

**CORRIGENDUM**

**Name of Work:** Request for Empanelment (RFE) of Agencies as Service Providers for Engagement in Event Management and Related Services (Tentage, Stage, Light & Sound, and Wi-Fi Setup/Arrangements) for Events/Melas organized by HTC.

**Tender Notice ID:** 2025\_HBC\_464803\_1/2

**1. Extension of Last Date**

The last date and time for online submission has been extended to 1.09.2025 (Monday) up to 17:00 hrs.

**2. Technical Presentation Requirement**

Agencies shall be required to give a Power Point presentation before the Technical Evaluation Committee.

- Eligible bidders will present live at the HTC office. The date and time will be communicated to shortlisted agencies.
- Duration of the presentation: 10 minutes.
- The presentation should cover the following:
  - Company Profile
  - Understanding of Proposed Work Domain
  - Past Events and Case Studies
  - Government Experience
  - CVs of Key Resources
  - Creative Ideas

**3. Financial Turnover Criteria**

| Evaluation Criteria   | Category A – Specific Requirements  | Category B – Specific Requirements  | Max Marks | Documents Required  |
|---|---|---|-----------|---|
| Minimum Average Annual Turnover of the bidder during the last 3 financial years (2021-22, 2022-23, 2023-24) | >16 lakh – 48 lakh<br>:08 marks<br><br>48 lakh – 64 lakh<br>:12 marks<br><br>64 lakh – 80 lakh<br>:16 marks<br><br>Above 80 lakh<br>:20 marks | >80 lakh – 100 lakh<br>:08 marks<br><br>100 lakh – 300 lakh<br>:12 marks<br><br>300 lakh – 500 lakh<br>:16 marks<br><br>Above 500 lakh<br>:20 marks | 40        | Audited Balance Sheets, Profit & Loss Statements, and a Certificate from Statutory Auditor/CA mentioning turnover from Event Management Business (with UDIN). |

## 4. Prior Experience Criteria

| Evaluation Criteria   | Category A – Specific Requirements   | Category B – Specific Requirements   | Max Marks | Documents Required  |
|---|--|--|-----------|---|
| Prior experience with successfully completed similar works in the last 7 financial years (2018-19 to 2024-25). Ongoing projects in FY 2024-25 may also be considered with proof of at least one payment received. | a) 1 or more project of at least 2.5 Cr / 2 projects of at least 1 Cr each / 3 projects of 80 Lakh each – 16 marks<br>b) 1 or more project of 8 Cr / 2 projects of at least 5 Cr each / 3 projects of at least 4 Cr each – 20 marks<br>c) 3 Major Prestigious Events – 5 marks<br>d) 5 Major Prestigious Events – 10 marks | a) 1 project of at least 70 Lakh / 2 projects of at least 50 Lakh each / 3 projects of 40 Lakh each – 16 marks<br>b) 1 or more project of at least 80 Lakh / 2 projects of at least 50 Lakh each / 3 projects of at least 40 Lakh each – 20 marks<br>c) 3 Major Prestigious Events – 5 marks<br>d) 5 Major Prestigious Events – 10 marks | 20        | Copies of work orders along with completion/satisfaction certificates. For ongoing works, at least one payment proof must be submitted. |

**\*\*Documents Required:\*\*** Copies of work orders along with completion/satisfaction certificates. For ongoing works, at least one payment proof must be submitted.