

**PUBLIC / TENDER NOTICE**

<b>SR. NO.</b>	<b>NAME OF DEPARTMENT/BOARD/CORP./AUTH</b>	<b>NAME OF WORK/NOTICE/TENDER</b>	<b>OPENING DATE CLOSING DATE (TIME)</b>	<b>EMD</b>	<b>WEBSITE OF THE DEPARTMENT</b>	<b>NODAL OFFICER/CONTACT DETAILS/EMAIL</b>	<b>TENDER REF.NO / TENDER NO</b>
I.	HARYANA TOURISM CORPORATION LIMITED	Hiring of agency for organizing the competitions during 31 <sup>st</sup> Mango 2024 at Pinjore	Start Date/Time 21.06.2024 At 9:00 A.M.  End Date 26.06.2024 Upto 5.00 PM	EMD: 0.25 lac	<a href="http://haryanaturism.gov.in">haryanaturism.gov.in</a>	Mr. Munish Kapoor 92164004 46 haryanaturism@gmail.com	HTC- 2024/Hiring/M- Mela/05
II.	HARYANA TOURISM CORPORATION LIMITED	Hiring of Agency for providing Staff for Sanitation & Cleaning Services and Security Services during 31 <sup>st</sup> Mango 2024 at Pinjore	Start Date/Time 21.06.2024 At 9:00 A.M.  End Date 26.06.2024 Upto 5.00 PM	EMD: 0.50 lacs	<a href="http://haryanaturism.gov.in">haryanaturism.gov.in</a>	Mr. Munish Kapoor 92164004 46 haryanaturism@gmail.com	HTC- 2024/Hiring/M- Mela/07

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**Key information**

Date of publication of tender	21 <sup>st</sup> June, 2024 at 9:00 AM
Download start date & time of e-tender document	21 <sup>st</sup> June, 2024 at 9:00 AM
Tender submission end date & time (Online)	26 <sup>th</sup> June, 2024 Upto 05.00 PM
Venue of Submission of Technical Bid	Managing Director, Haryana Tourism Corporation SCO 17-19, Sector 17-B, Chandigarh-160017
Opening of Technical Bid	27 <sup>th</sup> June, 2024 at 9.00 AM
Venue for opening of Tender	Haryana Tourism Office SCO 17-19, Sector-17B, Chandigarh-160017

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

<b>Processing Fee to be charged by NIC ( Non-refundable)</b>	<b>Rs.1000/-+ GST @18%= Rs. 1180/-</b>
<b>Tender Fee + GST @18% ( Non-refundable)</b>	<b>Rs. 1000/- + GST @ 18%= Rs. 1180/-</b>

<b>Sr No.</b>	<b>Particulars</b>	<b>Earnest Money (Refundable)</b>
<b>1.</b>	Hiring of agency for organizing the competitions.	0.25 lac
<b>2.</b>	Hiring of Agency for providing Staff for Sanitation & Cleaning Services and Security Services	0.50 lacs

**Schedule of Minimum Turnover for Eligibility Criteria**

<b>(Figures in lacs)</b>		
<b>Sr No.</b>	<b>Particulars</b>	<b>Average turnover of any three years in last 4 years. (2020-21, 2021-22, 2022-23 and 2023-24)</b>
I.	Hiring of agency for organizing the competitions.	10.00 lakhs
II.	Hiring of Agency for providing Staff for Sanitation & Cleaning Services and Security Services	30.00 Lakhs

## **Instructions to bidder on Electronic Tendering System**

1. E-Tenders (**Online Bids**) are invited from the Bidder for Providing Services for **31<sup>st</sup> Mango Mela at Yadavindra Garden, Pinjore** to be held from **5<sup>th</sup> July to 7<sup>th</sup> July 2024** 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](mailto:support-eproc@nic.in) OR [eproc.nichry@yahoo.com](mailto: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: 9216400446, 9417173033, 8595517758
Office of Yadavindra Garden, Pinjore	<a href="tel:01733-231877">Tel:01733-231877</a> / <a href="tel:230759">230759</a> . Mob: 9466636541,

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 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.
- f) 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.
- g) 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.
- h) 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, 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 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 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 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.

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

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; and
  - d) PSARA Act from ADGP (Law & Order), Haryana Police (in case of Hiring of Agency for providing Security)
3. Average turnover as per **Schedule of Minimum Turnover certified by 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 5 years upto 2023-24.
  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) **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.**
- ii) **Requisite self attested copies of documents as proof with reference to above eligibility criteria.**

**TEHCNICAL 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.)**

<b>S.No.</b>	<b>Particulars</b>	<b>Details</b>	
1.	Name of the Bidder/Tendering Company/Firm/ Agency/Service provider		
2.	Full Address of Office		
a)	Telephone No.& Mobile No.		
b)	Fax No.		
c)	Email address		
d)	Website (if any)		
3.	<b>Detail of Contact Person</b>		
a)	Name of Contact Person		
b)	Mobile Number of Contact Person		
	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) <b>The bidder will have to obtain provisional GST No. of Haryana for Providing the Services during the Mela</b>		
7.	Valid PSARA Certificate from ADGP (Law & Order), Haryana Police. (in case of Hiring of Agency for providing Security)		
8.	A Certificate may be submitted as per <b>Annexure I</b> for Average Turnover of any three Years in last four years i.e. 2020-21, 2021-22, 2022-23 &	Year	Turnover (In lacs)
		2020-21	

S.No.	Particulars	Details	
	2023-24 duly Audited by the Chartered Accountants. The Following Proofs are to be enclosed herewith a) The balance-sheets duly audited by a Chartered Accountant to be attached. In case balance sheet for the financial year 2023-24 has not been finalized, provisional balance sheet b) In case of Proprietorship firm copies of ITRs for any three Years in last four years i.e. 2020-21, 2021-22, 2022-23 & 2023-24.	2021-22	
		2022-23	
		2023-24	
9.	The details of the Works as per Eligibility Criteria upto 2023-24. The information shall be submitted in the format enclosed at <b>Annexure II (Documentary Proof of the same is also enclosed)</b>		
10.	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****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.**



### Scope of Work

<b>I</b>	<b>HIRING OF AGENCY FOR ORGANIZING THE COMPETITIONS.</b>
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#### Section-I Organizing the Competitions

S.N.	Description	Qty	Unit
1.	<p>Promotion of Mango mela through a tapping of 25000+ students of different schools which falls under 50kms periphery of Yadavindra Gardens. Organizing various competitions includes Drawing competition, Clay competition, Slogan competition, Fancy dress competition, Mango extempore, Show and tell competition, Mango rangoli competition, Treasure hunt &amp; Mango eating competition. The competition/ seminar organized by the Haryana Tourism and Horticulture Department will also be covered. The promotion will be started from the first July with a 100 man days and Anchoring of the stage for 3 days. The material will be supplied by HTC in coordination with the agency. Scope of work includes the physical delivery and collection of drawing sheets from the schools and management of all competitions. Anchor /Host should be arranged for 3 days for smooth execution of all competitions. All competition will spread into 3 days and final round will be done on day 3 of event.</p>	1	Job

<b>II</b>	<b>Hiring of Agency for providing Staff for Sanitation &amp; Cleaning Services and Security Services.</b>
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<b>Period of Hiring</b>	<b>3<sup>rd</sup> July, 2024 to 8<sup>th</sup> July, 2024 for Sanitation &amp; Cleaning</b>
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### **Scope of work**

**The work providing Manpower for Security, Sanitation & Cleaning Services in the following areas:-**

#### ➤ **SANITATION & CLEANING SERVICES**

1. Requirement of Sanitation workers for cleanliness of Entire Garden (inside & outside), Mela area and its vicinity including the Toilets, E-Toilets, Food Court area, Amusement area, Stage, and all approach roads to the Garden etc during Mango Mela-2024.
2. Additional Parking and any other area as decided by HTC.
3. The tentative requirements of Manpower. The Manpower can be increased or decreased as per the requirement.

<b>Particular</b>	<b>Cleaner (Male)</b>	<b>Cleaner (Female)</b>
3 <sup>rd</sup> July, 2024	05	05
4 <sup>th</sup> July, 2024	05	05
5 <sup>th</sup> July, 2024	10	05
6 <sup>th</sup> July, 2024	15	05
7 <sup>th</sup> July, 2024	15	05
8 <sup>th</sup> July, 2024	15	05
<b>Total</b>	<b>65</b>	<b>30</b>

**Note:- The manpower will be managed by the sufficient Supervisor of the agency.**

#### ➤ **SECURITY SERVICES**

1. Requirement of Security Services during Mango Mela-2024 at Yadavindra Gardens, Pinjore at different locations.
2. The tentative requirements of Manpower. The Manpower can be increased or decreased as per the requirement:-

<b>Particular</b>	<b>Security Guard (Male)</b>	<b>Security Guard (Female)</b>
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	<b>Day</b>	<b>Night</b>	
5th July, 2024	20	10	05
6th July, 2024	20	10	05
7th July, 2024	20	10	05
<b>Total</b>	<b>60</b>	<b>30</b>	<b>15</b>
<b>Grand Total</b>	<b>105</b>		

**Note:- The manpower will be managed by the sufficient Supervisor of the agency.**

**Specific Terms & conditions:-**

1. The staff so deputed should wear uniform displaying name badge & proper Photo ID card with the seal/ stamp and signatures of the Service Provider. A list of employees showing their names, addresses, Aadhaar card with photographs should be supplied to the DDO, HTC, Pinjore Garden well in advance for Police verification. It has to be ensured that the Manpower should be deputed out of the list only, and any substitute, if required, would be allowed only be the Activity Head under special circumstances.
2. The staff should be well trained and in the age of 18-50 years and has the stick of fibre glass.
3. The Agency shall be the employer of the manpower deployed for the Services; therefore the statutory obligations as per the Labour Laws and other acts/ rules/ laws of the land shall be the responsibility of the employer/Service Provider. No child below the age of 18 years will be engaged for any kind of job
4. In case service provider does not provide requisite Manpower as per scope of work the same will be deducted from Total cost as per the scope of work.
5. Cleaning equipment's & materials like brooms, mopes, dusters, garbage baskets, buckets, garbage bags (black), liquid soap, toiletries, BHC etc. should be provided by the DDO, HTC, Pinjore Garden. The agency should submit a complete requirement before execution.
6. The Supervisors etc. will have their own mobiles so that it may be used for better communications.
7. Spick & span cleaning of the vicinity after the Mela shall be the responsibility of the Agency.

8. The service provider will have to make available cabs/vehicles for transportation of his staff as well as for movement of its supervisory staff in case of emergency.
9. If the service provider fails to provide the requisite Manpower, Items and equipment's during the Mela he/she may be blacklisted/penalized accordingly.
10. The service provider is to supply a list of the total staff deputed, area-wise in the morning every day at 7.00 a.m. to the Officer In charge of HTC so that the same may be verified during the day time.
11. The Service Provider can increase or decrease the staff as per requirement of the authorities. The corresponding cost will also increase/decrease accordingly in the same proportion.

**Signature of the authorized representative**  
**Name (in Capital letters)**  
**Bidder/Tendering Company/Firm/Agency/**  
**Service provider**

### **General Terms and Conditions**

1. Each activity/job has to be provided and made operational strictly as per specifications and schedule.
2. No subletting will be permitted.
3. The tenderer must give rates as per the proforma of Financial Bid including the applicable Taxes, EPF, ESI etc. separately.
4. The rates can be negotiated with the Lowest Bidder, if necessary.
5. If Tenderer/service provider 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 Service Provider will supply a list 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 Agency/Service provider 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.
8. The rates will remain valid till the Mela is over.
9. The Agency/Service provider 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 Licensor will not bear any liability on this account.
10. That any dispute arising out of these terms and conditions will be referred to the sole arbitration of the Managing Director, Haryana Tourism who may himself act as Arbitrator or appoint any serving

or retired officer or any other person to act as Arbitrator on his/her behalf. The proceedings before the Arbitrator will be governed by the provisions of the Arbitration & Conciliation Act-1996, as amended from time to time. The appointment of any person as Arbitrator will not be invalidated merely on the ground of his being associated with Licensor as one of its Officers in any capacity whatsoever. However, all disputes will be subjected to the jurisdiction of the local courts or the courts situated at Panchkula.

11. Incomplete, conditional tender and the tenders without EMD in specified mode are liable to be rejected out rightly.
12. 15-20% extra work on total bill will be compensated/ borne by the firm without any charges.
13. The HTC reserves the right to increase or decrease the scope of work and quantities may vary from time to time as per the instructions given by the authorities.
14. Each activity/job has to be provided and made operational as per specifications and schedule.
15. Smoking, consumption of liquor, and chewing of tobacco etc. by the staff of the service providers are totally banned.
16. 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 licensee or his employees in relation to the running of business and dealing with customers the same will be indemnified by the licensee to the licensor. Child labour will not be permitted.

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

**Annexure-I**

**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	<b>Turnover (In lacs)</b>
2020-21	
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:

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

**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.**