTC a statement which has a material effect on the rights, obligations or interests of the HTC and which the selected Bidder knows to be false;
- b. Any document, information, data or statement submitted by the in its Proposals, based on which the selected Bidder was considered eligible or successful, is found to be false, incorrect or misleading; or as the

result of Force Majeure, the selected Bidder is unable to perform a material portion of the Services for a period of not less than fifteen (15) days.

- c. If the HTC would like to terminate the Contract for reasons not attributable to the selected Bidder's performance, they will need to clear all invoices for the Services up to the date of their notice along with 1 month fee pro-rata fee out of the total fee. If the HTC would like to terminate the Contract for reasons attributable related to the selected Bidder's performance, the government will give a rectification notice for 3 months to the Agency in writing with specific observations and instructions.

## 6. **TERMINATION BY THE SELECTED BIDDER**

The selected Bidder may, by not less than 30 days written notice to the HTC, such notice to be given after the occurrence of any of the events, terminate this Agreement if:

- i. HTC is in material breach of its obligations pursuant to this Agreement and has not remedied the same within fifteen (15) days (or such longer period as the Technical Consultant may have subsequently agreed in writing) following the receipt by the HTC of the selected Bidder's notice specifying such breach.
- ii. If there are more than 2 unpaid invoices and HTC fails to remedy the same within 30 days of the submission of the last unpaid invoice.
- iii. As the result of Force Majeure, the selected Bidder is unable to perform a material portion of the Services for a period of not less than thirty (30) days; or
- iv. The HTC fails to comply with any final decision reached as a result of the Dispute Resolution mechanism/proceedings.

- v. Upon termination of this Agreement all pending payments due till the date of the termination of the Contract will be made by HTC to the selected Bidder within 60 days of the Contract termination.

## 7. **CONSEQUENCES OF TERMINATION**

- i. In the event of termination of the Contract due to any cause whatsoever, [whether consequent to the stipulated term of the Contract or otherwise], HTC shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the Service(s) which the Vendor shall be obliged to comply with and take all available steps to minimize loss resulting from that termination/ breach, and further allow the next successor Vendor to take over the obligations of the erstwhile Vendor in relation to the execution/ continued execution of the scope of the Contract.
- ii. Nothing herein shall restrict the right of HTC to invoke the HTC Guarantee and other guarantees, securities furnished, enforce the Deed of Indemnity and pursue such other rights and/ or remedies that may be available under law or otherwise.
- iii. The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the Contract that are expressly or by implication intended to come into or continue in force on or after such termination.

## 8. **LIQUIDATED DAMAGES**

- i. Notwithstanding HTC right to cancel the order, Liquidated Damages (LD) for late delivery at 1% (One percent) of the

undelivered portion of order value per day will be charged for every week's delay in the specified delivery schedule subject to a maximum of 10% of the value of the contract. No Damage will be charged in case of force measure beyond control of the Bidder.

- ii. Please note that the above LD for delay in delivery and delay in commissioning are independent of each other and shall be levied as the case maybe.
- iii. HTC reserve its right to recover these amounts by any mode such as adjusting from any payments to be made by HTC to the Bidder. Liquidated damages will be calculated on per week basis.
- iv. The cumulative and aggregate limit of LD for delay in delivery and LD for delay in commissioning would be limited to maximum of 10% of the total Contract Value. The aggregate liability of the Agency shall in no event exceed the total value of the fee received under this Contract.

## 9. **DISPUTE RESOLUTION MECHANISM**

The Bidder and the HTC shall endeavor their best to amicably settle all disputes arising out of or in connection with the Contract in the following manner: The Party raising a dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within seven (7) days of receipt of the notice.

- i. Matter will be referred for negotiation between Officers nominated by the HTC and the Authorized Official of the Bidder. The matter shall then be resolved between them and the agreed course of action documented with in a further period of 15 days.
- ii. In case any dispute between the Parties, does not settle by negotiation in the manner as mentioned above, the same may be resolved exclusively by arbitration and such dispute

may be submitted by either party for arbitration within 20 days of the failure of negotiations. A mutually agreed arbitrator shall be appointed at Chandigarh and proceedings shall be conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof.

## 10. **FORCE MAJEURE**

- i. Force Majeure is herein defined as any cause, which is beyond the control of the selected Bidder or Department as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as: Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
- ii. Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos.
- iii. Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes. The Bidder or HTC shall not be liable for delay in performing his/ her obligations resulting from any force majeure cause as referred to and/ or defined above. Any delay beyond 10 days shall lead to termination of Contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the Contract. Force Majeure shall not include any events caused due to acts/ omissions of such Party or result from a breach/



contravention of any of the terms of the Contract, Proposal and/ or the Tender. It shall also not include any default on the part of a party due to its negligence or failure to implement the stipulated/ proposed precautions, as were required to be taken under the Contract. The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen, or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party shall inform the other party in writing within five days of the occurrence of such event. The HTC will make the payments due for Services rendered till the occurrence of Force Majeure. However, any failure or lapse on the part of the Selected Bidder in performing any obligation as is necessary and proper, to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the above mentioned events or the failure to provide adequate disaster management/ recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.

- iv. In case of a Force Majeure, all Parties will endeavor to agree on an alternate mode of performance in order to ensure the continuity of Service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure.

## 11. FAILURE TO AGREE WITH TERMS AND CONDITIONS OF

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**Selection of Event Management Agency for, Managing/ Execution/ Implementation for Stage Fabrication & Stage Ambience (Chaupal -1), Stage Management (Chaupal-I), Organizing Carnival, Organizing Fashion Show, Stage Light & Sound Equipment etc., Audio Visual Coverage of event, Hiring & Installation of LED's. and Social Media & Toll Free Setup**

**THEROF:** Failure of the successful Bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award and in that case the earnest money deposited by the bidder shall be forfeited by the HTC.

12. **Penalty Clause :** If agency fails to meet the requirement or provide inferior quality product/service, and delay in execution of services as per the scope of work in stipulated time frame as mentioned in Tender document. The penalty will be imposed minimum @5% of the tender cost per day and maximum @10% of tender cost per day as recommended by Activity Head. MD/ HTC-cum- Chief Administrator will be the final authority to impose the Penalty.
13. **Indemnification Clause :**  
The agency will indemnify the Licensor, against any claim, loss, damage occurred, or caused to the Surajkund Mela Authority, due to willful acts or omissions or carelessness or negligence of the manpower employed by the agency, while on duty during the contract period.



## General Terms and Conditions

1. Each activity/job has to be provided and made operational strictly as per specifications and schedule mentioned in Tender Document.
2. No subletting will be permitted.
3. The bidder must give rates as per Financial Bid (ONLINE ONLY).
4. The rates can be negotiated as per the Technical Evaluation criteria and the payment will be made accordingly.
5. The rates quoted by the firm should be inclusive of all components i.e. transportation, labour etc. No additional bill shall be entertained.
6. If Bidder fails to supply the ordered quantity or fails to make the services fully operational as per the requirements, specifications and time schedule all the equipments lying at site will be confiscated and alternate arrangement will be made at the risk and cost of the Tenderer. Further, the EMD alongwith security deposit, if any, will also be forfeited. The said firm will also be blacklisted.
7. Every Bidder will supply a list, atleast 25 days before start of the mela, of its team members/employees showing their names, addresses and photographs for the purpose of issue of photo identity cards as well as for Police Verification. No substitution of the employees will be allowed except in emergent cases and that too with the prior approval of management in writing. Further, a list of its employees as well as the substituted/changed employees to be deputed for the Mela duty, showing their names, addresses and photographs has to be supplied for the purpose of Police Verification.
8. The Bidder will also ensure that each employees/worker engaged for the Surajkund Mela purpose should have Adhaar card.
9. The Bidder will solely be responsible for maintaining the proper record of employees/persons provided for various activities for the Mela and for payment of all emoluments/wages as per the statutory requirement/labour laws. The HTC/SKMA will not be responsible for payment of the wages and compensation etc., if any, to the manpower deployed by the Service provider.
10. The rates will remain valid till the Mela is over or for six months duration whichever is higher.
11. The Bidder get all the materials i.e. items of scope of work counted from the physical verification committee (PVC) before the fixing/installation at site, otherwise no payment will be made for the same.
12. The service provider should Coordinate with the concerned Activity heads deputed by SKMA and if needs coordinate with other activity heads for synchronizing the smooth implementation of all activities.
13. The Bidder will pay all taxes and levies in force at present or that may be levied by the appropriate authorities at any time during the Contract period and the HTC/SKMA will not bear any liability on this account.

14. **Situations of Dispute:** In case of dispute and difference in connection with the terms of agreement the said dispute shall first be referred to the Managing Director, Haryana Tourism Corporation/Chief Administrator, SKMA for conciliation, on event of failure in conciliation the dispute shall be referred to **Sole Arbitrator** who shall be from the panel of Arbitrator as prepared by Govt of Haryana from time to time which notification is adopted herein mutually by parties by reference only for the purpose of choosing the Arbitrator and shall be construed as part and parcel of this agreement, to which the parties shall have not objections whatsoever "OR"  
**Jurisdiction of Courts** of law will be situated in Chandigarh.
15. HTC/SKMA may, at its sole discretion, extend the Bid Due Date and amend the Tender by amending the Tender documents. In such a case, all rights and obligations of HTC and Bidders previously subject to the Bid Due Date will thereafter be subject to the Bid Due Date as extended. At any time prior to the Bid Due Date the Authority may, for any reason, whether at its own initiative or in responses to clarifications request by any Bidder, modify the Tender by the issuance of Addenda. In order to facilitate the Bidder reasonable time for taking an Addendum into account, or for any reason, the Authority may, in its own discretion, may extend the Bid Due date.
16. During evaluation of Bids, HTC may, at its discretion, ask a Bidder for further clarifications and/or information. The request for clarification and the response thereto shall only be in writing or email. The Bidder shall have to reply to the clarification within 7 Business Days from the date of receipt of the request failing which the Bid of such a Bidder shall be rejected and HTC shall have the right to forfeit the EMD of such Bidder.
17. Incomplete, conditional tender and the tenders without Tender Fee, Processing Fee and EMD in specified mode are liable to be rejected out rightly.
18. Each activity/job has to be provided and made operational as per specifications and schedule or otherwise instructed by HTC/SKMA
19. Smoking, consumption of liquor, and chewing of tobacco etc. by the staff of the service providers are totally banned.
20. That the Service Provider/Agency will engage trained staff for the conduct of business and will bear their salaries/wages etc and will ensure due compliance of the applicable Labour Laws and other applicable laws. The said staff has to be courteous and well mannered with the customers/ visitors. The Service Provider/Agency will be fully responsible for the conduct and behaviour of his employees and loss of reputation or property if caused by the nuisance created by the Service Provider or his employees in relation to the running of business and dealing with customers the same will be indemnified by the service provider to the HTC/SKMA. Child Labour will not be permitted.
21. The agency will provide the details of manpower with aadhar card etc one month prior to the start of mela for incorporating the data on the desk system of SKMA/HTC failing which the tender may be rejected.
22. HTC/SKMA can increase/decrease the Scope of Work.

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23. Manpower deputed by any agency will wear the valid identity card/jacket with logo issued by the concerned contractual agency.
  24. The Management reserves the right to accept or reject any one or all the tenders, without assigning any reason.

## Annexure-I

### **Format for Financial Summary of the Bidder (on the letterhead of the CA / Statutory Auditor) Average Annual Turnover of the Bidder**

We the statutory auditors of M/s ..... hereby certify that the annual turnover of M/s ..... residing at .....for the past three years are as per the details given below:-

Year	Turnover (In lacs)
2021-22	
2022-23	
2023-24	
Average Annual Turnover:	

Note: Bidders are required to provide data for last two years ending 31<sup>st</sup> March 2024. Bidders must fill in the exact figures towards the turnover and ensure the details match online (shall be verified through UDIN). Audited Balance Sheets are also required to be submitted for the same.

**UDIN No:** \_\_\_\_\_

Name of Statutory Auditor

Designation

Seal of Audit firm

Note:

1. The Bidder shall submit audited annual reports (financial statements: balance sheets, profit and loss account, notes to accounts etc.) in support of the financial data duly certified by statutory auditor/s. In case, company does not have statutory auditor/s, it shall be certified by the chartered accountant that ordinarily audits the annual financials of the company.
2. The Document as furnished above shall be verified online through the UDIN and the Balance Sheets. Bidders are advised to ensure that the details as per this form are reproduced online accurately

## Annexure-II

### Details of the Works as per the eligibility criteria

S.No.	Name of Office/ Event	Name of Event (if any)	Order No. and Date	Period		Tendered Amount (without GST)
				From	To	

**Note : Documentary Proof of Work Order/Performance certificate is to be enclosed.**

### Annexure-III

#### CVs of the Manpower

S.No.	Category	Name of the Person	Qualification	Professional Qualification	Experience	Wok handled (Alongwith their Proof)	CVS

#### TEAM MEMBERS FOR THE PROJECT

The Agency will have to deploy qualified and experienced Personnel (as per the Manpower CV submitted for Technical Evaluation) at Surajkund Mela Ground (Onsite) to coordinate internally within the agency and with the Haryana Tourism Corporation (Head Office & Surajkund) to carry out the services as given in Scope of Work.

Experts/Coordinators (to be stationed at Surajkund Mela Ground during the execution of the project) – To be responsible for overall management/coordination (both internally, within the organization and externally, with various vendors, committees and departments of (Haryana Tourism Corporation) for all related activities. The Selected Bidder shall not change these personnel without prior permission of Department. Without written permission of Department any such action shall be deemed as breach of contract.

Haryana Tourism Corporation will not normally consider any request of the Selected Agency for substitution of Personnel (As per the Manpower CV submitted for Technical Evaluation). Substitution, will, however be permitted if the Personnel are not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Haryana Tourism Corporation. The Haryana Tourism Corporation expects all the Key Personnel to be available during Implementation of the Agreement.