

## PUBLIC / TENDER NOTICE

SR. NO.	NAME OF DEPARTMENT/BOARD/CORP./AUTH	NAME OF WORK/NOTICE/TENDER	OPENING DATE CLOSING DATE (TIME)	EMD	WEBSITE OF THE DEPARTMENT	NODAL OFFICER/CONTACT DETAILS/EMAIL	TENDER REF.NO / TENDER NO
I.	HARYANA TOURISM CORPORATION LIMITED	Hiring of Agency for Providing and Operation of Stage setup includes Line-array, Stage Light & Sound System and Led video walls during 32 <sup>nd</sup> Mango Mela 2025 at Pinjore Gardens	Start Date/Time 18.06.2025 At 12:00 Noon  End Date 24.06.2025 Upto 02.00 P.M	EMD: 0.50 lac	<a href="http://haryanatourism.gov.in">haryanatourism.gov.in</a>	Sh. Satish Deshwal 9034589459 haryanatourism@gmail.com	HTC-2025/Hiring/M-Mela/01
II.	HARYANA TOURISM CORPORATION LIMITED	Hiring of Agency for providing/ installation of Tentage, Furniture & Fabrication of Stalls including Generator Sets during 32 <sup>nd</sup> Mango Mela 2025 at Pinjore Gardens	Start Date/Time 18.06.2025 At 12:00 Noon  End Date 24.06.2025 Upto 02.00 P.M	EMD: 1.00 lac	<a href="http://haryanatourism.gov.in">haryanatourism.gov.in</a>	Smt. Neera Garg 9417111072 haryanatourism@gmail.com	HTC-2025/Hiring/M-Mela/02
III.	HARYANA TOURISM CORPORATION LIMITED	Hiring of Agency for providing Flower arrangements, Bouquets & Decoration during 32 <sup>nd</sup> Mango Mela 2025 at Pinjore Gardens	Start Date/Time 18.06.2025 At 12:00 Noon  End Date 24.06.2025 Upto 02.00 P.M	EMD: 0.20 lac	<a href="http://haryanatourism.gov.in">haryanatourism.gov.in</a>	Smt. Renu Sharma 9417770849 haryanatourism@gmail.com	HTC-2025/Hiring/M-Mela/03
IV.	HARYANA TOURISM CORPORATION LIMITED	Hiring of agency for Installation of Selfie point alongwith ambience work during 32 <sup>nd</sup> Mango Mela 2025 at Pinjore Gardens	Start Date/Time 18.06.2025 At 12:00 Noon  End Date 24.06.2025 Upto 02.00 P.M	EMD: 0.25 lac	<a href="http://haryanatourism.gov.in">haryanatourism.gov.in</a>	Smt. Renu Sharma 9417770849 haryanatourism@gmail.com	HTC-2025/Hiring/M-Mela/04
V.	HARYANA TOURISM CORPORATION LIMITED	Hiring of agency for organizing the competitions during 32 <sup>nd</sup> Mango Mela 2025 at Pinjore Gardens	Start Date/Time 18.06.2025 At 12:00 Noon  End Date 24.06.2025 Upto 02.00 P.M	EMD: 0.25 lac	<a href="http://haryanatourism.gov.in">haryanatourism.gov.in</a>	Smt. Bhoomika 9467189177 haryanatourism@gmail.com	HTC-2025/Hiring/M-Mela/05
VI.	HARYANA TOURISM CORPORATION LIMITED	Hiring of Agency for Providing Cooks & Halwais alongwith Crockery during 32 <sup>nd</sup> Mango Mela 2025 at Pinjore Gardens	Start Date/Time 18.06.2025 At 12:00 Noon  End Date 24.06.2025 Upto 02.00 P.M	EMD: 0.25 lac	<a href="http://haryanatourism.gov.in">haryanatourism.gov.in</a>	Sh. Ashwani Sharma 9779100579 haryanatourism@gmail.com	HTC-2025/Hiring/M-Mela/06

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VII.	HARYANA TOURISM CORPORATION LIMITED	Hiring of Agency for providing Staff for Sanitation & Cleaning Services and Security Services during 32 <sup>nd</sup> Mango Mela 2025 at Pinjore Gardens	Start Date/Time 18.06.2025 At 12:00 Noon  End Date 24.06.2025 Upto 02.00 P.M	EMD: 0.50 lacs	<a href="http://haryanatourism.gov.in">haryanatourism.gov.in</a>	Sh. Ashwani Sharma 9779100579 haryanatourism@gmail.com	HTC-2025/Hiring/M-Mela/07
VIII.	HARYANA TOURISM CORPORATION LIMITED	Hiring of agency for Managing Social Media Platforms during 32 <sup>nd</sup> Mango Mela 2025 at Pinjore Gardens	Start Date/Time 18.06.2025 At 12:00 Noon  End Date 24.06.2025 Upto 02.00 P.M	EMD: 0.25 lacs	<a href="http://haryanatourism.gov.in">haryanatourism.gov.in</a>	Smt. Meenakshi Sharma 9417441127 haryanatourism@gmail.com	HTC-2025/Hiring/M-Mela/08
IX.	HARYANA TOURISM CORPORATION LIMITED	Hiring of Agency for preparation and Installation of Flex Hoardings and Signages during 32 <sup>nd</sup> Mango Mela 2025 at Pinjore Gardens	Start Date/Time 18.06.2025 At 12:00 Noon  End Date 24.06.2025 Upto 02.00 P.M	EMD: 0.25 lacs	<a href="http://haryanatourism.gov.in">haryanatourism.gov.in</a>	Smt. Neera Garg 9417111072 haryanatourism@gmail.com	HTC-2025/Hiring/M-Mela/09

## **Table of Contents**

<b>S.No.</b>	<b>Description</b>	<b>Page Number(s)</b>
1)	Key information	4
2)	Schedule of Processing Fee, Tender Fee and EMD	5
3)	Schedule of Minimum Turnover for Eligibility Criteria	6
4)	Instructions to bidder on Electronic Tendering System	7-9
5)	<b>ELIGIBILITY CRITERIA FOR Bidder/Tendering Company/Firm/Agency/Service provider</b>	10
6)	TECHNICAL BID FORMAT	11-12
7)	TENDER PROCESSING & EVALUATION	13
8)	<b>Scope of Work</b>	
(a)	Hiring of Agency for providing Line Array, Stage-Light & Sound System.	14-17
(b)	Hiring of Agency for providing Tentage, Furniture & Fabrication of stalls alongwith Generator Sets.	18-23
(c)	Hiring of agency for providing Flower arrangements, Bouquets & Decoration.	24-25
(d)	Hiring of agency for Installation of Selfie point alongwith ambience work, 3d designing and development of mango mascot with manpower.	26-29
(e)	Hiring of agency for organizing the competitions.	30
(f)	Hiring of Agency for Providing Cooks & Halwais alongwith Crockery	31
(g)	Hiring of Agency for providing Staff for Sanitation & Cleaning Services and Security Services	32-33
(h)	Hiring of agency for Managing Social Media Platforms.	34
(i)	Hiring of Agency for preparation and Installation of Flex Hoardings and Signages	35-36
9)	<b>Section V General Terms and Conditions</b>	37
10)	<b>Format for financial summary (Annexure-I)</b>	38
11)	<b>Detail of work experience (Annexure-II)</b>	39

**Key information**

Date of publication of tender	18/06/2025 at 12:00 Noon
Download start date & time of e-tender document	18/06/2025 at 12:00 Noon
Tender submission end date & time (Online)	24/06/2025 at 2:00 PM
Venue of Submission of Technical Bid	Managing Director, Haryana Tourism Corporation SCO 17-19, Sector 17-B, Chandigarh-160017
Opening of Technical Bid	24/06/2025 at 3:00 PM
Venue for opening of Tender	Haryana Tourism Office, SCO 17-19, Sector-17B, Chandigarh-160017

**Schedule of Processing Fee, Tender Fee and EMD**  
(To be submitted Online as per the Procedure mentioned in  
[etenders.hry.nic.in](http://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. 1000/- + GST @ 18%= Rs. 1180/-</b>

<b>Sr No.</b>	<b>Particulars</b>	<b>Earnest Money (Refundable)</b>
<b>1.</b>	Hiring of Agency for providing Line Array, Stage-Light & Sound System.	0.50 lac
<b>2.</b>	Hiring of Agency for providing Tentage, Furniture & Fabrication of stalls alongwith Generator Sets.	1.00 lac
<b>3.</b>	Hiring of agency for providing Flower arrangements, Bouquets & Decoration.	0.20 lac
<b>4.</b>	Hiring of agency for Installation of Selfie point alongwith ambience work	0.25 lac
<b>5.</b>	Hiring of agency for organizing the competitions.	0.25 lac
<b>6.</b>	Hiring of Agency for Providing Cooks & Halwais alongwith Crockery	0.25 lac
<b>7.</b>	Hiring of Agency for providing Staff for Sanitation & Cleaning Services and Security Services	0.50 lacs
<b>8.</b>	Hiring of agency for Managing Social Media Platforms.	0.25 lacs
<b>9.</b>	Hiring of Agency for preparation and Installation of Flex Hoardings and Signages	0.25 lacs

### Schedule of Minimum Turnover for Eligibility Criteria

(Figures in lacs)

Sr No.	Particulars	Average turnover of any three years in last 4 years. (2021-22, 2022-23, 2023-24, 2024-25)
I.	Hiring of Agency for Providing and Operation of Stage setup includes Line-array, Stage Light & Sound System and Led video walls.	20.00 Lakhs
II.	Hiring of Agency for providing/ installation of Tentage, Furniture & Fabrication of Stalls including Generator Sets.	50.00 Lakhs
III.	Hiring of Agency for providing Flower arrangements, Bouquets & Decoration.	10.00 Lakhs
IV.	Hiring of agency for Installation of Selfie point alongwith ambience work, 3d designing and development of mango mascot with manpower.	5.00 Lakhs
V.	Hiring of agency for organizing the competitions.	10.00 lakhs
VI.	Hiring of Agency for Providing Cooks & Halwais alongwith Crockery.	10.00 Lakhs
VII.	Hiring of Agency for providing Staff for Sanitation & Cleaning Services and Security Services	30.00 Lakhs
VIII.	Hiring of agency for Managing Social Media Platforms.	10.00 Lakhs
IX.	Hiring of Agency for preparation and Installation of Flex Hoardings and Signages	20.00 Lakhs

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

1. E-Tenders (**Online Bids**) are invited from the Bidder for Providing Services for **32<sup>nd</sup> Mango Mela 2025 at Yadavindra Garden, Pinjore** to be held from **4<sup>th</sup> July to 6<sup>th</sup> July, 2025** 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, 05, 0120-4200462, 0120-6277787, 0172-2700275
  - d) The prospective Bidder may also contact Haryana Tourism for any query/ process regarding e-tendering. Contact

Head Office	0172-2702955-57 Mob: 9417441127, 9417111072, 9417770849
Office of Yadavindra Garden, Pinjore	<a href="tel:01733-231877">Tel:01733-231877</a> /230759. Mob: 9779100579

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).

- e) 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.
- f) 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.
- g) 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.

- h) 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>.
  - i) 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.
  - j) 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 singleportal 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://haryanatourism.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:
- a) 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.
  - b) 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.

9. 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.
10. Bidder shall ensure that payment shall be made at least 2 days prior to last date of submission of the bid.
11. Rates shall be quoted by the tenderer in the format supplied by HTC. No deviation in terms shall be allowed.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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 FOR Bidder/Tendering Company/Firm/Agency/Service provider**

1. The Bidder should be a single business entity (the “Single Business Entity”). The term bidder used herein would apply to a Single Business Entity.

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 Act, 1932 or a Limited Liability Partnership firm registered under Limited Liability Partnership Act, 2008.

**Note:**

- a) Consortium or Joint Venture is not allowed to participate in the bidding process.
- b) If the bidder is:
  - i) A Company should furnish copy of the certificate of incorporation and memorandum of association as a proof of identity.
  - 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.
  - 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 firms and a copy of the partnership deed executed between the partners as a proof of identity.
2. Must be registered with relevant copies of registration:
  - a) Income Tax Department. (having PAN number)
  - b) Provident Fund Department,
  - c) GST; and
  - d) PSARA Act from ADGP (Law & Order), Haryana Police (in case of Hiring of Agency for providing Security)
3. Average turnover as per **Schedule of Minimum Turnover certified by Chartered Accountant.**
4. Experience of working in Event/Mela/Fair/ Seminars/ Conferences/ Exhibitions, Forums/ Conclaves/ or any combination of the same related to fields of Infrastructure Sector/ Tourism/Crafts or any other similar field for a State Government/Central Government/ National apex chamber/PSU's or any Government of India event Inside/outside India having successfully completed similar work during last 5 years upto 2024-25.
5. The Bidder shall be single entity. Consortium/ Joint Venture are not allowed to participate in the bidding process.
6. 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 blacklisted in the past five years. An affidavit in this regard duly certified by the Bidder should be submitted.

**Note :-**

- i) **All the above mentioned required registrations/ licences must be valid on the date of publication of this tender and in case any of registrations/licence 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/Tendering

#### Company/Firm/Agency/Service provider

**(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/Service provider		
2.	Full Address of Office		
a)	Telephone No.& Mobile No.		
b)	Fax No.		
c)	Email address		
d)	Website (if any)		
3.	<b>Detail of Contact Person</b>		
a)	Name of Contact Person		
b)	Mobile Number of Contact Person		
	Passport/Adhaar Card/Driving License/Voter Card Number (any One)- Attach Documentary Proof		
4.	Whether Proprietorship/ Partnership/ Private Limited/ Limited or any other (Documentary evidence should be attached as Proof)		
5.	Valid PAN No. & Year (Documentary evidence should be attached as Proof)		
6.	Valid Goods & Service Tax Registration No. & Year (Documentary evidence should be attached as Proof) <b>The bidder will have to obtain provisional GST No. of Haryana for Providing the Services during the Mela</b>		
7.	Valid PSARA Certificate from ADGP (Law & Order), Haryana Police. (in case of Hiring of Agency for providing Security)		
8.	A Certificate may be submitted as per <b>Annexure I</b> for Average Turnover of any three Years in last four years i.e. 2021-22, 2022-23, 2023-24, 2024-25 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. In case balance sheet for	Year	Turnover (In lacs)
		2021-22	
		2022-23	

S.No.	Particulars	Details	
	the financial year 2024-25 has not been finalized, provisional balance sheet	2023-24	
	b) In case of Proprietorship firm copies of ITRs for any three Years in last four years i.e. 2021-22, 2022-23, 2023-24 & 2024-25.	2024-25	
9.	The details of the Works as per Eligibility Criteria upto 2024-25. The information shall be submitted in the format enclosed at <b>Annexure II (Documentary Proof of the same is also 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 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**

## **Section**

### **TENDER PROCESSING AND EVALUATION**

**The Selection of Bidder will be on the basis of L-1 of those Bidder/Tendering Company/Firm/Agency those have qualified as per Eligibility Criteria mentioned in Tender document.**

### Scope of Work

<b>I</b>	<b>Hiring of Agency for Providing and Operation of Stage setup includes Line-array, Stage Light &amp; Sound System and Led video walls</b>
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<b>Period of Hiring</b>	<b>4<sup>th</sup>, 5<sup>th</sup> &amp; 6<sup>th</sup> July, 2025 (3 days)</b>
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### Section I

<b>S. No</b>	<b>Description Specifications/ Model/ Make</b>	<b>Qty</b>
<b>I.</b>	Line Array of Make (JBL/AHUJA/RCF/ BETA 3/DASS or equivalent)	i. <b>Bass Woofer</b> 6
		ii. <b>Side fillers</b> 4
		iii. <b>Front Monitor Speakers</b> 8
<b>II.</b>	Mikes	i. SHURE (XLR SM-57/58)/ Sennheiser (CORDED) 15
		ii. Shure SM-58/ Sennheiser UHF Cordless dual diversity digital 02
		iii. Shure/Crown/ Sennheiser Floor/ Boundary Line Mike 01
		iv. Shure/Sennheiser 24" Podium Goose Neck Mike 02
		v. Head mic 01
<b>III.</b>	<b>Digital Sound Mixer</b> 32 Channels, 8 Bus, 4 AUX , Console , Echo	Sound Craft / Venue / Allen & Heath / Yahama / Pre Sonus 1

<b>S. No</b>	<b>Description Specifications/ Model/ Make</b>			<b>Qty</b>	
	/Reverb/ Delay by-pass filter graphic equalizer etc.				
<b>IV.</b>	Drum kit Mic		Shure	1	
<b>V.</b>	MP-3 Player and Laptop having software of all format of international standard features (For playing recorded music and recording the complete Programmer daily in CD)		MP3 Player Models Pioneer/Sony/Phillips  Model of Laptop HCL/ Dell/ Lenovo/Acer/HP	1	
<b>VI.</b>	LED PARRGBW 54X3W) light with control board		A-Pro/Eon/I Max	40	
<b>VII.</b>	Light Controller		Mini Avolite	1	No
<b>VIII.</b>	Sharpy (Moving)Lights – 280 w		Imaz/Lumaty/Sparkly/Show Lite	8	Nos
<b>IX.</b>	Smoke Machine (3000 W)		Power 220V-50Hz power consumption 2 KW Max Tank capacity 1.5 ltr Warm up time 15 minutes approx.	2	Nos
<b>X.</b>	Follow Spot (long through)			1	Nos
<b>XI.</b>	DMX Splitter			4	Nos
<b>XII.</b>	Professional Light Designer			1	Nos



S. No	Description Specifications/ Model/ Make			Qty	
<b>XIII.</b>	Trussing (Steel Truss Single Side front		Size 50 x 23 ft Span 600 x 500 mm Pillar 350 x ; 350 mm	1	Nos.
<b>XIV.</b>	<p>Led Wall stage backdrop (for digital stage designs)- P4 outdoor waterproof With MS scaffolding for supporting the LED with complete setup of base.</p>  <p>LED WALL consist of 125 Panels of 22"x22" size of each Panel</p>		<p>PIXEL PITCH 3MM+5% OR BETTER LED CONFIGURATION : R/G/B 3 IN SMD PIXEL DENSITY MINIMUM 3000 PER SQM +10% HORIZONTAL / VERTICAL VIEWING ANGLE- H 120 DEG/ V 60 DEG OR BETTER REFRESH RATE &gt;2200 HZ OR BETTER TEMP RANGE - 20 TO 50 DEGREE OR BETTER GREY SCALE PROCESSING 12 BIT OR BETTER BRIGHTNESS ( CALIBRATED) 6500CD/M2 OR BETTER CONTRAST RATIO (DYNAMIC) 2000:1 OR BETTER LIFETIME (HALF LIFE) MINIMUM 50000 HRS POWER INPUT 100-240 VAC MAX POWER CONSUMPTION &lt;900W /SQMTR HUMIDITY 10 - 90 % IP LEVEL FRONT IP 65/ REAR IP 54 CERTIFICATION BIS, CE, UL,FCC CERTIFICATION CENTRALLY BASED REMOTE CONTROLLED SOFTWARE</p>	1	Set
	Watch out Server		<b>Software</b>	1	Nos
<b>XV.</b>	<p>Led Wall stage backdrop (for digital stage designs)- P4 outdoor waterproof With MS scaffolding for supporting the LED with complete setup of base. LED WALL consist of 24 Panels of 22"x22" size of each Panel</p>		<p>PIXEL PITCH 3MM+5% OR BETTER LED CONFIGURATION : R/G/B 3 IN SMD PIXEL DENSITY MINIMUM 3000 PER SQM +10% HORIZONTAL / VERTICAL VIEWING ANGLE- H 120 DEG/ V 60 DEG OR BETTER REFRESH RATE &gt;2200 HZ OR BETTER TEMP RANGE - 20 TO 50 DEGREE OR BETTER GREY SCALE PROCESSING 12 BIT OR BETTER BRIGHTNESS ( CALIBRATED) 6500CD/M2 OR BETTER CONTRAST RATIO (DYNAMIC) 2000:1 OR BETTER</p>	2	Set

S. No	Description Specifications/ Model/ Make	Qty	
		<b>LIFETIME (HALF LIFE)</b> <b>MINIMUM 50000 HRS</b> <b>POWER INPUT 100-240 VAC</b> <b>MAX POWER CONSUMPTION</b> <b>&lt;900W /SQMTR</b> <b>HUMIDITY 10 - 90 %</b> <b>IP LEVEL FRONT IP 65/ REAR</b> <b>IP 54</b> <b>CERTIFICATION BIS, CE,</b> <b>UL,FCC CERTIFICATION</b> <b>CENTRALLY BASED</b> <b>REMOTE CONTROLLED</b> <b>SOFTWARE</b>	
<b>XVI.</b>	Analog Mixture 16 Channel with requisite Staff	1	No
<b>XVII.</b>	Amplifier 3000 watt	1	No.
<b>XVIII.</b>	<b>Side fillers</b>	4	Nos
<b>XIX.</b>	<b>Front Monitor Speakers</b>	8	Nos
<b>XX.</b>	MP-3 Player and Laptop having software of all format of international standard features (For playing recorded music and recording the complete Programmer daily in CD)	MP3 Player Models Pioneer/Sony/ Phillips  Model of Laptop HCL/ Dell/ Lenovo/Acer/ HP	1 Set



**Specific Terms and conditions:**

1. System should be ready be **5.00 P.M. one day before the event.**
2. Tables for placing of speakers and equipment's will have to be arranged by the firm.
3. The agency should inform the make / model / wattage of the quoted equipment's in Technical Bid.
4. If the agency fails to supply original equipment as per make/model/wattage all the material will be impounded at site and alternate arrangements will be made at the risk and the cost of the defaulting agency.
5. **Main evening programme to be recorded daily in CDs/Pen Drive/Hard Disk and recorded CDs/Pen Drive/Hard Disk to be handed over to Haryana Tourism Corporation on spot. No extra payment will be made for the supply of CDs/Pen Drive/Hard Disk**
6. Firm is liable to have all sufficient equipment to be provided at site if required extra.
7. **The Agency has to arrange the Soundless less Generator alongwith Diesel for Operation at Stage.**

<b>II</b>	<b>Hiring of Agency for providing/installation of Tentage, Furniture &amp; Fabrication of Stalls including Generator Sets.</b>
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<b>Period of Hiring</b>	<b>4<sup>th</sup>, 5<sup>th</sup> &amp; 6<sup>th</sup> July 2025 (3 days)</b>
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### Section I DISPLAY OF MANGOES (on First Terrace)



S.No.	Description	Qty	Unit	Design for Reference
1.	P/F Pagoda 6.0 mtr x 6.0 mtr <b>INCLUDING IN EACH PAGODA</b> <ul style="list-style-type: none"> <li>02 no. chair with proper cover.</li> <li>2 no. table with frill.</li> <li>01 no. pedestal fan.</li> <li>Carpet and sufficient lighting as/approved by HTC</li> </ul>	17	Nos.	 <p><b>Proposed Installation</b></p> <ul style="list-style-type: none"> <li>10 no. pagodas in mango product display area (on left side of channel)- 1<sup>st</sup> Terrace</li> <li>2 no. pagodas for ticket booth/protocol office)- Entry gate</li> <li>02 no. pagodas for mango sale- near Sheesh Mahal</li> <li>01 no. for legal cell- Right side first terrace</li> <li>01 no. for HTC- Left side first terrace.</li> <li>01 no. for Mango registration (Horticulture) Left side first terrace.</li> </ul>
2.	Table (Steel) 2.5x5 with frill and paper top	80	Nos.	For Mango display.
3.	P/F water proof hanger of size: 35'-0"x120'-0"x12'-0" height with cloth ceiling as per approved colour scheme. Including <ul style="list-style-type: none"> <li>Carpet in full area</li> <li>10 nos. Mist fan,</li> <li>60 Nos. Chair</li> <li>Sufficient Lighting as approved by HTC on right side of channel.</li> <li>06 nos. Jumbo cooler</li> </ul>	01	Nos.	 <p>For Mango display.</p>
3 (a)	6" high wooden ply flooring to provided in the water proof hanger (approx area-4500 sqft.)	4500	Sqft.	

**Section II MEAL AREA (2<sup>nd</sup> TERRACE)**


S.No.	Description	Qty	Unit
1.	Pagoda size 6.0 mtr X 6.0 mtr (10 Pedestal Fans, 30 nos. chairs & 06 nos. Round tables with covers & frill in each Pagoda) with curtains on all sides. Complete Green Carpet for Officer Staff Meal / Crafts persons / Participant Children's/Sr. Citizen. The tent shall have sufficient basic lighting.	04	Nos.
2.	Kitchen Tent of size 30'-0"x 40'-0" (Tinned) with light for staff kitchen.	1	Nos.
3.	Tables for Kitchen	30	Nos.
4.	Tables with cover& frill for laying buffet	14	Nos.

**Section III FOOD COURT (2<sup>nd</sup> TERRACE)**

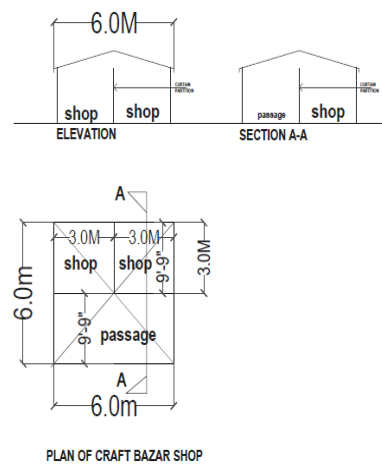
S.No.	Description	Qty	Unit	Design for Reference
1.	Pagoda 3 mtrs x 3 mtrs will be treated as one stall with following items in each Pagoda <ul style="list-style-type: none"> <li>• Led lights</li> <li>• 01 no. Pedestal Fan for each stall</li> <li>• 2 nos. tables, table top with frill for each stall</li> <li>• 2 nos. chairs with cover, Border for each stall</li> <li>• Complete Green Carpet with 1 Ceiling 15 ft. x 15 ft. for each stall for kitchen at back side.</li> </ul> (Colour scheme will be got approved by HTC). The pagoda should have sufficient basic lighting and partition is to be provided as per requirement of the vendor.	30	Nos.	
2.	Round Table with frill and top cover. (in the Central area)	20	Nos.	
3.	Banquet Chairs with Covers. (in the Central area)	100	Nos.	
4.	Pagoda (6.0 mtr. x 6.0 mtr.) with carpet and basic lighting for covered seating.	03	Nos.	

S.No.	Description	Qty	Unit	Design for Reference
5.	P/F Truss Gazebo in front of Food Court Of size 30'-0"x15'-0" Decorated with cloth of light yellow and light green colour scheme. Truss Gazebo shall be erected on MS Column 1'-0"x1'-0" and horizontal beams 1'-0"x1'-0" provided with required lights as approved by HTC	10	Nos.	
6.	Entry Gate size :-15'-0"x15'-0" on M.S. truss to be decorated with mango leaves& flowers. (leaves and flowers are to be arranged by Agency)	01	No.	

#### Section IV CRAFT BAZAR (3<sup>rd</sup> TERRACE)

S.No.	Description	Qty	Unit	Design for Reference
1.	P/F Pagoda 6.0 mtr x 6.0 mtr. covered from 3 sides and 01 no. centre partition upto 7' -0" height. Including <ul style="list-style-type: none"> <li>• Led light</li> <li>• 22 nos. Pedestal Fans one each in all stalls.</li> <li>• 2 tables, table top with frill, 2 Dunlop chairs with cover, in each stall</li> <li>• Border and carpeted, flooring</li> <li>• Entrance Office <ul style="list-style-type: none"> <li>• 2 Nos. tables,</li> <li>• table top &amp; frill and</li> </ul> </li> </ul>	11 no. <ul style="list-style-type: none"> <li>• 10 pagodas for craft shops (02 no. shops in each pagoda=20 no. shops)</li> <li>• 01 no. pagoda for entrance office</li> </ul>	Nos.	



S.No.	Description	Qty	Unit	Design for Reference
	<ul style="list-style-type: none"> <li>4 Dunlop chairs with cover,</li> <li>2 nos. Pedestal Fan.</li> </ul> <p>Colour scheme and Designs will be approved by HTC The area will be be carpeted with sufficient basic lighting.</p>			 <p>PLAN OF CRAFT BAZAR SHOP</p>

## Section V CULTURAL STAGE (LAST TERRACE)

### Design for Reference



S.No.	Description	Qty	Unit
1.	P/F waterproof Hanger (64'x39') with cloth ceiling in fabric as approved and to be covered from 03 sides & column are also to be covered with fabric as approved by HTC. carpet and basic lighting. Minimum height of the hanger shall be 18'-0" to 20'-0".	2496	sq. ft.
2.	P/F Water Proof hanger 2 nos. of size (34'-0"x50'-0") each for audience and to be covered with cloth ceiling in fabric as approved by HTC. Column are also to be covered with fabric as approved by HTC.	3400	sqft.
<b>2 (a)</b>	6" high wooden ply flooring to be provided in the each Hanger along with grey/green carpet and basic lighting (approx area 4000 sqft.) Minimum height of the hanger shall be 12'-0"	4000	Sqft.

S.No.	Description	Qty	Unit
3.	Cushion Sofa Two Seater with Cover for V.V.I.P	50	Nos.
4.	Banquet Chair with Cover	500	Nos.
5.	Centre table with new white cloth	08	Nos.
6.	Red Carpet (5ft. x 30ft. each pcs)	30	Pcs.
7.	Green Carpet in front of VIP seating on both sides of channel of size 34'-0"x60'-0" x 2 sides	4080	Sqft.
8.	Maharaja Carpet 5ft. x 16ft. (each pcs)	15	Pcs
9.	Thakat Posh 8ft. x4ft. x1.5ft.	05	Nos.
10.	Mist Fan	10	Nos.
11.	Jumbo cooler	10	Nos.
12.	Mozo Barricading 10'-0"x4'-0"	20	Nos.

### Section VI CULTURAL STAGE On 2<sup>ND</sup> TERRACE

S.No.	Description	Qty	Unit
1.	P/F water proof stage of size 45'-0"x60'-0" to be decorated as per approved colour scheme.	2700	Sqft.
2.	Backdrop and side (Vip stage), water proof to be decorated as per approved colour scheme.(20'x60')	1200	Sqft.
3.	Water proof stage (24'x15') water proof for sound system to be decorated as per approved colour scheme.	360	Sqft.
4.	Cushion Sofa two seater with cover for VVIP.	20	Nos.
5.	Banquet chair with cover	150	Nos.
6.	Centre table with new white cloth.	05	Nos.
7.	Red Carpet 5ftx30ft. (each pcs)	20	Nos.
8.	Maharaja Carpet 5ftx16ft. (each pcs)	10	Nos.
9.	Thakat Post 8ft.x4ft.x1.5ft.	02	Nos.
10.	Mist Fan	10	Nos.
11.	Jumbo cooler	2	Nos.

### Section VII MISCELLANEOUS

S.No.	Description	Qty	Unit
1.	Banquet Chairs without cover	200	Nos.
2.	Rectangular Tables with covers if reqd. at site	150	Nos.
3.	Green Carpet	8000	Sqft.
4.	Chemical toilets 2 seater for Ladies & 2 seater for Gents along with attendant for all three days.	24 Per seat per day	Nos.

### Section VIII Generator





S.No.	Description	Qty	Unit
1.	Rent for Providing Digital meter DG alongwith operators, diesel, changeover switch including main line with requisite length (100 mtrs and 70 MM Four Core Cable in case of 125 KVA) and Capacity of cable and Main and Sub-Main wiring with proper panel board (Kitkat& MCCB) of the following capacity ( As per NGT guidelines) for complete Mela. Time Duration from 4:30 PM to 10:30 PM		
a)	Auto start 62.5 KVA (Ordinary)	03	Nos.
b)	Auto start 62.5 KVA (Sound Proof)	04	Nos.
c)	Auto Start 125 KVA (Sound Proof)	01	Nos.
d)	Auto Start 35 KVA (Sound Proof)	01	Nos.






### **Specific Terms and conditions:-**

1. Main supply cable from D.G. Sets to all the tentage areas shall be provided / connected by the Agency
2. Sufficient number of Fire Extinguisher must be available at site and should be fixed as per the requirement and a certificate must be obtained from the concerned department/ authorities during the Festival.
3. The work will be completed one day earlier before the festival for inspection by the authorities.
4. The Service Provider should have Electrical License issued by Competent Authority.
5. The work is to be done under the supervision of the committee/activity Head.
6. All circuits and service wires etc will be neatly and safely laid and should have proper capacity of suitable fuses etc.
7. All the wires / switches will be of ISI/BIS standard.
8. The firm shall ensure the safety of structure from the certified professional.
9. HTC can decrease/increase the quantities as well as scope of work as per decision of the authority.
10. The bidder will supply /install the items and provide other services strictly as per specifications mentioned in the scope of work.
11. No compromise will be made in case of the quality of the items/work/services to be installed/executed/provided respectively. In case of any deficiency/variation is found in the work/services the payment will be deducted (as decided by authority) as per the rate quoted by the agency .
12. All the items supplied by the tent supplier should be new/neat and clean and without any breakage/damage.Broken/damage item shall be replaced immediately without any delay as per the direction of the authority at their own cost of the firm.
13. The bidder should have sufficient manpower to execute the work specified in the tender document.
14. Bidder will be responsible for the safety/security of items supplied by him
15. No payment will be made on account of breakage/loss of any item supplied by the agency.
16. No extra carriage/labour shall be given to firm. The rates should be inclusive of all.
17. No payment shall be made to the firm if any items will not come in use/installed at site.

<b>III</b>	<b>Hiring of Agency for Providing Flower arrangements, Bouquets &amp; Decoration</b>
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**Subject:- Hiring of Agency for Providing Flower arrangements, Bouquets & Decoration during 32<sup>nd</sup> Mango Mela-2025 to be held from 4<sup>th</sup> July 2025 to 6<sup>th</sup> July 2025.**






S. No.	Description	Qty	Unit	Design for reference
1.	Main entrance gate in Arch shape with coloured cloth, cut flower border, flowers like gainda, green leaves etc.	01	Each	
2.	Providing and laying English Rose Petals as per requirements.	10	Kg	
3.	P/f Calcutta.Marigold Std. length as per the approved design attached.	2000	Nos.	
4.	P/F Green Patti Lari Std. length as per the approved design.	1000	Nos.	
5.	Providing cloth draping on all the arches of Main entrance & Sheesh Mahal . (cloth shade as approved by HTC)	150	Mtr.	
5.	VVIP Hand bouquet with Lilly flower (20 stem), Lilium flower and Roses as per requirement at various places wrapped with cellophane, English flower or colored paper.	20	Nos.	
6.	Providing Rose Buds with Decoration as per requirement at various places wrapped with cellophane or colored paper	75	Nos.	

S. No.	Description	Qty	Unit	Design for reference
7.	P/F fibre/M.S. pedestals in different levels decorated with cloth+ artificial flowers and original flowers like carnation roses and Zarbara and green foliage as/approved. As per the site requirement. Total 30 no. pedestals (if 50% original flowers replaced next day then payment will be made accordingly.)	50	Nos.	
8.	Table arrangement of Roses and Carnation (Medium) with 8-10 stems as per requirement at various places provided with Acrylic pots or wet Oasis with plate/Basket.	40	Nos.	
9.	P/F cut flower border with different flowers(Jarbara + Gladulas+Carnation+ required filler) 1'-0" wide	500	Rft.	
10.	Decoration of important areas of floor in innovative designs and motifs with floral geometrical patterns of colored chips or assorted materials as/ approved. (Rangoli)	550	Sq ft	
11	P/F Tissue/Satin cloth on the Arches of Rang Mahal (6 nos.)	100	Mtr.	
12.	Providing/laying Urli chowki colored or in brass around the channels with rose petal & floating candles. (To be provided on three days rose petals to be replaced daily).	25	Nos.	





### **General Notes:-**


1. The flower decoration shall be done as per the design and layout approved by HTC.
2. The samples of all the flowers, floating candles, bouquets, etc shall be approved from the activity head of mela /nodal officer before the execution by the firm.
3. The rates shall quoted inclusive of labour and transportation.
4. Good quality of flowers will be used and the firm shall get the samples approved of all types of flowers to be used for this job.
5. Color of the cloth frill, tissue cloth etc. to be used in arches and decoration shall be approved from the Authority and interior decorator HTC at site.
6. Tissue cloth decoration and Urli chowki decoration shall be quoted for one-time installation as well as rent on per day basis.
7. The firm shall inquire the time of vip functions to be held during mela from the activity head / Nodal officer so that the job should done before the vip functions.
8. The firm shall be responsible for supplying the materials / decorations / preparing the gates as per the design and pattern approved by the authorities.
9. The requirement of all items shall be given keeping in view the events & VVIP functions.
10. The firm shall ensure counting of quantities of all types of flower and decoration items at site by the physical verification team.
11. For any further clarification may contact to the Nodal officer Interior Decorator HTC.

#### IV. Hiring of Agency for Providing/Fixing, Installation of Selfie points alongwith ambience work during the 32<sup>nd</sup> Mango Mela-2025 to be held from 4<sup>th</sup> July to 6<sup>th</sup> July 2025.

S. No.	Description	Qty	Unit	Design for reference
1.	<b>P/Fixing selfie point</b> in printing in vinyl printing on 5 mm thick sun board fixed over required M.S framework as per Colour scheme and design provided by HTC. The same will be fixed in the different locations. (or chacha chaudhary) Size:-5'-6"x6'-0"ht.	02	Nos.	
2.	<b>Fabrication and Installation of Rainbow at 2<sup>nd</sup> terrace.</b> (Rainbow finish from both side i.e. front and back) Made on 6mm thick water proof ply /sunboard and painting work etc as per design of size 16'-0"x10'-0".approx.	01	Nos.	
3.	<b>Decoration of trees</b> hangings with flowers, Mango cutouts, Butterflies, Kites, Laltains Decorative items etc. (Butterflies and kites made of cloth or readymade.) approx 20-25 nos. in each tree . Cloth draping on the trees as per approved color scheme.	04	Nos.	
4.	P/F Multicolour fabric buntings in Mango and triangular shape. Made of cloth which is wrinkle free with fast colours as approved colours in various shapes and designs as per concept of Ambience Creation duly approved by HTC in plain colours , tied with strong threads/ropes as per requirement at site as/drawings.	400	Mtr.	
5.	Fabrication & Installation of Selfie point in vinyl printing on 5mm thick sunboard fixed over M.S Structure/ Framework as per colour scheme and as per design attached. Approx sizes:- 10'-0"x8'-0" ht.(back side frame should be covered with black cloth.)	01	Nos.	



6.	Ceiling made at the Entrance with approximate 80 Umbrellas + Fabric Bunting. (tied from Main Entrance arch to light poles and trees from the central fountain).	01	No.	
7.	Fabrication & Installation of sunflower as per colour scheme and design attached Size-(out of) 7'-0"x7'-6"ht. made by sunboard 5 mm Thickness & installed on mild MS frame 25x25 mm with digital printed vinyl.	01	Nos.	
8.	Fabrication Mango cutout selfie point. n & Installation of Size:- 4'-0"x6'-0" Made of Sunboard 5 mm Thickness & installed on mild MS frame 25x25 mm with digital printed vinyl. The same will be fixed in the different locations. (To be Installed at 3 <sup>rd</sup> & 4 <sup>th</sup> Terrace)	01	Nos.	
9.	P/Fixing Mango with Crown and back side should be covered with black cloth or same mango finish size:- 6'-0"x 8'-0" ht. (48 sqft). The sun board fixed over required M.S framework as per colour scheme and design provided by HTC. The same will be fixed on the 2 <sup>nd</sup> terrace ground.	01	Each	

10.	Fabrication & installation of a Selfie point Size: 6'-0"x 6'-0" in form of Butterfly. Made of Sunboard 5 mm Thickness & installed on mild M.S frame 25x25 mm with digital printed vinyl. Same design and colour scheme as per photograph attached.	02	Nos.	
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### **General Notes:-**

1. The samples of all the material, fabric etc to be got approved from the Activity head and Nodal officer before the execution by the firm.
2. The rates are inclusive of the labour, transportation and installation.
3. The firm must get all the materials i.e. items of scope of work counted from the physical verification committee before the fixing/installation at site, otherwise no payment will be made for the same.
4. The firm shall also be responsible for the maintenance and upkeep of the props/features/ceiling etc at all times during the 03 days of Mela .
5. The firm shall also remove these props and properly store/keep them in the given area of Pinjore after the completion of Mela and hand over to the store keeper of Pinjore Garden.
6. The firm may visit the site before quoting the rates.
7. The firm should be responsible for Strength ,stability and fixing of all the props/selfie points.

<b>V</b>	<b>HIRING OF AGENCY FOR ORGANIZING THE COMPETITIONS.</b>
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### Section-I Organizing the Competitions

S.N.	Description	Qty	Unit
1.	Promotion of Mango mela through a tapping of 25000+ students of different schools which falls under 50kms periphery of Yadavindra Gardens. Organizing various competitions includes Drawing competition, Clay competition, Slogan competition, Fancy dress competition, Mango extempore, Show and tell competition, Mango rangoli competition, Treasure hunt & Mango eating competition. The competition/ seminar organized by the Haryana Tourism and Horticulture Department will also be covered. The promotion will be started from the first July with a 100 man days and Anchoring of the stage for 3 days. The material will be supplied by HTC in coordination with the agency. Scope of work includes the physical delivery and collection of drawing sheets from the schools and management of all competitions. Anchor /Host should be arranged for 3 days for smooth execution of all competitions. All competition will spread into 3 days and final round will be done on day 3 of event.	1	Job



<b>VI</b>	<b>Hiring of Agency for Providing Cooks &amp; Halwais alongwith Crockery</b>
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<b>Total Period of Hiring</b>	<b>3<sup>rd</sup> to 6<sup>th</sup> July, 2025</b>
<b>Breakfast</b>	<b>4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup> July 2025 (3 Days)</b>
<b>Lunch</b>	<b>3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup> July 2025 (4 Days)</b>
<b>Dinner</b>	<b>3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup> July 2025 (4 Days)</b>

#### Scope of Work:-

Preparation and Serving of FOOD for 4 days as per the Menu Approved by HTC. Catering Service include:-

- Preparation of Food as Per Menu
- Crockery, Cutlery, Linen, Kitchen equipment in sufficient quantity as per requirement of meal mentioned in scope of work.
- Minimum 4 Cooks will be provided by the Agency as per the scope of work mentioned below at g).
- 15 Waiters, 10 Multipurpose worker for cleaning of Utensils will be arranged by Agency.
- Evening Tea is complementary.

#### Responsibilities of HTC:

- Cooking Gas, Fuel, Coal & Gas Material will be provided by HTC as per the requirement
- Raw material and Cooking Material will be provided by HTC

<b>S. No</b>	<b>Name of the item</b>	<b>Total Qty</b>	<b>Unit</b>
<b>1.</b>	<b>Minimum Requirement.</b>		
1.1	Breakfast	600	Per Person Breakfast
1.2	Lunch	1350	Per Person Lunch
1.3	Dinner	1600	Per Person Dinner

**Note:- The quantity may be increased or decreased as per the requirement.**

#### Specific Terms and conditions:-

- The kitchen & service staff should be in uniform and wearing name badges. The kitchen staff must wear Headgear/Hairnet& aprons. Waiters should wear Hand gloves.
- The quantity can be increased or decreased as per the requirement.
- The Haryana Tourism Corporation shall supply raw ingredients (perishable & non- perishable) required for cooking of the food as per menu finalized by HTC.
- The agency is to ensure rendering of the desired services to the satisfaction of Activity Head for this purpose.

<b>VII</b>	<b>Hiring of Agency for providing Staff for Sanitation &amp; Cleaning Services and Security Services.</b>
<b>Period of Hiring</b>	<b>2<sup>nd</sup> July, 2025 to 7<sup>th</sup> July, 2025 for Sanitation &amp; Cleaning</b>

#### **Scope of work**

**The work providing Manpower for Security, Sanitation & Cleaning Services in the following areas:-**

#### **➤ SANITATION & CLEANING SERVICES**

1. Requirement of Sanitation workers for cleanliness of Entire Garden (inside & outside), Mela area and its vicinity including the Toilets, E-Toilets, Food Court area, Amusement area, Stage, and all approach roads to the Garden etc during Mango Mela-2024.
2. Additional Parking and any other area as decided by HTC.
3. The tentative requirements of Manpower. The Manpower can be increased or decreased as per the requirement.

<b>Particular</b>	<b>Cleaner (Male)</b>	<b>Cleaner (Female)</b>
2 <sup>nd</sup> July, 2025	05	05
3 <sup>rd</sup> July, 2025	05	05
4 <sup>th</sup> July, 2025	10	05
5 <sup>th</sup> July, 2025	15	05
6 <sup>th</sup> July, 2025	15	05
7 <sup>th</sup> July, 2025	15	05
<b>Total</b>	<b>65</b>	<b>30</b>

**Note:-** The manpower will be managed by the sufficient Supervisor of the agency.

#### **➤ SECURITY SERVICES**

1. Requirement of Security Services during 32<sup>st</sup> Mango Mela-2025 at Yadavindra Gardens, Pinjore at different locations.
2. The tentative requirements of Manpower. The Manpower can be increased or decreased as per the requirement:-

<b>Particular</b>	<b>Security Guard (Male)</b>		<b>Security Guard (Female)</b>
	<b>Day</b>	<b>Night</b>	
4 <sup>th</sup> July, 2025	20	10	05
5 <sup>th</sup> July, 2025	20	10	05
6 <sup>th</sup> July, 2025	20	10	05
<b>Total</b>	<b>60</b>	<b>30</b>	<b>15</b>
<b>Grand Total</b>	<b>105</b>		

**Note:-** The manpower will be managed by the sufficient Supervisor of the agency.

#### **Specific Terms & conditions:-**

1. The staff so deputed should wear uniform displaying name badge & proper Photo ID card with the seal/ stamp and signatures of the Service Provider. A list of employees showing

their names, addresses, Aadhaar card with photographs should be supplied to the DDO, HTC, Pinjore Garden well in advance for Police verification. It has to be ensured that the Manpower should be deputed out of the list only, and any substitute, if required, would be allowed only be the Activity Head under special circumstances.

2. The staff should be well trained and in the age of 18-50 years and has the stick of fibre glass.
3. The Agency shall be the employer of the manpower deployed for the Services; therefore the statutory obligations as per the Labour Laws and other acts/ rules/ laws of the land shall be the responsibility of the employer/Service Provider. No child below the age of 18 years will be engaged for any kind of job
4. In case service provider does not provide requisite Manpower as per scope of work the same will be deducted from Total cost as per the scope of work.
5. Cleaning equipment's & materials like brooms, mopes, dusters, garbage baskets, buckets, garbage bags (black), liquid soap, toiletries, BHC etc. should be provided by the DDO, HTC, Pinjore Garden. The agency should submit a complete requirement before execution.
6. The Supervisors etc. will have their own mobiles so that it may be used for better communications.
7. Spick & span cleaning of the vicinity after the Mela shall be the responsibility of the Agency.
8. The service provider will have to make available cabs/vehicles for transportation of his staff as well as for movement of its supervisory staff in case of emergency.
9. If the service provider fails to provide the requisite Manpower, Items and equipment's during the Mela he/she may be blacklisted/penalized accordingly.
10. The service provider is to supply a list of the total staff deputed, area-wise in the morning every day at 7.00 a.m. to the Officer In charge of HTC so that the same may be verified during the day time.
11. The Service Provider can increase or decrease the staff as per requirement of the authorities. The corresponding cost will also increase/decrease accordingly in the same proportion.

**Signature of the authorized representative  
Name (in Capital letters)**

**Bidder/Tendering Company/Firm/Agency/ Service provider**

<b>IX</b>	<b>Hiring of Agency for Managing Social Media Platforms and designing work in 32<sup>nd</sup> Mango Mela 2025 at Yadavindra Garden. Pinjore</b>
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<b>Period of Hiring</b>	<b>25<sup>th</sup> June to 14<sup>th</sup> July 2025</b>
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The agencies shall be responsible for following activities:

- Managing the existing social media handles like Facebook, Twitter, Youtube, Instagram etc. to promote the Mango Mela festival and to disseminate the information to the target Audience.
- Content Creation – The agency would be solely responsible for the creation of all the contents required for digital marketing and promotion of the said event. The content would be uploaded after approval from HTC.
- The Agency will prepare a creatives (both video and still) as well as do copywriting for all the social Media handles and after approval from the HTC the same will be posted.
- The agency will post at least 4-5 Posts daily (including video) on Social Media handles during the Mela and ensure that all the Activities like Culture, Craft, Cuisine, visiting Dignitaries, craft, food Stalls and other ongoing daily activities during the Mela.
- Promotion of 32<sup>nd</sup> Mango Mela on the digital screens across Panchkula.

#### **Post event Content & Report**

- Submit summary of the event to Haryana Tourism through a post event report along with good pictures of the event in both hard and soft copies within 15 days from the close of the event



#### **Scope not exhaustive**


The Scope of Services specified in the above Paragraphs are not exhaustive and the agency shall undertake such other tasks as may be necessary to appraise and make the Mela more successful

<b>S. no.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>
1.	Setting and Maintenance of Social Media Handles as per the scope of Work	1	Job
2.	Providing a designer to design brochure, print ads, leaflet, Hoarding, Signages and other publicity material as per approval of HTC	1	Job

<b>X</b>	<b>Hiring of Agency for Installation of Flex Hoardings and Signages for 32<sup>st</sup> Mango Mela-2025 at Panchkula &amp; Pinjore Gardens during 4<sup>th</sup> to 6<sup>th</sup> July, 2025.</b>
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**Subject:-** P/F hoardings in Star Flex with (MS Sq. Pipe frame 1"x1") for the erection of the hoardings. The thick ness of the starflex should be 300 GSM

Sr no.	Item /Description	Size	Sq.f t.	Total Nos.	Total Sq.Ft.	Pics
1.	Mela Poster (Vertical) at Main entry	11'-6"x16'-0"	176.5	01	176.5	<div>Creative as per approved design of Mango Mela-2024 of size 11'-6"x16'-0"</div>
2.	03 no. Artist Posters on poles (50 each x3=150)	3'-0"x6'-0"	18	150	2700	
3.	Mela poster (Horizontal)	12'-0"x8'-0"	96	05	480	<div>Creative as per approved design of Mango Mela-2024 of size 12'-0"x8'-0"</div>
4.	Food Court and craft Bazzar (2 each x2=4 no.)	4'-0"x6'-0"	24	04	96	<div>4 x 6 = 1pc Each </div>
5.	Food Court and craft Bazzar (2 each x 2=4 no.) (Horizontal)	8'-0"x4'-0"	32	04	128	

6.	Mela Poster (Vertical)	8'-0"x12'-0"	96	02	192	
7.	Mela Poster on Main Stage	6'-0"x12'-0"	72	02	144	
8.	Parking	3'-0"x6'-0"	18	03	54	
9.	Stage back Drop (Mela poster ) small stage near Restaurant	40'-0"x10'-0"	400	01	400	
10.	Ticket Booth	3'-0"x1'-6"	4.5 sqft.	02	9sqft.	
11.	Mango Exhibitions	3'-0"x1'-6"	4.5 sqft.	02	9sqft.	
12.	Mango Registration flex	3'-0"x1'-6"	4.5 sqft.	01	4.5sqft	
				<b>Total</b>	<b>4393s qft.</b>	

#### **Specific Terms & Conditions:**

1. A Template of art work, color scheme and sizes would be given by HTC to the Service Provider for taking print on flex and then to frame it and install it within the prescribed time at the specified places as mentioned in the Tender Document or such other places with consultation of representative of HTC/ Architecture Cell, as may be intimated from time to time by the management. In case there is urgency the agency will design the same as per the requirement of HTC.
2. The flex hoardings are one time installation whereas the flex will have to be replaced if damaged.
3. The Service Provider will himself design the creative of the hoardings in consultation with Incharge of Publicity Branch HTC.
4. The Service Provider will be responsible for the safety of the Hoardings and the payment will be made only if the hoardings remain intact till the end of the Mela.
5. The physical verification may be done at the time of installation.
6. HTC can decrease/increase the scope of work and some of the hoardings have to be installed in a short notice as per the requirement and orders of authorities.
7. The firm will fix the flex prints at the designated places as per the instruction of Activity Head.
8. Photographs of all the erected hoardings at various places are to be supplied in evidence of its installation for obtaining payment.
9. The Service Provider will be responsible for the removal of the hoardings after the Mela is over. Other wise penalty will be imposed as per terms and conditiond of penalty clause.
10. The service provider shall ensure the installation of all the hoardings before start the 32<sup>st</sup> Mango Mela-2024 so that the final inspection can be done on the same day by physical verification committee..

**General Terms and Conditions**

1. Each activity/job has to be provided and made operational strictly as per specifications and schedule.
2. No subletting will be permitted.
3. The tenderer must give rates as per the proforma of Financial Bid including the applicable Taxes, EPF, ESI etc. separately.
4. The rates can be negotiated with the Lowest Bidder, if necessary.
5. If Tenderer/service provider 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.
6. Every Service Provider will supply a list 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.
7. The Agency/Service provider 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 will not be responsible for payment of the wages and compensation etc., if any, to the manpower deployed by the Service provider.
8. The rates will remain valid till the Mela is over.
9. The Agency/Service provider will pay all taxes and levies in force at present or that may be levied by the appropriate authorities at any time during the license period and the Licensor will not bear any liability on this account.
10. That any dispute arising out of these terms and conditions will be referred to the sole arbitration of the Managing Director, Haryana Tourism who may himself act as Arbitrator or appoint any serving or retired officer or any other person to act as Arbitrator on his/her behalf. The proceedings before the Arbitrator will be governed by the provisions of the Arbitration & Conciliation Act-1996, as amended from time to time. The appointment of any person as Arbitrator will not be invalidated merely on the ground of his being associated with Licensor as one of its Officers in any capacity whatsoever. However, all disputes will be subjected to the jurisdiction of the local courts or the courts situated at Panchkula.
11. Incomplete, conditional tender and the tenders without EMD in specified mode are liable to be rejected out rightly.
12. 15-20% extra work on total bill will be compensated/ borne by the firm without any charges.
13. The HTC reserves the right to increase or decrease the scope of work and quantities may vary from time to time as per the instructions given by the authorities.
14. Each activity/job has to be provided and made operational as per specifications and schedule.
15. Smoking, consumption of liquor, and chewing of tobacco etc. by the staff of the service providers are totally banned.
16. 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 behavior of his employees and loss of reputation or property if caused by the nuisance created by the licensee or his employees in relation to the running of business and dealing with customers the same will be indemnified by the licensee to the licensor. Child labour will not be permitted.

**Note: 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	
2024-25	
Average Annual Turnover:	

Note: 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.**