

PUBLIC/TENDER NOTICE

SR. NO.	NAME OF DEPARTMENT/ BOARD/ CORP./ AUTH	NAME OF WORK/ NOTICE/ TENDER	OPENING DATE CLOSING DATE (TIME)	AMOUNT/ EMD (APPROX.) in Rupees	WEBSITE OF THE DEPARTMENT	CONTACT DETAILS/EMAIL	TENDER REF.NO / TENDER NO
I	HARYANA TOURISM CORPORATION LIMITED	E-Tender for Hiring of agency/ organization/ Companies for sponsorship through Advertisement rights in 39th Surajkund International Crafts Mela 2026	Start Date 06.01.2026 at 03.00 PM End Date 15.01.2026 at 03.00 PM	5.00 Lakh	haryanatourism.gov.in	Mob:9818590913 haryanatourism@gmail.com , haryanatourism74@gmail.com	HTC-2026/SICM/01

Table of Contents

S.No.	Description	Page Number (s)
1)	Key information	3
2)	Schedule of Processing Fee, Tender Fee and EMD	4
3)	Schedule of Reserve Price	5
4)	Schedule for minimum turnover	6
5)	Information Regarding Online Payment of Tender Document, eService (Processing Fees) & EMD	7
6)	Instructions to bidder on Electronic Tendering System	8-11
7)	SECTION-I ELIGIBILITY CRITERIA FOR Bidder	12
8)	SECTION-II Scope of Work	13
9)	SECTION-III General Terms and Conditions	14
10)	SECTION-IV Bidder Information	15-16
11)	Annexure-I Affidavit/Declaration	17
12)	Annexure-II Format for financial bid	18
13)	Annexure-III Details of the Works as per the eligibility criteria	19

Key Information

Date of publication of tender	6 th Jan. 2026 at 03.00 P.M.
Download start date & time of e-tender document	6 th Jan, 2026 at 03.00 P.M.
Tender submission end date & time (Online)	15 th January, 2026 at 03.00 P.M.
Opening of Technical Bid (Date & Time)	15 th January, 2026 at 04.00 PM
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.5000/- + GST @ 18% = Rs.5900/-
EMD (Refundable)	Rs. 5.00 Lakhs

Schedule of Reserve Price

Sr. No.	Name of Activity	Reserve price + GST (18%)
1.	Hiring of agency/organization/Companies for sponsorship through Advertisement rights in 39th Surajkund International Crafts Mela 2026.	<p>Rs.1,25,000/- (Rs. One Lakh Twenty Five Thousand only) + GST as per applicable.</p> <p>NOTE:- (Per 30 second on all 10 LED Screens 20 times a day)</p>

Schedule for Minimum Turnover

Schedule for Minimum Turnover and Work done

(Figures in lacs)

Annual Average turnover during three financial years i.e. 2022-23, 2023-24 & 2024-25	Experience of having successfully completed similar works during last 3 years upto 2024-25		
	Three similar completed works costing not less	Two similar completed works costing not less	One similar completed works costing not less
300 Lacs	100.00 lacs each	150.00 lacs each	300.00 lacs

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 2026** to be held from **31st January 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) 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, HTC/ Activity Head	0172-2702955-57 Mob. 9818590913, 989637770
Surajkund Mela Secretariat / Nodal Officer	<u>Tel:0129-2513000/</u> 2988666, 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.
- i) 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>.
- j) 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.
- k) 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 datesmentioned in the Key Information. The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders. If bidder fails to complete the Online Bid Submission stage on the stipulated date and time, his/her bid will be considered as bid not submitted, and hence not appear during tender opening stage.
8. Bid Preparation (Technical & Financial) Online Payment of Tender Document Fee,eService fee (Processing Fees), EMD fees of online Bids:
 - a) The bidders shall have to pay for the Tender document fee, EMD fees & eService Fee (Processing Fees) as per the details mentioned in Key Information online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between contractors and online payment authorization networks. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/ contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT. For online payments guidelines, Home page of the e-tendering portal <https://etenders.hry.nic.in> may be referred.
 - b) The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries, and all other terms and conditions except the rates (price bid) in the part-I (Technical envelope).The price bid shall be submitted in separate part-II format supplied by authority online. The committee members shall open only the part-I on schedule date of opening of technical bid. As per system settings, Part-II cannot be opened on that date.
- 8 If the tenders re 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 Bidder shall ensure that payment shall be made at least 2 days prior to last date of submission of the bid.
- 10 Rates shall be quoted by the tenderer in the format supplied by HTC. No deviation in terms shall be allowed.
- 11 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.

- 12 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.
- 13 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.
- 14 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.
- 15 Any addendum/ Corrigendum/ cancellation/ erratum of tender can also be seen in the said Website.
- 16 Managing Director, HTC reserves the right to cancel the NIT or to change qualifying requirement or to reject any or all the tenders so received without assigning any reason.

SECTION-I

ELIGIBILITY CRITERIA FOR Bidder

1. The Bidder /Firm/Agency should be Proprietorship Firm/Company registered under Central Act/Act of Haryana/Companies Act, 2013 or Indian Partnership Act.1932.
2. Must be registered with relevant copies of registration:
 - a) Income Tax Department. (having PAN number)
 - b) Provident Fund Department,
 - c) GST Number of Haryana.
3. The Bidder/agency must have an average Annual Turnover as mentioned in **“Eligibility Criteria for Minimum Turnover and Work done”** in the last three financial year i.e. 2022-23,2023-24 and 2024-25. A Copy duly certified by Chartered Accountant to be submitted as a proof of Average Annual Turnover as per Annexure I.
4. The Bidder/agency/firm should be a registered entity with minimum 3 years of existence and experience in the same activity (Certificate of Incorporation/ Registration, Pan Card, Service Tax Registration Certificate).
5. The Bidder/agency having quality certification appropriate ISO 9001:2008.
6. In last 3 years, Bidder/agency /firm must have three similar ongoing projects in Government of India/ State Govt./PSU/Centre Govt./Malls or for any company registered in India under Companies act 1956/2013.
7. The Bidder/agency should have executed similar assignment/ work as per detail given below:-
 - a) Three similar completed works more than or equal to amount as mentioned in **“Schedule for Minimum Turnover and Work done” OR**
 - b) Two similar completed works more than or equal to amount as mentioned in **“Schedule for Minimum Turnover and Work done” OR**
 - c) One similar completed works more than or equal to amount as mentioned in **“Schedule for Minimum Turnover and Work done”**
8. The firm/ agency must have a minimum fifty experienced professional (Self Certification).
9. The Agency should not have been blacklisted from anywhere i.e. by any Government/ Semi-Government Department or PSU/ institution/corporation/federation etc. and not connected to any firm who has been so blacklisted in the past five years. An affidavit in this regard duly notarized on stamp paper of Rs.100/- is required.

Note :- All the above mentioned required registrations / licences must be valid on the date of publication of this online auction process 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.

Scope of Work and Brief Scope of Work

1. Haryana Tourism Corporation Limited (HTC), a Government of Haryana Undertaking, having its registered office at Chandigarh, hereby invites short-term online e-tenders under the Two-Bid System, comprising Technical Bid and Financial Bid, from reputed, experienced, financially sound and eligible advertising agencies/firms/companies for the purpose of collection of sponsorship revenue through the display of advertisements during the 39th Surajkund International Crafts Mela-2026.
2. The scope of work shall include the planning, operation, maintenance and display of advertisements on unipoles and/or non-unipole based LED Screens, to be installed inside and outside the Surajkund Mela premises, strictly as per the locations, specifications and directions issued by Haryana Tourism Corporation Limited and/or Surajkund Mela Authority from time to time.
3. The 39th Surajkund International Crafts Mela-2026 is scheduled to be held from 31st January 2026 to 15th February 2026 (both days inclusive) at Surajkund, District Faridabad, Haryana, for the duration of a day. Each advertisement display unit/translite shall be of the size 18 feet × 10 feet or such other size as may be approved by the competent authority.
4. The advertisements shall be displayed in slots of 30 (thirty) seconds duration, with a minimum assured frequency of twenty (20) displays per day per advertisement. The successful bidder shall ensure uninterrupted display, adequate brightness, clarity and compliance with all statutory, safety, electrical and local authority norms applicable during the Mela period. The bidder agency must mentioned about the number of slot they will require at the time of filing up the tender.
5. The bidding process shall be governed by the terms and conditions, eligibility criteria, technical specifications, financial parameters and other instructions as detailed in the tender document. HTC reserves the right to accept or reject any or all bids, wholly or partly, without assigning any reason thereof, and its decision in this regard shall be final and binding on all bidders.

General Terms and conditions

1. The selected bidder will pay 10% of the total bidding amount after issuing LOI, 40% of the total bidding amount on 20.01.2026 and the balance amount i.e. 50% of the total bidding amount on 30.01.2026.
2. That the SKMA/HTC will not be liable for any claim from the Licensee against any untoward incidents like theft, riots, natural calamities, failure of electricity or even change of the policy by the Govt. for display of advertisements.
3. The proposed land/site will be given on “AS IS WHERE IS” basis.
4. 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.
5. Penalty Clause: Bidder/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-cum-Chief Administrator.
6. The Bidder/agency will pay all taxes and levies in force at present or that may be levied by the appropriate authorities at any time during the license period and the HTC/SKMA will not bear any liability on this account.

Note: The management reserves the right to accept or reject any one or all the auctions, without assigning any reason.

Bidder Information

S.No.	Particulars	Details								
1.	Name of the Bidder Company/ Firm/Agency									
2.	Full Address of the Registered Office with Proof									
a)	Telephone No. & Mobile No.									
b)	Fax No.									
c)	Email address									
d)	Website (if any)									
3.	Address of Correspondence with Proof									
a)	Telephone No. & Mobile No.									
b)	Fax No.									
c)	Email address									
d)	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.	Valid PAN No. & Year (Documentary evidence should be attached as Proof)									
7.	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									
8.	A Certificate may be submitted for Average Turnover for the last three Years i.e. 2022-23, 2023-24 and 2024-25 duly Audited by the Chartered Accountants. The Following Proofs are to be enclosed herewith <ul style="list-style-type: none"> a) The balance-sheets duly audited by a Chartered Accountant to be attached. b) In case of Proprietorship firm copies of ITRs for the last three Assessment Years i.e. Years i.e. 2022-23, 2023-24 and 2024-25. 	<table border="1" style="float: right; margin-left: 10px;"> <tr> <th>Year</th> <th>Turnover (In lacs)</th> </tr> <tr> <td>2022-23</td> <td></td> </tr> <tr> <td>2023-24</td> <td></td> </tr> <tr> <td>2024-25</td> <td></td> </tr> </table>	Year	Turnover (In lacs)	2022-23		2023-24		2024-25	
Year	Turnover (In lacs)									
2022-23										
2023-24										
2024-25										
9.	The details of the Works of similar nature handled by the bidder firm/Agency upto 2024-25 to any CPSUs/State PSU/ Mega Fair or Festival shall be submitted in the format enclosed at Annexure III(Documentary Proof of the same is enclosed)									
10.	The Bidder/agency should not have been blacklisted									

S.No.	Particulars	Details
	by anyone i.e. any Government/ Semi-Government Department or PSU/ Institution/ corporation/ federation etc. and not connected to any firm who has been so blacklisted in the past five years. An affidavit of Rs. 100/- in this regard duly Notarized and certified by the Bidder should be submitted.	

I/We hereby declare and certify as under:-

1. That I/We have gone through the auction 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 auction documents
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 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 auction document.
6. It is further certified that the submitted auction is unconditional and strictly as per the schedule.

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

SECTION-VI

Annexure

Affidavit/Declaration

Attested across front

Photograph

Of the applicant

Name of ACTIVITY

(ON A NON-JUDICIAL STAMP PAPER WORTH Rs. 100/-)

I/We.....S/o.....

R/o.....do hereby
declare and affirm as under:

1. That.....(Name of Firm/Company has not been blacklisted/debarred from anywhere i.e. by any Govt. Department OR any other autonomous body etc.)
2. That none of the Partner (s) Sole Proprietor or Director(s) have ever been associated with any Firm/Company/ which has ever been blacklisted/debarred by anyone i.e. any Govt. Department or any autonomous body etc.
3. That none of the Partner(s) Sole Proprietor or Director(s) have ever been convicted of an economic offence.
4. That no criminal cases are registered or pending against any of the Partner(s) Sole Proprietor OR Director(s).
5. That I/We will not do any other work/activity other than specified by SKMA/HTC as envisaged in the Bid document.

Dated:

DEPONENT

Place

VERIFICATION:

Verified that the above contents of the affidavit are true to the best of my/our knowledge and belief and nothing has been concealed therein.

Dated:

DEPONENT

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

We the statutory auditors of M/s.....hereby certify that the annual turnover of M/s.....residing at.....for the past three years are as per the details given below:-

Year	Turnover(Inlacs)
2022-23	
2023-24	
2024-25	
Average Annual Turnover:	

Note: Bidders are required to provide data for last three years ending 31st March 2025. Bidders must fill in the exact figures towards the turnover and ensure the details match online (shall be verified through UDIN). Audited Balance Sheets are also required to be submitted for the same.

UDIN No:_____

Name of Statutory Auditor

Designation

Seal of Audit firm

Note:

1. The Bidder shall submit audited annual reports (financial statements: balance sheets, profit and loss account, notes to accounts etc.) in support of the financial data duly certified by statutory auditor/s. In case, company does not have statutory auditor/s, it shall be certified by the chartered accountant that ordinarily audits the annual financials of the company.
2. The Document as furnished above shall be verified online through the UDIN and the Balance Sheets. Bidders are advised to ensure that the details as per this form are reproduced online accurately

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		Amount (without GST)
				From	To	

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