



**Request for Empanelment (RFE) of Agencies as Service Providers
Engaged in the Event Management and Related Services (Tentage,
Stage, Light & Sound and Wi-Fi set up/arrangements) for Events/
Melas Organized by HTC.**

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RFE FOR EMPANELMENT OF AGENCIES AS SERVICE PROVIDERS ENGAGED IN EVENT MANAGEMENT
AND RELATED SERVICES FOR EVENTS/ MELAS ORGANIZED BY HTC



Government of Haryana
Haryana Tourism Corporation Limited

RFE reference no : 2025_HTC_PUB_RFE_1

Online bids are invited from the interested Agencies for empanelment and the Selection of Agencies for providing Tentage, Stage, Light & Sound arrangements and wi-fi set up/arrangements and services for organizing the Melas and other events organized by Haryana Tourism in the State.

Interested bidders may download the RFE document from the e-tendering portal i.e. etenders.hry.nic.in and website of Haryana Tourism i.e. www.haryanaturism.gov.in and submit their bids latest by 28.08.2025.

Corrigendum (if any) related to this RFE will be published online at etenders.hry.nic.in and www.haryanaturism.gov.in

Sd/-
Managing Director,
Haryana Tourism Corporation Ltd, Haryana

RFE FOR EMPANELMENT OF AGENCIES AS SERVICE PROVIDERS ENGAGED IN EVENT MANAGEMENT AND RELATED SERVICES FOR EVENTS/ MELAS ORGANIZED BY HTC

HTC conducts various Melas/events on an annual basis, such as the Mango Mela, Rakhi Garhi Mahotsav and Surajkund International Crafts Mela etc. The requirement of HTC is to engage in the services of a service provider/ agency, particularly for activities such as Tentage, Stage, Light and Sound for preparation of the venue for the melas/ events. HTC intends to empanel the agencies for “Tentage, Stage, Light and Sound activity” for all melas. Whenever, any particular event will be organized, HTC will circulate the requirement for the specific event among these technically qualified/empaneled agencies and invite RFQs (Request for Quotations). Based on an evaluation of these RFQs work will be awarded to the agency with the lowest price for each event. Hence. This document, i.e. RFE, is a one-step evaluation exercise to empanel technically qualified service providers for future work.

Agencies will be empaneled under 2 categories based on scale of operation, quality standards and other aspects as below :-

- 1) Category “A”- For empanelment of agencies for events in which estimated cost is equal to or more than 80.00 Lakhs rupees.
- 2) Category “B”- for empanelment of agencies for events in which estimated cost is less than 80.00 lakhs rupees.

Disclaimer

The information contained in this Request for Empanelment (RFE) or information provided subsequently to Bidder(s) whether verbally or in documentary form by or on behalf of the **Department of Haryana Tourism**, is provided to the Bidder (s) on the terms and conditions set out in this RFE document and all other terms and conditions subject to which such information is provided.

This RFE is to invite proposals from Agencies who are qualified as per the criteria mentioned in this RFE document. The purpose of this RFE is to provide the Bidder(s) with information and to assist them in the formulation of their proposals (Bids).

The information contained in this RFE document is selective and is subject to updation, expansion, revision, and amendment. HTC reserves the right to change, modify, add, or alter any or all provisions of this RFE and/or the bidding process, without assigning any reasons whatsoever. Such a change will be made accessible to all the Agencies through the website etenders.hry.nic.in and www.haryanatourism.gov.in. Any information contained in this RFE document will be superseded by any later written information on the same subject made available/accessible to Bidder(s) by HTC. HTC reserves the right to reject any or all the Bids received in response to this RFE at any stage without assigning any reason whatsoever and without being liable for any loss that Bidder might suffer due to such reasons. The decision of HTC shall be final, conclusive, and binding on all the bidders/ agencies.

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RFE FOR EMPANELMENT OF AGENCIES AS SERVICE PROVIDERS ENGAGED IN EVENT MANAGEMENT
AND RELATED SERVICES FOR EVENTS/ MELAS ORGANIZED BY HTC

1. Abbreviations and Definitions

1.1 Abbreviations

S.No	Abbreviations	Full Form
1.	CA	Chartered Accountant
2.	DT	Director Tourism
3.	LOE	Letter of Empanelment
4.	EMD	Earnest Money Deposit
5.	FY	Financial Year
6.	GoI	Government of India
7.	GoH	Government of Haryana
8.	GSTN	Goods and Service Tax Number
9.	HTC	Haryana Tourism Corporation Limited
10.	JV	Joint Venture
11.	INR	Indian Rupee
12.	PAN	Permanent Account Number
13.	PBG	Performance Bank Guarantee
14.	PSU	Public Sector Undertaking
15.	RFE	Request for Empanelment
16.	SLA	Service Level Agreement
17.	RFQ	Request for Quotation
18.	LLP	Limited Liability Partnership
19.	TEC	Tender Evaluation Committee
20.	UDIN	Unique Document Identification Number
21.	VIP	Very Important Person
22.	VVIP	Very Very Important Person
23.	International Event	Where one or more foreign country have participated on international level
24.	National Event	Where one or many states of India have participated on national level

1.2 Definitions

S.No	Acronym	Definition
1.	Agency	“Agency” shall mean any legal entity — which includes a proprietorship, partnership firm, Limited Liability Partnership (LLP), or company.
2.	Authority	Managing Director, Haryana Tourism Corporation Limited
3.	Authorized Representative	Person authorized by bidder.
4.	Bid	<p>Bid means the complete proposal submitted by a Bidder in response to this Request for Empanelment (RFE), including all documents, annexures, clarifications, and information as required under the RFE document.</p> <p>The Bid comprises the Bid Security Declaration/ EMD, Technical Proposal, and all necessary supporting documents submitted within the timelines specified.</p> <p>The Bid must conform to all instructions, terms and conditions prescribed in the RFE and any corrigenda or clarifications issued thereafter.</p>
5.	Bidder	Agency that submits the bid in respect to this RFE document.
6.	Contract	“Contract” means the Empanelment Contract signed by technically qualified parties with HTC including all the attached documents listed in respective clauses of this RFE document, Annexures, Corrigendum (if any), Letter of Empanelment etc.
7.	Department/ Purchaser	Haryana Tourism Corporation Limited
8.	Instructions to Bidders	“Instructions to Bidders” means the instructions defined in this document for providing bidders with all information needed to prepare their proposals.
9.	Law	This means any act, notification, bye laws, rules and regulations, directives, ordinances, orders or instructions having the force of law enacted or issued by the Government of Haryana or any department under it.
10.	Letter of Empanelment (LOE)	“LOE” means the Letter of Empanelment issued by the HTC to the agency outlining the general plans of an agreement with the parties.
11.	Mega and Prestigious Events	“Mega and Prestigious Events” refer to high-profile events, whether public or private, that are of national or international significance, characterized by their large- scale impact, high prestige, and involvement of prominent stakeholders, dignitaries, or celebrities, and extensive media coverage. These events can be government-backed or privately organized, but they must have significant influence within their sector or on a global scale, attracting wide media attention and having a lasting impact on the cultural, business, or social landscape.”
12.	National Events	"National Events" refer to events of national significance, including those celebrated or organized at a national scale, such as national commemorations, anniversaries, major government-backed initiatives, and events covered by national media and attended by distinguished national figures, regardless of their specific regional location.
13.	Parties	This means Department and bidder, collectively
14.	Party	This means Department or Bidder individually
15.	RFE (Request for Empanelment)	This means this complete document and its annexures, and any other documents provided along with this RFE or issued during the course of the empanelment seeking a set of solution(s), services(s), materials and/or any combination of them.

S.No	Acronym	Definition
16.	Similar Works/ Similar Business Line	<p>Similar Works/Similar Business shall mean organizing, managing, and executing large-scale public, private, or government events, including but not limited to:</p> <ul style="list-style-type: none">• Government functions, International Events State Level Events, and other prestigious Events.• Public outreach programs and citizen awareness campaigns• Conferences, Seminars, Conclaves, Roadshows, Marts, Trade Fairs, Exhibitions Melas• Cultural programs, musical shows, stage shows, sports events• VIP and VVIP event arrangements, Lounges etc.• Provision of event Infrastructure such as pandals, tents, stage setup, sound, lighting, barricading etc. <p>Logistics management related to seating and other arrangements for large gatherings.</p> <p>Notes:</p> <ul style="list-style-type: none">• The works executed directly by the applicant agency will be considered. However, JVS will be allowed.• Sub-contracted, sublet, or third-party assignments will not be accepted.• Revenue from a mere supply of material (e.g., only tent supply, or only catering without event management/ execution) will not be considered as similar work. <p>Only completed or ongoing work with evidence of partial completion/ running bill payment will be accepted.</p>
17.	Technical Evaluation Committee	Committee empowered by HTC which will evaluate the bids submitted by the bidder as per the criteria defined in this RFE document.

2. Document Control Sheet

Summary of the important information is defined in the table below:

S.N.	Particulars	Timeline
1.	Name of the Department	Haryana Tourism Corporation Limited
2.	Document reference number	2025/HTC/Pub/RFE/01
3.	Name of the Work	Request for Empanelment (RFE) of Agencies as Service Providers Engaged in Event Management and Related Services (Tentage, Stage, Light & Sound) for Events/ Melas Organized by HTC
4.	Publishing date and time on the e-tendering portal www.etenders.hry.nic.in	13.08.2025 at 12.00 Noon
5.	Document/ Tender Fees	Rs.5,000/- (Five Thousand rupees only) to be paid on the State eProcurement Portal i.e. etenders.hry.nic.in. In case of any portal processing fees, it has to be paid extra.
6.	Bid Security/Performance Bank Guarantee	Bidders must submit the Bid Security/ Performance Bank Guarantee of 1.) Rs.5,00,000/- (Five Lakh only) for category “A” 2.) Rs. 80,000/- (Eighty Thousand only) for category “B” Provided in this RFE addressed to The Managing Director, Haryana Tourism Corporation Limited, SCO 17-19, Sector 17B, Chandigarh 160017.
7.	Release of corrigendum (if required on the e-tendering portal www.etenders.hry.nic.in and haryanatourism.gov.in	Any time before opening of the bids
8.	Last date and time for submission of bids on the e-tendering portal www.etenders.hry.nic.in	27.08.2025 at 12.00 Noon
9.	Date, Time and Venue for opening of Bids	28.08.2025 at 11:00 AM Venue: Haryana Tourism, SCO-17-19, Sector-17B, Chandigarh. Note: Bidders may also join through Video Link:
10.	Key Contact details/ Nodal Officer and address for communication	Key Contact Person: Sh. Rajpal, Deputy Director Mob: +91-8826122432 Smt. Meenakshi Sharma Designation: Mela Manager Mob: +91-9417441127 Email: haryanatourismpublicity@gmail.com Address for Communication: Haryana Tourism Corporation Limited, SCO-17-19, Sector-17B, Chandigarh
11.	Performance Bank Guarantee	PBG will be taken from the successful Agencies only
12.	Process of Empanelment	The process of empanelment of Bidder (s) would be as follows: i) Issue of RFE ii) Pre-Bid Meeting/ Clarification /Corrigendum (if any)

S.N.	Particulars	Timeline
		<div>iii) Submission of Bids in the e- Procurement portal, for empanelment as per the technical criteria mentioned in this RFE document.</div> <div>iv) Evaluation of Technical Bids</div> <div>v) The Agency(ies) qualifying for the Eligibility Criteria and the technical evaluation will be eligible for empanelment.</div> <div>vi) Based on the event specific requirements at a later stage, the specific ToR will be issued to empaneled Agency(ies) to invite RFQs.</div>

Note: All corrigendum /addendums /clarifications regarding this RFE shall be posted on the above-mentioned e-tendering portal only. No other communication or advertisement will be provided. HTC shall not be responsible in case any bidder fails to upload the bid on the e-Procurement portal www.etenders.hry.nic.in stipulated time for any reasons.

3. Instructions to Bidders

3.1 Submission of the Proposal

The bidders should consider all amendments and clarifications to this RFE document that may have been published by HTC before submitting their Proposals. The Proposal is to be submitted as per the terms mentioned in this RFE.

The contents of the proposal should be as under:

S.No	Document Name	Contents
1.	Security/Performance Bank Guarantee	Scanned copy of Security/Performance Bank Guarantee to be uploaded on eProc Portal as per the format given in this RFE
2	Technical Proposal	Technical Proposal as per the eligibility criteria and the Technical Evaluation Criteria as per the requirement of this RFE is to be uploaded. Bidders must ensure that they upload the appropriate bid corresponding to the category (Class A or B) in which they are applying.

1. All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any material deficiency in the documentation may result in the rejection of the proposal.
2. Each of the pages of the proposal must be signed by Authorized Signatory.
3. The proposals are to be submitted electronically on or before the last date and time of proposal submission as per the schedule mentioned in this RFE. Proposals received in any other form will not be accepted and will be summarily.
4. The instructions given below are meant to assist the Bidders in the preparation of their proposals in accordance with the requirements of this RFE and in submitting their proposal online on the eProc portal.
5. HTC, in any case, will not be liable for any corrupted/error file in format upload. Therefore, it is advised that the Bidder should check cautiously the uploaded files/formats. Please check the documents and upload them carefully. If there is any error, i.e., the file is found to be corrupt, not readable, etc., the proposal will be rejected. HTC, in no case shall be liable for the same.
6. The RFE and corrigendum thereof should be read in entirety before submitting proposal, so that proposal submission captures all required documents in line with the given formats.

3.2 Clarification on RFE document

The bidders requiring any clarification on the RFE document may submit its queries via email as mentioned in the Document Control Sheet in the following format:

SN	RFE Clause No.	Page No.	RFE Clause detail	Amendment Sought / Suggestion	Justification

3.3 Preparation of Bid

1. The bidder is expected & deemed to have carefully examined all the instructions, guidelines, forms, requirements, appendices and other information along with all terms and conditions and other formats of the bid. Failure to furnish all the necessary information as required by the bid or submission of a proposal not substantially responsive to all the requirements of the bid shall be at the bidder’s own risk and may be liable for rejection.
2. The bid shall be uploaded on the www.etenders.hry.nic.in website by the bidder or duly authorized person(s) to bind the bidder to the contract.
3. The bidder shall be responsible for all costs incurred in connection with participation in the bid process.
4. The bids submitted by e-mail / envelope etc. shall not be accepted. No correspondence will be entertained on this matter.
5. All correspondences between the bidders and HTC shall be written in the English language only.
6. All information supplied by bidders shall be treated as contractually binding on the bidders on successful award of the assignment by HTC based on this RFE document.
7. Failure to comply with the below requirements shall lead to the bid rejection
 - a) Comply with all requirements as set out within this RFE document.
 - b) Submission of the forms and other particulars as specified in this RFE document and respond to each element in the order as set out in this RFE document.
 - c) Submission of all supporting documentations specified in this RFE document, corrigendum or any addendum issued.

3.4 Deviations

Bids submitted with any deviations to the contents of the RFE document will be considered non-responsive. No deviation(s) / assumption(s) / recommendation(s) shall be allowed with the bid. Bidders will have the option to seek any clarification as per the timelines given in the Document Control Sheet of this RFE.

3.5 Validity of Bids

1. Bids shall remain valid till 90 days from the date of submission of bids. HTC reserves the right to reject a proposal valid for a shorter period as non-responsive.
2. If required, HTC may solicit the bidder’s consent to extend the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the bidder shall be unconditional. A bidder may refuse the request of HTC. A bidder granting the request will not be permitted to modify its bid.
3. HTC reserves the right to annul the RFE process, or to accept or reject any or all the bids in the whole or part at any time without assigning any reasons and without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such a decision.
4. HTC may, at its own discretion, extend the date for submission of proposals.

3.6 Amendment to the RFE document

1. Amendments / corrigendums / addendums / clarifications necessitated due to any reasons, shall be made available on website only as provided in the document control sheet. No separate communication either in writing or through email will be made to any interested/ participating bidders. It shall be the responsibility of the bidders to keep on visiting the website

to amend their bids incorporating the amendments so communicated through the website.

2. **In order to provide prospective bidders with reasonable time for taking the corrigendum(s) or addendum(s) into account, HTC, at its discretion, may extend the last date for the receipt of bids.**

3.7 Bid Opening

1. HTC will constitute an Evaluation committee to evaluate the bids submitted by bidders. No correspondence will be entertained outside the process of evaluation with the Committee.
2. The bids submitted will be opened at the time & date as specified in the document control sheet by the Committee or any other officer authorized by the Committee, in the presence of bidders or their representatives who may wish to be present at the time of bid opening.

3.8 Bid Evaluation Process

1. The bid evaluation shall be carried out in a single stage process, i.e. Technical Evaluation only.
2. During the process of evaluation of the bids, HTC may, at its discretion, ask bidders for clarifications on their bids. The bidders are required to respond within the prescribed time frame given for submission of such clarification otherwise Committee shall make its own reasonable assumptions at the total risk and cost of the bidder and the bid may lead to rejection.

3.9 Disqualifications

1. HTC may at its sole discretion and at any time during the evaluation of bids, disqualify any bidder, if the bidder has:
 - 1.1 Made misleading or false representations in the forms, statements and attachments submitted in bid documents.
 - 1.2 Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three financial years.
 - 1.3 Failed to provide clarifications related thereto, when sought;
 - 1.4 Submitted more than one bid (directly / indirectly);
 - 1.5 Declared ineligible by the Government of India / State / UT Government / PSU's / any Government Society/Board/Corporation for corrupt and fraudulent practices or blacklisted.
 - 1.6 Documents are not submitted as specified in the RFE document.
 - 1.7 Suppressed/ concealed any details related to bid.
 - 1.8 Submitted incomplete information, subjective, conditional offers and partial offers submitted.
 - 1.9 Submitted bid with lesser validity period.
 - 1.10 Any non-adherence/non-compliance to applicable RFE document content.

3.10 Issue of Letter of Empanelment

HTC will issue a Letter of Empanelment (LoE) to notify all the technically qualified bidders about acceptance of their bid.

3.11 EMD for each event/ RFQ to be deposited with HTC in form of Cheque/ Demand Draft. Whenever an agency is called to participate, they will submit their bids. The bank guarantee shall be valid for three years (Min.)

- a) Empaneled agencies which will not participate in RFQs invited by HTC (for a specific event) in more than two occasions will be removed from the empaneled list.
- b) All costs related to the furnishing, maintenance, and extension of the PBG shall be borne by the Bidder.

3.12 Signing of the Contract

The eligible empaneled Bidder(s) shall sign the contract with HTC within 15 days from the issue of letter of Empanelment to the Bidder. Terms & Conditions. Annexure after signing of the contract, no variation in or modification of the term of the contract shall be made except by mutual written amendment signed by both the parties.

3.13 **Fraud and Corruption**

All the bidders must observe the highest standards of ethics during the process of selection of the Selected Bidder and during the performance and execution of contract.

For this purpose, definitions of the terms are set forth as follows:

1. "Fraudulent practice" means a misrepresentation of facts, in order to influence a selection process or the execution of a contract and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or noncompetitive levels and to deprive the HTC of the benefits of free and open competition.
2. "Unfair trade practice" means supply of services different from what is ordered or change in the Scope of Work.
3. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the HTC or its personnel in contract executions.
4. "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of contract.

HTC shall reject a proposal for the award, if it determines that the bidder recommended for the award has been determined to have been engaged in corrupt, fraudulent or unfair trade practices.

HTC shall declare a bidder ineligible, either indefinitely or for a stated period, for the award of contract, if the bidder is found to be engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract at any point of time.

3.14 **Duties, Taxes and Statutory Levies**

1. All taxes, duties and any statutory levies etc. payable during the currency of the contract shall be the sole responsibility of the Bidder only including Stamp duty on Registration of the agreement with the HTC.
2. In case of any statutory change in the Duties and taxes, the onus will lie on the HTC to accept the same from the date of its notification; however, the complete tax liability shall remain with the Bidder only.

4. Scope of Work

The Event Management Companies/ Agencies empaneled under this RFE shall be responsible for providing event management services such as Tentage, Stage, Light and Sound for the events organized by HTC. The scope of work will be different for each event in terms of magnitude, layout/ other requirements. This is a broader spectrum of scope of work for which agencies are invited to get empaneled.

4.1 Broad Scope of Work

The empaneled agencies shall be responsible for, but not limited to, the following activities:

1. Event Setup and Infrastructure

- Installation of waterproof and normal tents, pandaals.
- Erection of stages with backdrops, both LED as well as Stage (as required).
- Carpeting of the entire venue/ event site including stages, VIP zones, walkways, audience sitting area, catering area etc as per the requirement of each event.
- Arrangement of appropriate seating plans in discussion with the key personnel of each event ,segregated for VVIPs, VIPs, Medical Teams, Media Personnel, Organizing team and any relevant goods such as felicitation material, space for users catering space and general public space.
- Provision for emergency exit, evacuation plan.
- Arrangements for fire and other accident prevention, mitigation etc.

2. Technical Arrangements

- Provision and installation of sound systems, speakers, mixers, microphones.
- Advanced stage lighting, general lighting, and special lighting effects, Fashion Show events, Live Music, Tech Rider etc.

- Internet/Wi-Fi facility at event venues for organizers and media.

3. Power and Backup Systems

- Arranging for adequate power supply and full back-up support (DG sets, UPS systems).

4. Lounge and Support Areas

- Setup of **Media Lounges etc.** equipped with seating & Wi-Fi.
- Setup of **Medical Lounges etc.** equipped with basic first equipment in consultation with the CMO/Nodal Officer of the Event.

5. Parking facility Management for ease of access and exit

6. Permissions and Approvals

- Obtaining all necessary event-related permissions from local authorities, including municipal, fire, police, civil administration and any other as desired by HTC.

Notes:

1. The above scope is indicative and non-exhaustive.
2. Specific event requirements shall be detailed separately at the time of inviting the Request for Quotation (RFQ).
3. Agencies must demonstrate through experience of earlier events (in presentation) the ability to scale services based on the event size and requirements.

4.2 Engagement Terms

- a) The initial empanelment period shall be for three (3) years only.
- b) HTC reserves the right to terminate services unilaterally in case of non-compliance with quality standards or repeated service failures.
- c) HTC reserves the right to empanel the agencies to allow more competition for better services/ rates.
- d) However, HTC before conduct of Mela/ event will invite the RFQ among the empaneled vendors only.

4.3 Cancellation of the Empanelment

The empanelment of the Agency may be cancelled by the Competent Authority if the empaneled Agency is found non-compliant with the eligibility criteria defined in this RFE at any time during the course of the empanelment.

5. RFE Evaluation

5.1 Technical Bid Evaluation:

5.1.1 Eligibility / Pre-Qualification Criteria

The evaluation of the bidders shall be carried out by the Technical Evaluation Committee as per the Pre-Qualification/ Eligibility criteria defined in this RFE document. Bids of the bidders, who do not meet the required Eligibility criteria mentioned in this RFE shall be treated as non-responsive and shall not be considered further. The Eligibility criteria are given as below:

S N	Eligibility Criteria	Category A	Category B	Supporting documents
1.	Legal Entity	Must be a registered entity under Indian laws.	Must be a registered entity under Indian laws.	Certificate of Incorporation/ Registration: <ul style="list-style-type: none">• For companies : Certificate issued by the Registrar of Companies under the Companies Act, 2013.• For partnerships : Registered partnership deed.• For sole proprietors: GST Registration or Trade

S N	Eligibility Criteria	Category A	Category B	Supporting documents
				License. • For other entities (e.g., cooperative societies or trusts): Certificate of Registration under the respective act.
2.	Tender Document Fee Submission on the e-Tendering portal i.e. etenders.hry.nic.in	Must submit the tender document fee as prescribed in the RFE.	Must submit the tender document fee as Prescribed in the RFE.	Proof of payment on e-Tendering portal.
3.	Authorized Signatory	Authorized signatory duly authorized by Board of Directors/ Partners	Authorized signatory duly authorized by Board of Directors/ Partners	Authorization letter as per Annexure B
4.	PAN and GST Registration	Must possess valid PAN and GST registration.	Must possess valid PAN and GST registration.	Self-certified copy of relevant valid certificates.
5.	Acceptance of RFE Terms	Signed and stamped copy of this RFE document and all corrigendum/ Clarifications issued.	Signed and stamped copy of this RFE document and all corrigendum/ Clarifications issued.	Signed and stamped RFE copy by the Bidder.
6.	Average Annual Turnover from the Similar Works (Last 3 Financial Years: 2022–23, 2023–24, 2024-25)	To be filled by Bidder	To be filled by Bidder	Audited Balance Sheets, Profit & Loss Statements, and Certificate from Statutory Auditor/CA mentioning turnover from Event Management Business. (Include UDIN)
7.	Experience in Similar Works (Financial Years 2022–23, 2023–24, 2024–25)	To be filled by Bidder		Copies of Work Orders + Completion/Satisfaction Certificates. In case of ongoing work(s), at least one payment proof must be submitted.
8.	Blacklisting/ Debarment Status	Should not be blacklisted or debarred by any state government/ GOI entity/statutory body at the time of bid submission.	Should not be blacklisted or debarred by any government entity/statutory body at the time of bid submission.	Self-declaration as per Annexure C.

Note: All the above-mentioned documents must be scanned and uploaded on the State eProcurement portal i.e. etenders.hry.nic.in. Failure to submit any required document may lead to rejection of the bid.

The Technical Evaluation Committee shall evaluate the supporting documents received in respect of this RFE document. Upon completion of the evaluation, technically qualified bidders shall be empaneled with the Department for the purpose of Event Management Business for a period of 2 years.

5.2 Technical Evaluation Stage (Evaluation Criteria – Maximum Marks = 100)

- 1. Bidders whose proposals are determined to be responsive to the Eligibility Criteria shall be shortlisted for the Technical Evaluation stage.
- 2. The Technical Evaluation shall be conducted out of a total of 100 marks.
- 3. Bidders must secure a minimum of 70% (i.e., 70 marks out of 100) in the Technical Evaluation to qualify for empanelment.
- 4. The HTC reserves the right to accept or reject any or all proposals, to annul or modify the empanelment process, and to reject all proposals at any time without incurring any liability or obligation to inform the affected bidder(s) of the grounds for such action.

S. N	Evaluation Criteria	Specific Requirements – Category A(for event having estimated cost of 80 lakhs or above)	Specific Requirements – Category B (for events having estimated cost less than 80 lakhs)	Max Marks	Documents Required
1	Financial Turnover	Minimum Average Annual Turnover of the Bidder in the last 3 financial years (2022-23, 2023-24, 2024-25) Turnover	Minimum Average Annual Turnover of the Bidder in the last 3 financial years (2022-23, 2023-24, 2024-25) Turnover	40	Audited Balance Sheets, Profit & Loss Statements, and Certificate from Statutory Auditor/CA mentioning turnover from Event Management Business. (Include UDIN)
		> 80 lakh-200lakh: 10 Marks	> 16 lakh-48lakh: 10 Marks		
		200lakh-400lakh: 20 Marks	48.00lakh-64.00lakh: 20 Marks		
		400lakh-500lakh: 30 Marks	64.00lakh-80.00lakh: 30 Marks		
		above 500lakh: 40 Marks	above 80lakh: 40 Marks		
				20	
2	Experience in completed Similar Works (financial Years 2022-23,2023-24,2024-25)	3 or more projects of 200 Lakh each- 20 Marks	3 or more projects of 48 Lakh each- 20 Marks		a) Copies of work order+ Completion /satisfaction certificates in implementing similar projects in the last 3 years. b) In case of ongoing work(s), at least one payment proof must be submitted.
		2 or more projects of 400 lakh each 20 Marks	2 or more projects of 64lakh each 20 Marks		
		1 or more project of 500 lakh each 20 Marks	1 or more project of 80 lakh each 20 Marks		
3	National Tourism Events	3 National Events - 5 marks	3 National Events – 5 marks	10	Copies of work order+ Completion /satisfaction certificates.
		Successfully completed 4 National events - 7 marks	Successfully completed 4 National events - 7 marks		
		Successfully completed 5 or more National events - 10 marks	Successfully completed 5 or more National events - 10 marks		
4	International Tourism Events	Successfully completed 3 Inter-national Events - 5 marks	Successfully completed 3 Inter-national Events – 5 marks	10	Copies of work order+ Completion /satisfaction certificates with photographs.
		Successfully completed 4 Inter-national events – 7 marks	Successfully completed 4 Inter-national events - 7 marks		
		Successfully completed 5 or more International events - 10 marks	Successfully completed 5 or more International events - 10 marks		

S. N	Evaluation Criteria	Specific Requirements – Category A(for event having estimated cost of 80 lakhs or above)	Specific Requirements – Category B (for events having estimated cost less than 80 lakhs)	Max Marks	Documents Required
5	Technical Presentation	a) The agencies shall be required to give a PowerPoint presentation before the Technical Evaluation Committee. b)The presentation should consist of not more than 10 slides (duration would be 5 minutes).	a) The agencies shall be required to give a PowerPoint presentation before the Technical Evaluation Committee. b) The presentation should consist of not more than 10 slides (duration would be 5 minutes).	20	Copy of the Presentation

5.3Quarterly Empanelment Opportunity

In addition to the initial empanelment through this RFE, the Haryana Tourism Corporation Limited may, at its discretion, invite fresh applications for empanelment every quarterly month or earlier than that to enhance the competition. However, RFQ for the event will be invited among empaneled agency only.

A new Request for Empanelment (RFE) shall be published separately for the quarterly empanelment process. No separate/ individual applications will be admissible.

The empanelment under the quarterly process shall be subject to the same terms and conditions, evaluation parameters, and performance obligations as outlined in this RFE document.

6. Request for Quotation (RFQ) Process Post-Empanelment

Upon successful empanelment, the Department shall invite financial quotations from the empaneled agencies through a Request for Quotation (RFQ) process as and when specific assignments are identified.

Each RFQ shall specify the scope, deliverables, timeline, evaluation criteria, and financial format. Work orders shall be awarded based on the selection criteria defined in the RFQ. Empanelment does not guarantee award of work. Agencies are expected to actively participate in RFQs and ensure timely quote submission against the RFQ.

7. General Contract Conditions

7.1 Standards of performance

The Bidder shall deliver the services and carry out its obligations under the contract with due diligence and efficiency in accordance with generally accepted professional standards and practices. The Agency shall always act in respect of any matter relating to this contract as a faithful Agency to HTC. The Agency shall always support and safeguard the legitimate interests of HTC in any dealings with a third party. The Agency shall conform to the standards laid down in the RFE document in totality.

7.2 Confidentiality

1. Confidential information shall mean and include any and all confidential or proprietary information furnished, in whatever form or medium, or disclosed verbally or otherwise by the Agency and/ or the HTC to each other including, but not limited to, the services, plans, financial data and personnel statistics, whether or not marked as confidential or proprietary by the parties.
2. The Agency shall ensure that while providing services, all the details and information created/ designed/ developed/ shared/ exchanged for the project are kept confidential.
3. During the execution of the project except with the prior written consent of HTC, the Agency or its personnel shall not at any time communicate to any person or entity any information acquired in the course of the contract.

4. The Agency will maintain the confidentiality of the data stored on the computer systems of HTC. The Agency will be required to take appropriate action with respect to its personnel to ensure that the obligations of non-use & non-disclosure of confidential information are fully satisfied. In case of failure, HTC has the right to take legal action against the firm.

7.3 Force Majeure

1. For purposes of this clause, “Force Majeure” means an event beyond the control of the Agency and not involving the Agency’s fault or negligence, and not foreseeable. Such events may include, but are not restricted to, wars or revolutions, riot or commotion, earthquake, fires, floods and epidemics etc.
2. If a Force Majeure situation arises, the Agency shall promptly notify HTC in writing of such condition and the cause thereof. Unless otherwise directed by HTC in writing, the Agency shall continue to perform its obligations under the contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
3. The PBG of the Agency shall not be forfeited or the contract shall not be terminated for default if and to the extent that delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

7.4 Resolution of disputes

If any dispute arises between parties, then these would be resolved in the following ways:

- a. Amicable Settlement: Either party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, then the second Sub-clause of resolution of disputes shall become applicable.
- b. Arbitration: In case of dispute arising between HTC and the Agency, which has not been settled amicably, the Agency can request HTC to refer the dispute for Arbitration under Arbitration and Conciliation Act, 1996 and amendments thereof. The Indian Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings. Arbitration proceedings shall be held only in Chandigarh/Panchkula. The decision of the arbitrator shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons for the award. The expenses of the arbitration as determined by the arbitrator shall be borne equally by HTC and the Agency. However, the expenses incurred by each party in connection with the preparation, presentation and litigation shall be borne by the party itself.

7.5 Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Chandigarh/Panchkula only.

7.6 Amendment to the contract

The contract signed thereof can be amended with the mutual consent of both the parties, provided such amendment is made in writing and signed by both the parties.

7.7 Exit Management

3 months notice in advance. If failed to do so, his security deposit either of the party signing the contract can exit from empanelment by giving PBG will be forfeited.

During the exit period (Upon expiry or termination of the empanelment), the Agency shall:

a) Handover of Deliverables:

Deliver to HTC all documents, material, equipment (if any provided), reports, databases, designs, photographs, videos, recordings, promotional materials, etc., created or collected during the course of empanelment.

b) Transfer of Intellectual Property:

Transfer to HTC all rights, titles, and interests in all such deliverables, without any further compensation.

c) Assistance in Transition:

Provide reasonable assistance and advice for a smooth transition, including training sessions if required, to any new agency or personnel designated by HTC.

d) Confidentiality Obligations:

Continue to maintain confidentiality of all information related to HTC or the events managed, even after the end of the contract.

e) Data Retention and Handover:

Submit all data/information/archives in hard copy or digital formats (as applicable) to HTC and delete/remove any copies from its own systems (except as required by law).

Timelines: The Agency shall complete all Exit Management formalities within **45 days** from the effective date of termination or expiry.

Penalty for Non-Compliance: Failure to comply with the Exit Management obligations may result in forfeiture of the Performance Bank Guarantee (PBG) and/or blacklisting from future tenders and empanelments of HTC or any other government department of State of Haryana.

7.8 Miscellaneous Provisions

7.8.1 Governing Law and Jurisdiction

This Contract shall be construed and interpreted in accordance with and governed by the laws of India, and the Courts of Chandigarh/Panchkula only and shall have jurisdiction over all matters arising out of or relating to this Contract.

7.8.2 Applicability of RFE and Corrigendum

The terms and conditions provided in the RFE and corrigendum's issued in this regard from time to time, which are not explicitly mentioned in this contract, shall be deemed to be part of this contract.

7.8.3 Waiver

Waiver by either Party of any default by the other Party in the observance and performance of any provisions of or obligations under this Contract:

- (a) Shall not operate or be construed as a waiver of any other or subsequent default hereof or of other provisions of or obligations under this Contract.
- (b) Shall not be effective unless it is in writing and executed by a duly authorized representative of the Party.
- (c) Shall not affect the validity or enforceability of this Contract in any manner.

Neither the failure by either Party to insist on any occasion upon the performance of the terms, conditions and provisions of this Contract, any obligation there under nor time or other indulgence granted by a Party to the other Party shall be treated or deemed as waiver of such breach or acceptance of any variation or the relinquishment of any such right hereunder.

Annexures

7.9 Annexure A- Format for Bid Security Declaration

(To be submitted on Non-Judicial Stamp paper of minimum Rs. 100)

Date: XX/XX/XXXX

To,
The Director Tourism/ Managing Director,
Haryana Tourism Corporation,
SCO-17-19, Sector-17B, Chandigarh-160017

Subject: Bid Security Declaration (RFE Reference Number - <Enter Number>) Dear Sir/Madam,

I/We, _(Name of Bidder) understand that, according to Bid condition, bids must be supported by a Bid Security Declaration, therefore rather than submitting the EMD, We render the declaration that: We, the Bidder hereby declare that, we will automatically be suspended from being eligible for bidding in any contract with the HTC for a period of 3 years, starting from bid submission closing date if we are in breach of any of the following obligations under the bid conditions: -

- a) If, after the bid opening for empanelment, we withdraw the proposal.
- b) During the Bid process, if we indulge in any act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.
- c) If, we do not accept the correction of arithmetical errors in the Bid prices during the empanelment process defined in this RFE or selection process defined in the RFQ.
- d) If we fail to sign the Agreement in accordance with the terms and conditions (including timelines for execution of the Agreement) of this RFE or fail to furnish the Performance Bank Guarantee in accordance with the terms and conditions (including timelines for furnishing PBG) of this RFE.
- e) In any other case specifically provided for in RFE.

Sincerely Yours,

(Signature of Authorized Signatory)

Name:

Title:

Note: Scan copy to be submitted in e-Procurement portal with authorized signature and official seal.

7.10 Annexure B- Letter of Authorization

(On Company Letter Head)

Date: XX/XX/XXXX

To,

The Managing Director,
Haryana Tourism Corporation,
SCO-17-19, Sector-17B, Chandigarh-160017

Subject: Letter of Authorization (RFE Reference Number - <Enter Number>) Dear

Sir/Madam,

<Name><Designation> is hereby authorized to sign & stamp relevant documents on behalf of the<Company> in dealing with this RFE Document published vide No. __dated__. He is also authorized to attend meetings and submit Technical bid or any clarification/ additional information as may be required by you in the course of processing above said RFE.

Sincerely Yours,

(Signature of Authorized Signatory)	(Signature of the person Authorized by the Contractor)
Name:	Name:
Title:	Title:
Stamp:	Stamp:

7.11 Annexure C- Format for Declaration on Blacklisting On company
Letter head

Date: XX/XX/XXXX

To,

The Managing Director,
Haryana Tourism Corporation,
SCO-17-19, Sector-17B, Chandigarh-160017

Subject: Declaration on not being blacklisted (RFE Reference Number - <Enter Number>)

Dear Sir/Madam,

I/We hereby declare that as of date, (Name of the Bidder) has not been blacklisted, debarred or banned from participating or carrying out business by any state government, central government departments, PSUs, local bodies or municipalities, any other government entity/ statutory bodies or cooperatives at the time of the submission of the bid. I/We also understand that if such a ban or blacklisting is imposed on the bidder after the submission of the bid and before the award of the contract, the same shall render our bid liable for disqualification.

This declaration is made in accordance with the terms and conditions of the Request for Empanelment (RFE) mentioned above.

Sincerely Yours,

(Signature of Authorized Signatory)

Name:

Title:

7.12 Annexure D- Format for Performance Bank Guarantee

Date: XX/XX/XXXX

To,

The Managing Director,
Haryana Tourism Corporation,
SCO-17-19, Sector-17B,
Chandigarh-160017

Subject: Performance Bank Guarantee

WHEREAS the Agency, having its office at _____ has undertaken, in pursuance of LOE dated _____, to provide services under the empanelment with the Haryana Tourism Corporation having its office at SCO-17-19, Sector-17B, Chandigarh – 160017.

And whereas it has been stipulated in the said LOE issued vide no. _____, that the Agency shall furnish a bank guarantee from a recognized bank for the sum specified therein as security for compliance with its obligations.

And whereas we, _____(Name of the Bank) a banking company incorporated and having its head /registered office at _____(address of the registered office) and having one of its offices at <<address of the local office) have agreed to give the Agency such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the Agency, up to a total of INR _____(Rupees _____) and we undertake to pay you, upon your first written demand declaring the Agency to be in default under the Letter of Intent and without cavil or argument, any sum or sums within the limits of INR____(Rupees _____) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the LOE issued to be performed there under or of any of the contracts which may be made between you and the Agency shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until _____(Insert Date).

Notwithstanding anything contained herein:

i) Our liability under this bank guarantee shall not exceed INR _____(Rupees _____).

ii) This bank guarantee shall be valid up to _____period.

iii) It is a condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before _____failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

Date: