

PUBLIC/TENDER NOTICE

SR. NO.	NAME OF DEPARTM ENT/BOAR D/ CORP./ AUTH	NAME OF WORK/ NOTICE/ TENDER	OPENING DATE CLOSING DATE (TIME)	AMOUNT / EMD (APPROX) in Rupees	WEBSITE OF THE DEPARTM ENT	CONTACT DETAILS/EMAI L	TENDER REF.NO / TENDER NO
I.	HARYANA TOURISM CORPORA TION LIMITED	Hiring of Agency for providing Security, Watch & Ward Services for 39th Surajkund International Crafts Mela 2026	Start Date 14.11.2025 at 11.00 A.M. End Date 28.11.2025 at 11.00 P.M.	7.00 Lakh	haryanatourism.gov.in	Mob:9467189177, 9728000888 haryanatourism@gmail.com , haryanatourismcphp@gmail.com	HTC- 2025/SICM/ Security/01

Key information

Date of publication of tender	14.11.2025
Download start date & time of e-tender document	14.11.2025 from 11.00 A.M.
Tender submission end date & time (Online)	28.11.2025 up to 11.00 A.M.
Opening of Technical Bid (Date & Time)	28.11.2025 at 1.00 P.M.

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.5000/- + GST @ 18% =Rs.5900/-
EMD	Rs.7,00,000/-

Schedule for Minimum Turnover and Work done

(Figures in lacs)

Annual Average turnover during last three financial years i.e. upto 2024-25.	Experience of having successfully completed similar works during last 3 years upto 2024-25		
	Three similar completed works costing not less Or	Two similar completed works costing not less Or	One similar completed works costing not less
100.00 Lakh	25.00 Lakhs (each)	40.00 Lakhs (each)	80.00 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 Providing Services for **39th Surajkund International Crafts Mela 2025** to be held from **31st January, 2026 to 15th February, 2026** at Surajkund, Faridabad, Haryana strictly on conditions mentioned in Tender document.
2. **Registration of bidders on e-Procurement Portal:-**All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic>. in Please visit the website for more details.
3. **Obtaining a Digital Certificate:**
 - a) The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
 - b) 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, 0120-4200462, 0120-6277787, 0172-2700275
 - c) The prospective Bidder may also contact Haryana Tourism for any query/ process regarding e-tendering. Contact

Head Office, HTC/ Activity Head	0172-2702955-57 Mob.9588500969, 9728000888
Surajkund Mela Secretariat / Nodal Officer	<u>Tel:0129-2513000/</u> 2988666, Mob:8816040444

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

7. **Key Dates :-** The tenderers can submit their tender documents (Online) as per the dates mentioned in the Key Information. The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders. If bidder fails to complete the Online Bid Submission stage on the stipulated date and time, his/her bid will be considered as bid not submitted, and hence not appear during tender opening stage.
8. Bid Preparation (Technical & Financial) Online Payment of Tender Document Fee, eService fee (Processing Fees), EMD fees of online Bids:
 - a) The bidders shall have to pay for the Tender document fee, EMD fees & eService Fee (Processing Fees) as per the details mentioned in Key Information online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between contractors and online payment authorization networks. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/ contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT. For online payments guidelines, Home page of the e-tendering portal <https://etenders.hry.nic.in> may be referred.
 - b) The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries, and all other terms and conditions except the rates (price bid) in the part-I (Technical online). The price bid shall be submitted in separate part-II (financial) format supplied by authority online. The committee members shall open only the part-I on schedule date of opening of technical bid. As per system settings, Part-II cannot be opened on that date.
- 8 If the tenders are cancelled or recalled on any ground, the tender document fees & e-service fee will not be refunded to the agency. However, EMD shall be refunded.
- 9 Rates shall be quoted by the tenderer in the format supplied by HTC. No deviation in terms shall be allowed. **The rates quoted by the firm should be inclusive of all components i.e. transportation, labour etc. No additional bill shall be entertained.**
- 10 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 DNIT as well as work order.
- 11 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.
- 12 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.
- 13 The bidder shall bear all costs of bank charges, if any, associated with the preparation and submission of his bid and the purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 14 Any addendum/ Corrigendum/ cancellation/ erratum of tender can also be seen in the said Website.

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- 15 Managing Director, HTC reserves the right to cancel the NIT or to change qualifying requirement or to reject any or all the tenders so received without assigning any reason.

SECTION-I

ELIGIBILITY CRITERIA FOR Bidder/Tendering Company/Firm/Agency/Service provider

1. The Bidder/Company/Firm/Agency/Service provider should be Proprietorship Firm/Company/Cooperative Society registered under Central Act/Act of Haryana/Companies Act, 2013 or Indian Partnership Act.1932. (Note: Consortium or Joint Venture is not allowed to participate in the bidding process.)
2. The Bidder must have an average Annual Turnover as mentioned in “**Eligibility Criteria for Minimum Turnover and Work had done**” in the last three financial years i.e. 2022-23, 2023-24 & 2024-25. A Copy duly certified by Chartered Accountant to be submitted as a proof of Average Annual Turnover.
3. 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 2024-25 as mentioned in “**Eligibility Criteria for Minimum Turnover and Work had done**”
4. The Bidder must be registered in India. (Supporting document must be furnished.
5. The Bidder should have valid GST and PAN registration.
6. **The Bidder must have the following:-**

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| <ol style="list-style-type: none">a) Valid Registration Certificate issued by Labour Department, Haryana or Ministry of Labour & Employment, Govt of India for providing Manpowerb) ESI Numberc) PSARA Act from ADGP (Law & Order), Haryana Police.d) Certificate with regard to compliance of EPF, ESI, Labour welfare fund for the last three financial years i.e. 2022-23, 2023-24 and 2024-25 duly certified by a Chartered Accountant. |
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7. 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 :- All the above mentioned required registrations / licences must be valid on the date of publication of this tender and in case any of registrations/licence is under renewal, the same must be completed before the award of the contract. Requisite self attested copies of documents as proof with reference to above eligibility criteria.

SECTION-II
TEHCNICAL BID FORMAT for Bidder

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

S.No.	Particulars	Details								
1.	Name of the Bidder/ Tendering Company/ Firm/Agency									
2.	Full Address of the Registered Office with Proof									
a)	Telephone No. & Mobile No.									
b)	E mail address									
c)	Website (if any)									
3.	Address of Correspondence with Proof									
a)	Telephone No. & Mobile No.									
b)	E mail address									
c)	Website (if any)									
4.	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									
5.	Whether Proprietorship/Partnership/ Private Limited/ Limited or any other (Documentary evidence should be attached as Proof)									
6.	Processing Fees/Tender fee/ EMD (as per Schedule Mentioned in Tender Document)									
7.	Valid PAN No. & Year (Documentary evidence should be attached as Proof)									
8.	Valid Goods & Service Tax Registration No. & Year (Documentary evidence should be attached as Proof) The bidder will have to provide GST No. (PAN INDIA) for providing the services during the Mela.									
9.	A bidder has to attach an average turnover duly certified by the Chartered Accountant as mentioned in eligibility criteria (shall be verified through UDIN No.)	<table border="1"> <thead> <tr> <th>Year</th><th>Turnover</th></tr> </thead> <tbody> <tr> <td>2022-23</td><td></td></tr> <tr> <td>2023-24</td><td></td></tr> <tr> <td>2024-25</td><td></td></tr> </tbody> </table>	Year	Turnover	2022-23		2023-24		2024-25	
Year	Turnover									
2022-23										
2023-24										
2024-25										
10.	The details of the Works of similar nature handled by the Tendering firm/Agency upto 2024-25 to any CPSUs/State PSU/ Mega Fair or Festival shall be submitted (Documentary Proof of the same is enclosed)	•								
11.	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 blacklisted earlier 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 eligibility criteria.

SECTION-IV Scope of Work

Hiring of Agency for providing Security/ Watch & Ward Services	
Period of Hiring	25 th Jan, 2026 to 17 th Feb 2026

The Security be provided at the Mela entry gates and material gates

The service provider will provide the No. of Security Guards at all mela entry gates, **Ticketing Counters, Entry gates, material gates** and **other locations** under the Supervision of the Supervisor as per the directions of Mela Activity Heads and Nodal Officer. The following norms of the security guards like education, height, chest etc. needs to be follow:-

S.N.	Particulars	Minimum Height	Minimum Chest size	
			Unexpended	Expended
1	Supervisor	175 cms	83 cms	87 cms.
2	Male (SG)	170 cms.	-do-	-do-
3	Female (SG)	158 cms.	NA	NA

The requirements of Manpower is as follows:-

S.N.	Particulars	Timing	No. of persons
1.	Supervisor 25 th Jan. to 17 th Feb, 2026	As per requirement of activity head.	208
2.	Security Guard (Male) 25 th Jan. to 17 th Feb, 2026	08.00 A.M. to 08.00 P.M.	750
3.	Security Guard (Male) 25 th Jan. to 17 th Feb, 2026	08.00 P.M. to 08.00 A.M.	570
4.	Security Guard (Female) 25 th Jan. to 17 th Feb, 2026	08.00 A.M. to 08.00 P.M.	330

NOTE:-THE MANPOWER CAN BE INCREASE OR DECREASE AS PER THE SITE REQUIREMENT.

Specific Terms & conditions

The staff should be well trained and in the age of 18-50 years and has the proper uniform with name plate and stick of fibre glass and the Security Guard has worked with the agency at least one year and still working regularly.

SECTION-V

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/ security deposit, if any, will also be forfeited. The said firm will also be blacklisted.
6. **In case the agency fails to comply with any of the terms and conditions or violates any clause, HTC reserves the right to forfeit the EMD amount. The EMD shall be treated as security deposit, refundable only after the successful completion of the Mela.**
7. Every Bidder will supply a list, at least 25 days before start of the mela, of its team members/employees showing their names, addresses and photographs for the purpose of issue of photo identity cards as well as for Police Verification. No substitution of the employees will be allowed except in emergent cases and that too with the prior approval of management in writing. Further, a list of its employees as well as the substituted/changed employees to be deputed for the Mela duty, showing their names, addresses and photographs has to be supplied for the purpose of Police Verification.
8. The Bidder will also ensure that each employees/worker engaged for the Surajkund Mela purpose should have adhaar card.
9. The Bidder will solely be responsible for maintaining the proper record of employees/persons provided for various activities for the Mela and for payment of all emoluments/wages as per the statutory requirement/labour laws. The HTC/SKMA will not be responsible for payment of the wages and compensation etc., if any, to the manpower deployed by the Service provider.
10. The rates will remain valid till the Mela is over or for six months duration whichever is higher.
11. The Bidder get all the materials i.e. items of scope of work counted from the physical verification committee (PVC) before the fixing/installation at site, otherwise no payment will be made for the same.
12. The service provider should Coordinate with the concerned Activity heads deputed by SKMA and if needs coordinate with other activity heads for synchronizing the smooth implementation of all activities.
13. The Bidder will pay all taxes and levies in force at present or that may be levied by the appropriate authorities at any time during the Contract period and the HTC/SKMA will not bear any liability on this account.
14. **Situations of Dispute:** In case of dispute and difference in connection with the terms of agreement the said dispute shall first be referred to the Managing Director, Haryana Tourism Corporation/Chief Administrator, SKMA for conciliation, on event of failure in conciliation the dispute shall be referred to **Sole Arbitrator** who shall be from the panel of Arbitrator as prepared by Govt of Haryana from time to time which notification is adopted herein mutually by parties by reference only for the purpose of choosing the Arbitrator and shall be construed as part and parcel of this agreement, to which the parties shall have not objections whatsoever “OR” **Jurisdiction of Courts** of law will be situated in Chandigarh.
15. HTC/SKMA may, at its sole discretion, extend the Bid Due Date and amend the Tender by amending the Tender documents. In such a case, all rights and obligations of HTC and Bidders previously subject to the Bid Due Date will thereafter be subject to the Bid Due Date as extended. At any time prior to the Bid Due Date the Authority may, for any reason, whether at its own initiative or in responses to clarifications request by any Bidder, modify the Tender by the issuance of Addenda. In order to facilitate the Bidder reasonable time for taking an Addendum into account, or for any reason, the Authority may, in its own discretion, may extend the Bid Due date.
16. During evaluation of Bids, HTC may, at its discretion, ask a Bidder for further clarifications and/or information. The request for clarification and the response thereto shall only be in writing or email. The Bidder shall have to reply to the clarification within 7 Business Days from the

date of receipt of the request failing which the Bid of such a Bidder shall be rejected and HTC shall have the right to forfeit the EMD of such Bidder.

17. Incomplete, conditional tender and the tenders without Tender Fee, Processing Fee and EMD in specified mode are liable to be rejected out rightly.
18. Each activity/job has to be provided and made operational as per specifications and schedule or otherwise instructed by HTC/SKMA
19. Smoking, consumption of liquor, and chewing of tobacco etc. by the staff of the service providers are totally banned.
20. That the Service Provider/Agency will engage trained staff for the conduct of business and will bear their salaries/wages etc and will ensure due compliance of the applicable Labour Laws and other applicable laws. The said staff has to be courteous and well mannered with the customers/visitors. The Service Provider/Agency will be fully responsible for the conduct and 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/SKMA. Child labour will not be permitted.
21. The agency will not be liable for any claim from licensor against any untoward incidents like theft, riots, natural calamities or the failure of electricity, or even change of the policy as per Law of Land.
22. HTC/SKMA can increase/decrease the Scope of Work.
23. The manpower deputed by the agency shall wear a valid identity card and the prescribed uniform, consisting of a blue shirt and a uniform jacket with the agency's logo, issued by the concerned contractual agency. All male personnel must be clean-shaven, and moustaches must be properly trimmed. Any security guard who reports for duty unshaven shall not be allowed to join duty and no payment will be made for that day. Each security guard must carry a stick of approximately 3 ft. along with a whistle.
24. The agency will provide the details of manpower with aadhar card etc one month prior to the start of mela for incorporating the data on the desk system of SKMA/HTC failing which the tender may be rejected.
25. FORCE MAJEURE Neither the selected bidder nor HTC/SKMA 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.
26. **Penalty Clause:**
 - a) In case agency's staff does not report on duty in the proper uniform along with valid ID card issued by the concerned agency, a penalty @10% of the tender value will be imposed on the day to day basis. For example: If the cost of services for one day comes to Rs.1.00 lakh in that case a penalty of Rs. 10,000/- being 10% penalty amount of the tender value of that day will be imposed.
 - b) In case the staff provided by the agency is unable to perform the duty diligently and promptly as per the requirement of tender document to the satisfaction of the Activity Head, the same penalty and same formula as mentioned above in point 'a' above will be imposed.
 - c) In addition to above, if the agency fails to meet the requirement or provide inferior quality product / service, and delay in execution of services in stipulated time frame as mentioned in Tender Document. The minimum penalty will be imposed @10% of the tender cost and maximum upto @20% of tender cost as recommended by Activity Head. MD/ HTC-cum-Chief Administrator will be the final authority to impose the Penalty.
27. **Indemnification Clause :**

The agency will indemnify the Licensor, against any claim, loss, damage occurred, or caused to the Surajkund Mela Authority, due to willful acts or omissions or carelessness or negligence of the manpower employed by the agency, while on duty during the contract period.
28. The Management reserves the right to accept or reject any one or all the tenders, without assigning any reason.

Annexure-I

Details of the Works as per the eligibility criteria

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

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

Annexure-II

Undertaking

Total number employees in payroll of the organization

We undertake that there are number of employees in the payroll of the (name of the bidder) directly engaged in providing services as on date alongwith the statutory record of EPF. The incorrect information may lead to disqualification and blacklisting.

Name & signature of the HR Head of the bidder

Name & signature of the authorized signatory