

PUBLIC/TENDER NOTICE

SR. NO.	NAME OF DEPARTM ENT/BOAR D/ CORP./ AUTH	NAME OF WORK/ NOTICE/ TENDER	OPENING DATE CLOSING DATE (TIME)	AMOUN T/ EMD (APPRO X.) in Rupees	WEBSITE OF THE DEPARTM ENT	NODAL OFFICER/C ONTACT DETAILS/E MAIL	TENDER REF.NO / TENDER NO
I.	HARYANA TOURISM CORPORATI ON LIMITED	Hiring of Agency for Mela Ambience, Flower arrangements and Installation of Flex Hoardings and Signages for 2 nd Surajkund Diwali Mela from 2 nd to 7 th Oct, 2025 at Surajkund, Faridabad. (Recalled)	Start Date/Time 18.09.2025 End Date 24.09.2025 At 9.00 A.M.	1.00 Lakh	haryanatourism.gov.in	Sh. Harvinder Singh 8816040444 haryanatourism@gmail.com	SKDM/Amb& Flex /2025/2 (Recall)

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Key information

Date of publication of tender	18/09/2025
Download start date & time of e-tender document	18/09/2025 at 5:00 P.M
Tender submission end date & time (Online)	24/09/2025 at 9:00 A.M
Opening of Technical Bid	24/09/2025 at 10:00 A.M
Venue for opening of Tender	Haryana Tourism Office, SCO 17-19, Sector-17-B, Chandigarh-160017

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

Processing Fee to be charged by NIC (Non-refundable)	Rs.1000/-+ GST @18%= Rs. 1180/-
Tender Fee + GST @18% (Non-refundable)	Rs. 1000/- + GST @ 18%= Rs. 1180/-
EMD (Refundable)	Rs.1.00 lakh

Schedule for Minimum Turnover and Work done

(Figures in lacs)

Annual Average turnover during three financial years i.e 2021-22 , 2022-23 & 2023-2024	Experience of having successfully completed similar works during last 3 years upto 2023-24		
	Three similar completed works costing not less Or	Two similar completed works costing not less Or	One similar completed works costing not less
30.00 Lakh	10.00 Lakhs	15.00 Lakhs	30.00 Lakhs

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

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

Note: -

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

Instructions to bidder on Electronic Tendering System

1. E-Tenders (**Online Bids**) are invited from the Bidder for Hiring of Agency for Mela Ambience and flower arrangement for 2nd Surajkund Diwali Mela from 2nd to 7th OCT, 2025 at Surajkund, Faridabad strictly on conditions mentioned in Tender document.
2. **Registration of bidders one-Procurement Portal:-**All the bidders in tending 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 OR 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: ,9417111072,9417770849
Nodal Officer	Mob:8816040444

- e) Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt the data and sign the hash during the stage of bid preparation & hash submission. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).
- f) In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- g) In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person/user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
- h) The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.
 - a. 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 single portal e-Procurement system on the Home Page at <https://etenders.hry.nic.in>
Download of Tender Documents: The tender documents can be downloaded free of cost from the e-Procurement portal <https://etenders.hry.nic.in> or <https://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, e-Service 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, Homepage 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 conductor out come of the bidding process.
16. Any addendum/ Corrigendum/ cancellation/ erratum of tender can also be seen in the said Website.
17. 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.

SECTION-I

ELIGIBILITY CRITERIA FOR Bidder

The bidder must possess the requisite experience, strength and capability in providing the services necessary to meet the requirements as described in the tender documents. The bidder must also possess the technical know-how and the financial stability that would be required to successfully provide the services during the 2nd Surajkund Diwali Mela 2025.

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

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
3. Average turnover of Rs.30.00 Lakh as per prescribed at page no.-5 (**duly certified by qualify 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 3 years upto 31.07.2025.
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) **Requisite self-attested copies of documents as proof with reference to above eligibility criteria may be attached in Technical Bid.**

SECTION-II

TECHNICAL 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)	Email address													
c)	Website (if any)													
3.	Detail of Contact Person													
a)	Name of Contact Person													
b)	Mobile Number of Contact Person													
c)	Passport/Adhaar Card/Driving License/Voter Card Number (any One)- Attach Documentary Proof													
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) The bidder will have to obtain provisional GST No. of Haryana for Providing the Services during the Mela.													
7.	A Certificate may be submitted as per Annexure- I for Average Turnover of any three Years in last four years i.e. 2021-22, 2022-23, 2023-24 duly Audited by the Chartered Accountants. The Following Proof are to be enclosed herewith a) In case of Proprietorship firm copies of ITRs for last three Years i.e. 2021-22, 2022-23 & 2023-24.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Year</th><th style="width: 30%;">Turnover (In lacs)</th><th style="width: 40%;"></th></tr> </thead> <tbody> <tr> <td style="text-align: center;">2021-22</td><td></td><td></td></tr> <tr> <td style="text-align: center;">2022-23</td><td></td><td></td></tr> <tr> <td style="text-align: center;">2023-24</td><td></td><td></td></tr> </tbody> </table>	Year	Turnover (In lacs)		2021-22			2022-23			2023-24		
Year	Turnover (In lacs)													
2021-22														
2022-23														
2023-24														
8.	The details of the Works as per Eligibility Criteria upto 2024-25. The information shall be submitted in the format enclosed at Annexure II (Documentary Proof of the same is also enclosed).													
9.	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




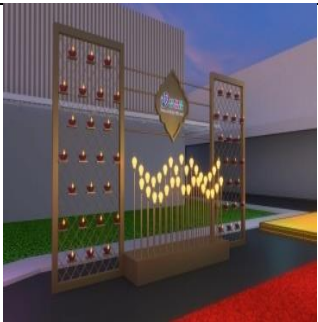


SECTION-III**TENDER PROCESSING AND EVALUATION**







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.




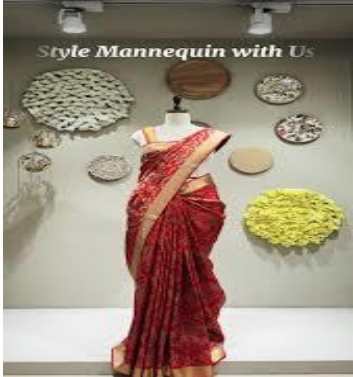


SECTION-IV







Scope of Work for Hiring of Agency for Mela Ambience and Flower arrangements for 2nd Surajkund Diwali Mela from 2nd to 7th Oct, 2025 at Surajkund, Faridabad.




S.N	Items/ Description	Qty	Unit	Pics/Design
PART:- 1 (AMBIENCE)				
A.	GIFT ZONE			
1.	Welcome gate for Gifting Zone 18'-0"x10'-0"x(9'-0"clear opening ht.)18'-0" Ht. approx as /site. <ul style="list-style-type: none"> Made of M.S frame with Enamel paint in different colours with lights as/design attached. Sunboard 5 mm th. fixed with M.S fame in with write up and Logo of HTC and decorative leaves as/design. 	01	No.	
2.	Cluster of Boxes for Gift display <ul style="list-style-type: none"> Boxes Made of wooden ply 5mm th. or Card board and covered with designer colourful /sheet printed with gifts items and diyas over it. The sizes are as below:-			
	2'-6"x2'-6"x2'-0"	03	Nos.	
	1'-6"x1'-6"x1'-6"	03	Nos.	
	1'-0"x1'-0"x1'-0"	03	Nos.	
3.	Tree hangings with colourful decorative accessories as mentioned in design With led lights and gift items made by cardboar /ply and thermocol (minimum 30-35 in each tree).	10	Nos.	
B.	AT MAIN AXIS			
4.	Ambience creation/group of Diyas on the Platform at the main axis with write up "HAPPY DIWALI" Size approx:- 12'-0"x6'-0"x6'-0" Diya to be made of MDF Board/Ply painted with paint in different colour with M.S frame finish as/approved. Cluster of 02 nos. small diyas and 01 no. big diya according to the size and location in the mela ground. "HARYANA TOURISM SURAJKUND DIWALI MELA" Albhabetical words to be made of MDF Ply and painted in yellow colour as/design attached.	01	job.	


S.N	Items/ Description	Qty	Unit	Pics/Design
5.	Handicraft Handmade fabric hangings. size approx. 4'-0"x4'-0" To be installed in the M.S railing at the entry area. If required fabric panels to be fixed on wooden ballie as per site requirement. Made of bright color clothes with decorative accessories like mirror, tessels, beads etc.	30	nos.	 
6.	Ceiling to be made at the entrance with decorative lights/lamps/decorative accessories and buntings. At the main entrance /VIP gate ceiling is to be create with decorative lights/lamps and Big decorative accessories/ hangings made with threads, coloured baskets as/design/ photo attached & tied with stron nylon rope (tree to tree). Colourful fabric buntings also installed with strong thread fixed with pole/trees as/site requirement.(approx hanging lights 100 ,decorative hangings 100).	01	job	
C.	ILLUMINATION ZONE			
7.	Panel to be installed on the both side of the passage /way to stalls. Size:-10'-0"x7'-0" ht. Made of wooden/M.S frame and painted in Golden colour with decorative lights/bulbs with logo of HTC.	02	nos.	
8.	Tree decoration with hangings & lights. Trees are to be decorated with LED lights and Hangings like Decorative accessories .,Big Diyas made of thermocol or ply painted with different colours. (approx.25 -30) hanging in each tree.	10	nos.	
9.	Colourful Decorative lights to be provide from the main axis and Main Gate to Sikkim gate tied with strong string from pole to pole. (approx.80 -85)	01	job	

S.N	Items/ Description	Qty	Unit	Pics/Design
				
D.	MAIN CHAUPAL			
10.	Tree Decoration with cloth draping/gainda(natural or artificial) . Hanging Decorative accessories like umbrella, kites ,tessels ,decorative lights,lamps etc.	10	nos.	
11.	Ceiling of main chaupal is to be decorated with coloured cloth and fabric buntings fixed /tied with strog nylon string forming a big umbrella type structure with LED light/Hanging lights as shown in picture.	01	job	
E.	JEWELLERY ZONE			
12.	Entry gate for Jewellery Zone Size approx: 12'-0"x2'-0"x10'-0" ht. Entry Gate for Jewellery Zone is made of coloured flex fixed with wooden Box /M.S frame Box with jewellery designs and Logo of HTC as/design attached.	01	no.	
13.	Jewellery Display on the Pedestal and Earthen Pot(set of two pots) .	01	job	
13 a.	Jewellery is to be displayed on the table top with stands at the designer gallery entrance.	01	Job	

S.N	Items/ Description	Qty	Unit	Pics/Design
				
F.	BOUTIQUE ZONE			
14.	Entry Gate Size:- 15'-0"x3'-0"x12'-0" ht. Made of wooden ply/MDF Board with wooden/M.S. frame work finish with coloured flex & paint work. Dressess picture are to displayed on the dummy or on the MDF Ply as/design attached.	1	Job	  
15.	Ambience creation like tunnel by coloured cloth as/design shown in picture to be fixed with stong rope and to be installed from one tree to another or fixed with wooden poles.	01	job	
16.	Fabrication of selfie point of decorative pots Made by sunboard 5mm thickness and installed on mild MS frame 25x25 with digital printed vinyl. Size: 7'-0"x5'-6" ht	01	no.	

S.N	Items/ Description	Qty	Unit	Pics/Design
G.	POTTERY ZONE			
17.	Earthen Pot decorated with artificial/ natural gainda flower and pot kept in Iron stand and all around decoration with diyas and rangoli. Flowers to be replaced after 2 nd day.	01	job	 
18.	Fabrication of selfie point of decorative pots Made by sunboard 5mm thickness and installed on mild MS frame 25x25 with digital printed vinyl. Size: 6'-0"x5'-6" ht	01	no.	
19.	Selfie point Peacock feathers to be installed at the platform at the main road at VIP gate no.-4 or main axis of entry. Made of MDF Board/Ply with coloured cloth/Flex or paint work as/design attached. Size:- out of 8'-0"x2'-0" 7'-6" ht.	01	Job	
20.	Standees showing the zone name with arrows. To be placed in the main axis with platform as/shown in the design. Made by sunboard 5mm thickness and installed on mild MS frame/wooden frame with digital printed vinyl. Size: 5'-0"x3'-0"x6'-6" ht	06	nos.	
21.	Installation of Cloth Fabric bunting with logo for huts with following specifications :- Made of Wrinkle Free cloth in fast colours with logo in various shapes. Tied with strong threads/ropes.	2000	mtr.	

S.N	Items/ Description	Qty	Unit	Pics/Design
21 a.	Installation of Cloth Fabric bunting for huts with following specifications :- Made of Wrinkle Free cloth in fast colours in various shapes. Tied with strong threads/ropes.	3000	mtr.	
H.	HORTICULTURE ZONE			
22.	Installation of Selfie point in Horticulture area. Size:- 7'-6" x 1'-0"x7'-6" ht. Natural plants and artificial plants to be installed on the bamboo wooden jafri as/design attached. Decorative pots with natural /artificial colourful plants are to be displayed.	01	Job.	 
I.	ART AND CULTURE ZONE			
23.	Entry gate for Art and Culture Zone. (to be painted from both side) Size approx. 15'-0"x3'-0"x15'-0" Opening ht. approx.10'-0"x12'-0" Made of water proof ply/board finish with mud paint and other colourful paint work with accessories and hanging lights as shown in picture with write up Art and culture zone.	01	no.	
PART:- II (FLOWER DECORATION)				
24.	Providing and Fixing Calcutta. Marigold (orange/yellow colour) Std. length at various locations of Mela Area and Hotel Rajhans during all days of Mela. (as per approved Design by HTC)	4000	Laris	
25.	Providing and Fixing Guldavri/white flower in laris at various locations of Mela Area during all days of Mela. (as per approved Design by HTC)	100	Laris	
26.	Providing and Fixing Green Patti Lari Mela Area and Hotel Rajhans during all days of Mela.	1800	Laris	
27.	Providing and Fixing cut flower border in rose, carnation, zarbara, flowers etc., with green foliage for the main chaupal stage in Mela area. fixed over wet oasis including maintenance and retouching for all days during mela as per approved Design by HTC.	1200	Rft.	
28.	Providing and Fixing - 10 Nos. Urali per day provided with flowers and electric Diyas and floating candles in front of cultural stage in the	06	Days	

S.N	Items/ Description	Qty	Unit	Pics/Design
	Mela area and Hotel Rajhans on rental basis. Rates to be including the installation and rent charges as per approved design by HTC).			
29.	P/F fiber /M.S. pedestals in different areas decorated with cloth and flowers (carnation roses and Zarbara and green foliage) as/approved design. Flowers arrangement to be changed every 2nd day. Total 6 pedestals.	18	Nos.	
30.	Providing English Rose Buds with Decoration as per requirement at various places wrapped with cellophane or coloured paper.	300	Nos.	
31.	Medium table flower arrangement with Rose, Carnation and green foliage of 8-10 stems as per requirement at various places/acrylic containers or fixed over wet oasis (as per approved Design by HTC)	100	Nos.	
32.	Big table flower arrangement on consoles, reception counter/console with liliun, Rose, Carnation and green foliage of 20-25 stems as per requirement at various places fixed over wet oasis (as per approved Design by HTC).	02	Nos.	
33.	Laying of Rose Petals as per requirement at various places as per the design given by HTC.	10	Kgs.	
34.	Decoration of Golf Carts with coloured cloth and Gajda flower Lari. To be changed every 2nd day (8 golfcarts X 2 days) as per approved Design by HTC)	16	Nos.	
35.	Hand bouquet with carnation, gladiolus and Roses as per requirement wrapped with cellophane or coloured paper/ribbon.	25	Nos.	
36.	Rangoli made with natural flowers, diyas, wooden coloured Buradas and electrical lights as per design attached in the Mela area and Hotel Rajhans. Flowers to be replaced daily.	02	job.	

SECTION-V

Specific Terms & Conditions:

1. 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.
2. The fabrication and installation of props/features shall be done according to approved designs.
3. Good quality material shall be used and the firm shall get the samples and colour scheme approved of all the material to be used in this job.
4. The firm shall also be responsible for the maintenance and upkeep of the props/features/ceiling etc at all times during 2nd Surajkund Diwali Mela-2025 from 2nd Oct to 7th 2025.
5. The firm shall also remove these props and properly store/keep them in the given area of Surajkund after the completion of mela.
6. 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.
7. The firm shall be responsible for supplying the materials / decorations/preparing the gates as per the design and pattern approved by the authorities.
8. For any further clarification the firm may contact to Nodal Officer and Interior Decorator, HTC/CHD.
9. The position of some props/features may got shifted before or during the mela from time to time keeping in view the events and the VVIP functions. Firms will be responsible for shifting.
10. The work is to be done under the supervision of the committee.
11. The work will be completed by 30.09.2025 for inspection of authorities.
12. The firm may visit the site before quoting the rates.
13. Design and colour scheme of the buntings will be given as per the concept and theme selected for the Ambience Creation.
14. Agency has to quote the rates for the items as given above. Agency must give net rates inclusive of GST, levies, any other charges as applicable.
15. The samples of all the material, fabric, features etc to be got approved from the Architecture cell before the execution by the firm.
16. The rates quoted shall be all inclusive of the labour, transportation, GST.
17. The firm should be responsible for Strength, stability and fixing of all the props/selfie points.
18. The flower decoration shall be done according to approved designs.
19. Good quality of fresh flowers having good fragrance will be used and the firm shall get the samples approved of all types of flowers to be used for this job.
20. The rates for the items stage decoration and Urli /M.S. pedestals/Fiber shall be quoted inclusive of installation and rent charges.
21. The size and quantity shall be increased/decreased and payment will be done on pro rata basis.
22. Flower bouquet/bunch should be Eye-catching, arranged in an attractive way and wrapped in cellophane sheet.
23. ***The Lowest bidder shall also provide same type of 3-4 design of ambience features for item no.-1, 2, 12, 14, 19, 20, 23 in the same costing out of which sample approved by authority shall be installed. Nothing extra on this account shall be paid.***

SECTION-VI

Scope of Work

Hiring of Agency for Installation of Flex Hoardings and Signages at Surajkund Mela grounds for 2nd Surajkund Diwali Mela- 2025 during 2nd Oct to 7th Oct, 2025.

S. No.	Descriptions	Qty.
	PART – III (Flex Hoardings)	
1.	P/F hoardings in Star Flex with (MS Sq. Pipe frame, divided by members for the frame G.I. pipes (20 SWG) for the erection of the hoardings & the firm will ensure the removal of hoarding shall be done after the physical verification done by physical committee.. The rate may be coated printing, fixing & removal. (Thick ness of the starflex should be 300 GSM as per the breakup given in scope of work).	1350 Sq.ft.
2.	P/F Hoarding/ signages/ informative boards of the flex printing without frames. (only flex with 04 nos. Eyelets). The firm will fix the flex prints at the designated places as per the instruction of authorities as per the breakup given in scope of work.	240 Sq.ft.
3.	P/F Hoarding/ signages/ informative boards of the flex printing with MS 1”x1” frames (20 SWG) to be in and around the mela & the firm will ensure the removal of hoarding shall be done after the physical verification done by physical committee & . (the thickness of flex should be 300 GSM) as per the breakup given in scope of work. The rate may be coated printing, fixing & removal.	15000 Sq.ft.
4.	P/F digital A3 size multi coloured guming sheet	40 Nos.
5.	Repair/Replacement of Vinyl sheeting of directional signages 1’-6” dia in the mela area alongwith repainting of MS Pole 5’-0” height.	60 Nos.

Breakup:-

1. P/F hoardings in Star Flex with (MS Sq. Pipe frame, divided by members for the frame G.I. pipes (20 SWG) for the erection of the hoardings & the firm will ensure the removal of hoarding shall be done after the physical verification done by physical committee.. The rate may be coated printing, fixing & removal. (Thickness of the starflex should be 300 GSM as per the breakup given in scope of work).

Location	Sq.ft.	Total Nos.	Total Sq.Ft.
Silver Jubilee Gate, Tee point. of size 30’x15’	450	02	900
Surajkund roundabout 15’x10’	150	01	150

Hermitage Huts Entry, Surajkund 15'x10'	150	01	150
Mela Entry (Delhi side) 15'x10'	150	01	150
		Total	1350

2. **P/F Hoarding/ signages/informative boards of the flex printing without frames. (only flex with 04 nos. eyelets). The firm will fix the flex prints at the designated places as per the instruction of authority.**

Location	Size	Sq.ft.	Total Nos.	Total Sq.Ft.
Mela banners for NCR resorts	10' x3'	30	08	240
			Total	240

3. **P/F Hoarding/ signages/ informative boards of the flex printing with MS 1"x1" frames (20 SWG) to be in and around the mela. (the thickness of flex should be 30 GSM)**

Location	Size	Sq.ft.	Total Nos.	Total Sq.Ft.
No Parking	2'x5'	10	3 Nos.	30
Parking arrows	5'x3'	15	6 Nos.	90
Parking Rate	3'x5'	15	5 Nos.	75
Scroll Banner	3'x6'	18	100 Nos.	1800
Runners	6'x3'	18	10 Nos.	180
Ticket booth	8'x4'	32	01 No.	32
Ticket booth with ticket rate (Gate no.1)	20'x6'	120	02 Nos.	240
Sponsors hoarding logo	20'x10	200	20 Nos.	4000
Cultural programme Board	4'x8'	32	04 Nos.	128
Mela ticket rate	6'x4'	24	5 Nos.	120
Welcome Board of VVIP	15'x10'	150	10 Nos.	1500
Emergency exit	4'x2'	8	02 Nos.	16
Swachh Mela-Swachh Haryana "Use Dustbins"	3'x5'	15	04 Nos.	60
Use of Match Box, Fire Crackers, any other inflammable material is banned in the Mela area	3'x5'	15	04 Nos.	60
Today's attraction panels	4'x4'	16	20 Nos.	320
No need to stand in queue book tickets online	3'x5'	15	03 Nos.	45
Re entry not allowed	3'x5'	15	02 Nos.	30
Exit gate 1 & 4	4'x2'	08	02 Nos.	16
Toilets (Ladies & Gents) 5 no. each	5'x3'	15	10 Nos.	150
Toilet for differently able	5'x3'	15	03 Nos.	45
Police Control room	5'x2'	10	01 No.	10
Under CCTV surveillance	5'x2'	10	01 No.	10

Location	Size	Sq.ft.	Total Nos.	Total Sq.Ft.
Mela Police Officer	5'x3'	15	01 No.	15
CCTV control room	5'x2'	10	01 No.	10
VIP Parking	5'x3'	15	03 Nos.	45
Media Centre	8'x2'	16	01 No.	16
Mela Secretariat	8'x2'	16	02 No.	32
Protocol office	8'x3'	24	01 Nos.	24
Mela parking entry	2'x5'	10	04 Nos.	40
Material gate timing	3'x6'	18	02 No.	36
Media Board	3'x2'	6	01 No.	6
Map of Diwali Utsav	8'x5'	40	06 Nos.	240
Facia of Huts (as per site requirement)	7'-0"x1'-6"	10.50	450 nos.	4725
Additional (if required as per site)				854
			Total	15000

4. P/F digital A3 size multi coloured guming sheet

Item	Total Nos.	Unit
No Smoking	05	Nos.
Drinking Water	05	Nos.
You are under E-surveillance	10	Nos.
Aap camera ki Nigrani mein hain	5	Nos.
File Extinguisher	15	Nos.
Total	40	Nos.

5. Repair/Replacement of Vinyl sheeting.

Sr No.	Item	Qty.	Unit
1.	Repair/Replacement of Vinyl sheeting of directional signages 1'-6" dia in the mela area alongwith repainting of MS Pole 5'-0" height.	60	Nos.

SECTION-VII

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 will be approved by Nodal Officer 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, 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 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. Due inspection will be made by the designated officer of the Mela Authority.
3. The flex hoardings are one time installation.
4. The Service Provider will himself design the creative of the hoardings in consultation with HTC of publicity branch.
5. HTC can decrease/increase the scope of work and some of the hoardings have to be installed in a short notice.
6. The firm will fix the flex prints at the designated places as per the instruction of Nodal Officer.
7. All hoardings will be with MS Sq. pipe frame divided with members and to be erected with proper foundation with the help of angles etc for safety of the hoarding.
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.
10. The service provider shall ensure the installation of all the hoardings before the start of Surajkund Diwali Mela so that the final inspection can be done by Physical Verification Committee.

SECTION-VIII

General Terms and Conditions

1. Each activity/job has to be provided and made operational strictly as per specifications and schedule mentioned in Tender Document.
2. No subletting will be permitted.
3. The bidder must give rates as per Financial Bid (ONLINE ONLY).
4. The rates can be negotiated as per the Technical Evaluation criteria and the payment will be made accordingly.
5. If Bidder fails to supply the ordered quantity or fails to make the services fully operational as per the requirements, specifications and time schedule all the equipments lying at site will be confiscated and alternate arrangement will be made at the risk and cost of the Tenderer. Further, the EMD alongwith security deposit, if any, will also be forfeited. The said firm will also be blacklisted.
6. Every Bidder will supply a list, atleast 10 days before start of the mela, of its team members/employees showing their names, addresses and photographs for the purpose of issue of photo identity cards as well as for Police Verification. No substitution of the employees will be allowed except in emergent cases and that too with the prior approval of management in writing. Further, a list of its employees as well as the substituted/changed employees to be deputed for the Mela duty, showing their names, addresses and photographs has to be supplied for the purpose of Police Verification.
7. The Bidder will also ensure that each employees/worker engaged for the 2nd Surajkund Diwali Mela purpose should have adhaar card.
8. The Bidder will solely be responsible for maintaining the proper record of employees/persons provided for various activities for the Mela and for payment of all emoluments/wages as per the statutory requirement/labour laws. The HTC will not be responsible for payment of the wages and compensation etc., if any, to the manpower deployed by the Service provider.
9. The rates will remain valid till the Mela is over or for six months duration whichever is higher.
10. The Bidder get all the materials i.e. items of scope of work counted from the physical verification committee (PVC) before the fixing/installation at site, otherwise no payment will be made for the same.
11. The service provider should Coordinate with the concerned Activity heads deputed by Authority and if needs coordinate with other activity heads for synchronizing the smooth implementation of all activities.
12. The Bidder will pay all taxes and levies in force at present or that may be levied by the appropriate authorities at any time during the Contract period and the HTC will not bear any liability on this account.
13. **Situations of Dispute:** In case of dispute and difference in connection with the terms of agreement the said dispute shall first be referred to the Managing Director, Haryana Tourism Corporation for conciliation, on event of failure in conciliation the dispute shall be referred to **Sole Arbitrator** who shall be from the panel of Arbitrator as prepared by Govt of Haryana from time to time which notification is adopted herein mutually by parties by reference only for the purpose of choosing the Arbitrator and shall be construed as part and parcel of this agreement, to which the parties shall have not objections whatsoever "OR"
Jurisdiction of Courts of law will be situated in Chandigarh.
14. HTC may, at its sole discretion, extend the Bid Due Date and amend the Tender by amending the Tender documents. In such a case, all rights and obligations of HTC and Bidders previously subject to the Bid Due Date will thereafter be subject to the Bid Due Date as extended. At any time prior to the Bid Due Date the Authority may, for any reason, whether at its own initiative or in responses to clarifications request by any Bidder, modify the Tender by the issuance of Addenda. In order to facilitate the Bidder reasonable time for taking an Addendum into

- account, or for any reason, the Authority may, in its own discretion, may extend the Bid Due date.
15. During evaluation of Bids, HTC may, at its discretion, ask a Bidder for further clarifications and/or information. The request for clarification and the response thereto shall only be in writing or email. The Bidder shall have to reply to the clarification within 7 Business Days from the date of receipt of the request failing which the Bid of such a Bidder shall be rejected and HTC shall have the right to forfeit the EMD of such Bidder.
 16. Incomplete, conditional tender and the tenders without Tender Fee, Processing Fee and EMD in specified mode are liable to be rejected out rightly.
 17. Each activity/job has to be provided and made operational as per specifications and schedule or otherwise instructed by HTC.
 18. Smoking, consumption of liquor, and chewing of tobacco etc. by the staff of the service providers are totally banned.
 19. 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 Service Provider or his employees in relation to the running of business and dealing with customers the same will be indemnified by the service provider to the HTC. Child labour will not be permitted.
 20. HTC can increase/decrease the Scope of Work.
 21. Manpower deputed by any agency will wear the valid identity card/jacket with logo issued by the concerned contractual agency.
 22. FORCE MAJEURE Neither the selected bidder nor HTC shall be liable to the other for any loss or damage occasioned by or arising out of acts of God such as unprecedented flood, volcanic eruption, cyclone, tsunami, earthquake, pandemic or other convulsion of nature and other acts such as but not restricted to invasion, the act of foreign countries, hostilities, or war-like operations before or after declaration of war, rebellion, military power which prevent performance of the assignment and which could not be foreseen or avoided by a prudent person.
 23. ***Penalty Clause : Agency fails to meet the requirement or provide inferior quality product/service, and delay in execution of services as per the scope of work in stipulated time frame as mentioned in Tender document. The penalty will be imposed by Activity Head subject to approval of MD/HTC.***
 24. The Management reserves the right to accept or reject any one or all the tenders, without assigning any reason.
 25. In case any item is not provided before the scheduled time the officer in charge can arrange the same from the market and the difference of amount incurred shall be deducted from the bill/EMD of the supplier.
 26. If the bidder submit any document in hard copy in the HTC, the bid shall be disqualified & firm shall be blacklisted.
 27. In case the bid document loaded by the bidder is not readable, HTC reserved the right to call document by mail or any other online mode to check whether it is in order or not.

Annexure-I

Format for Financial Summary of the Bidder (on the letterhead of the CA / Statutory Auditor) Average Annual Turn over of the Bidder

We the statutory auditors of M/s.....here by certify that the annual turn over of M/s.....residing atfor the past three years are as per the details given below:-

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

Note: Bidders 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:

- 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.
- 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.