



HOUSING AND URBAN DEVELOPMENT CORPORATION LTD. (HUDCO)
A Navratna CPSE (A Govt. of India Enterprise)
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Date: 06.01.2025

Sub: Empanelment of Event Management Agencies/Firms for Organizing various Events at In-house, Outside Venues and other properties of HUDCO.

Dear Sir/Madam,

Housing and Urban Development Corporation Ltd. (HUDCO), a Govt. of India Undertaking, under the administrative control of Ministry of Housing & Urban Affairs, Govt. of India, New Delhi invites bids from experienced and reputed event management agencies for empanelment to organize and manage events at in-house venues, external locations, and other properties of HUDCO. The empanelled Agencies/Firms will handle various events such Foundation Day, Sports Day, Annual General Meeting, Yoga Day, Environment Day, celebration of various festivals, Commemorative National Events, Seminars, Conference etc. with an estimated cost of Rs. 1 crore or less, (each event) including both indoor and outdoor events shall be organized by Admn. Wing, HUDCO from time to time. The empanelment will be purely based on the technical expertise and experience of the vendors, without any financial bid.

The Empanelled Agencies/Firms shall be valid for a period of three years which may be extended for further 2 years subject to satisfactory services provided by empanelled agencies.

The Agencies/Firms should clearly understand the HUDCO's requirements before applying and for any doubt/clarification in this regard, may be sought from Smt. Sheeja Nair, SM(Admn.), Mobile Number 9810722668 from Monday to Friday from 10.00 A.M. To 5.30 P.M.

Note: -

- 1. Empanelment through Open Tender-** HUDCO will empanel event management agencies through an open tender process on HUDCO website and CPPP portal.
- 2. A pre-bid meeting is scheduled on 09th January 2025 at 3.00 P.M. in Sammelan Kaksh, HUDCO Bhawan, India Habitat Centre Lodhi, Road, New Delhi. All Agencies/Firm will required to attend the Pre-Bid meeting is mandatorily to understand the requirement of HUDCO. The Agencies/Firms who will not attend the Pre-Bid meeting, shall not be considered for empanelment process.**
- 3. The Tender/Bid with complete information may be dropped in the tender box installed on 5th Floor at HUDCO Bhawan, Core 7A India Habitat Centre, Lodhi Road New Delhi-110003 within the scheduled time.**
- 4. Eligibility Criteria for GeM Registration-** Only Agencies/Firms registered on the GeM portal under event management category shall be eligible to apply for various events from time to time.

5. **Rejection of Non-Event Management Categories-** Agencies/Firms not registered under the event management category will not be considered and outrightly rejected without any justification. (**Documentary proof to be submitted**)
 6. **Limited Tender Post-Empanelment-** After empanelment through HUDCO website and CPPP portal, the bids will be invited only from empanelled Agencies/Firms through Limited tender on GeM portal, to participate in the tender process.
 7. **Organizing Back-to-Back Events-** In case of back-to- back multiple events on the same date or week, work will not be assigned to single agency and chance will be given to other agencies to prevent overcommitment and ensure quality execution of event.
6. **Selection Criteria** - Only 5 best Agencies/Firms will be empaneled with following requirements:-
- i) Experience and reputation
 - ii) Expertise
 - iii) Infrastructure and Resource
 - iv) Financial stability
 - v) Compliance and Certification etc.

A) Mode of Tendering:

Notice Inviting Tender through open Tender/Bids are invited in the enclosed format with following details: -

Table- Other Important Annexures

1	Annexure-I	Bid Security Declaration (to be filled in by the Agency/Firm on their letter head) (Copy to be uploaded with the Technical Bid as a proof)
2	Annexure-II	Technical Bid duly filled & signed
3	Annexure-III	Bank Details of the Agency/Firm
4	Annexure-IV	Undertaking by the Agency/Firm that it is not black listed (duly filled and uploaded with the Technical Bid)

B) Important Dates:

a)	Date & Time of Publishing of Tender	6 th January 2025, 11:00 AM
b)	Last Date & Time for submission Tender	14 th January 2025, 11:00 AM
c)	Date & time for opening of Technical Bids	14 th January 2025, 12:00 Noon
d)	Pre-bid Meeting	9 th January 2025, 3.00PM

d)	Date of Presentation	To be intimated
e)	Validity of Bids	01 year from the closing date of bids.

C) Scope of Work

The events include: - Foundation Day, Sports Day, Annual General Meeting, Yoga Day, Environment Day, celebration of various festivals, Commemorative National Events etc. The empanelled Agencies/Firms will be responsible for the comprehensive management of events, including the following:

1. Event Planning & Conceptualization

- Collaborate with HUDCO to understand the objectives, theme, and requirements of each event.
- Develop detailed event plans and timelines, including creative concepts and innovative ideas.
- Prepare a proposal outlining event concepts, designs, and a comprehensive plan for execution.

2. Venue Selection & Setup

- Assist in selecting appropriate venues for both in-house and external events.
- Manage venue bookings, coordination, and ensure that all necessary arrangements are timely made.
- Oversee the setup of stages, seating, podiums, audio-visual equipments, and other necessary arrangement/facilities.

3. Vendor Management

- Identify, negotiate with, and hire Agencies/Firms/vendors for catering, décor, entertainment, photography, and technical services, etc.
- Manage contracts, ensure the quality of services, and handle vendor's payments.
- Coordinate vendor activities to ensure timely and effective delivery of services.

4. Logistics & Coordination

- Handle all logistical aspects, including transportation and accommodation for guests, VIPs, and performers.
- Ensure smooth coordination among all stakeholders, including HUDCO officials, vendors, and event participants.
- Arrangement for the transportation and setup of event materials and equipment.

5. Budget Management

- Develop a detailed budget for each event, ensuring it remains within the budget.
- Monitor expenditures, manage invoicing, and ensure timely payments.
- Provide regular financial reports and updates on budget utilization.

6. Permits & Legalities

- Obtain all necessary permits and licenses required for the various event, to be conducted from time to time .
- Ensure compliance with local regulations, including noise, safety, and other applicable laws.

7. Promotion & Marketing

- Create and execute a marketing plan to promote the event, including social media campaigns, advertisements, and PR activities.

- Design promotional materials such as invitations, banners, and brochures.
- Handle media relations and ensure effective communication of event details.

8. Guest Management

- Prepare and manage guest lists, RSVPs, and seating arrangements.
- Coordinate the reception and hospitality of guests, ensuring a positive experience.
- Manage arrangements for VIPs, speakers, and performers.

9. Audio-Visual & Technical Arrangements

- Provide and manage audio-visual equipment, including sound systems, lighting, projectors, and video recording.
- Coordinate with technical teams to ensure smooth operation of all equipment.
- Prepare contingency plans for technical issues.

10. Decorations & Thematic Elements

- Design and implement event décor, including floral arrangements and other decorative elements.
- Coordinate with floral and décor vendors to ensure the theme is effectively represented.
- Oversee the setup of decorations, ensuring they align with the event's theme and requirement

11. On-Site Event Coordination

- Deploy a team of event managers to oversee all on-site activities.
- Ensure that event schedules are adhered to and address any issues that arise.
- Manage staff, volunteers, and vendors to ensure the smooth execution of the event.

12. Health & Safety

- Implement safety protocols and emergency plans for the event venue.
- Arrangement for security personnel and medical teams as per requirement of Event.
- Ensure effective crowd control and risk management measures.

13. Post-Event Management

- Supervise the breakdown and clean-up of the event setup.
- Submit a comprehensive post-event report, including participant feedback and lessons learned.
- Provide digital copies of event photos, videos, and media coverage.

14. Client Communication

- Maintain regular communication with HUDCO for various approvals and updates, required for the Events, to be conducted from time to time.
- Provide status reports and address of all events as well as feedback from HUDCO.

D) Stage- I Pre-Qualification Technical Eligibility Criteria

For evaluation of the technical bids, following are the Pre-Qualification Technical Eligibility Criteria of the Agency/Firm. Any Agency/Firm not fulfilling the same shall not be technically qualified: -

The Agency/Firm shall submit the Bid Security Declaration on their letterhead duly filled & signed and stamped	Proof to be attached as per Annexure-I
The Operational office of the Agency/Firm should be in Delhi/NCR.	Proof to be attached
The Agency /Firm should be an Indian company under the Companies Act, 2013/Partnership/Proprietorship/Any other Legal entities registered under the applicable laws and regulation engaged in supply of services.	Proof to be attached
The Average Turnover of the Event Management Agency/Firm should be Rs. 1.00 Crore & Rs. 75.00 lacs for MSME Agency/Firm in each last three financial years, i.e., 2020-21, 2021-22 & 2022 -23. Please upload Profit and loss /Certificate duly attested by Chartered Accountant as a proof.	Proof to be attached
The Event Management Agency/Firm should have successfully executed at least 5 similar event management projects in the last three financial years for any Central Govt. / State Govt / PSUs/Banks/Corporates with individual event values under INR 1 Cr .	Purchase order/Work Order to be attached as a proof with technical bid
The Event Management Agency/Firm should have valid Pan and GST & GST Registration should be of Delhi/NCR.	Proof to be attached
The Event Management Agency/Firm should not be blacklisted / debarred by any Central Govt. / State Govt / PSUs/Banks/Corporates. The Agency should not participate in the tender during the period of blacklisting.	Proof to be attached as per Annexure IV
MSME Certificate by the Agency/Firm	Proof to be attached
The Event Management Agency/Firm must have minimum 25 team members of professionals and experienced supports staff employed by the Agency/Firm.	Proof of offer letters given to support staff to be attached. (The documents should be very clear and in case of any ambiguity, the bids will not be considered for empanelment and outrightly rejected)
The Agency/Firm must have minimum 10 high profile clients only Central Govt./State Govt/PSUs/Banks/Corporates, etc. No other clients will be entertained.	Proof of Job order to be attached (The documents should be very clear and in case of any ambiguity, the bid will be outrightly rejected)

Note: - 1. All the required documents duly Attested by an Agency/Firm in support of eligibility criteria to be up-loaded and indexed properly. If any of the information asked by HUDCO for proper evaluation of Technical Bid mentioned in **Annexure-II** is not given or found incorrect or incomplete, the bids shall be liable to be rejected.

2. The Agency/Firm qualifying **Stage-I i.e., Prequalification Eligibility Technical Criteria** will only be called for Presentation.

E) Stage II- Presentation by the Agency/Firm after fulfilling the Minimum Pre-Qualification Technical Eligibility Criteria:

Sl. No	CRITERIA	Max. Marks
1.	Conceptual Understanding	30
2.	Understanding of requirement and approach methodology	20
3.	Design and concept to organize the event	20
4.	Timelines	15
5.	Overall Presentation and response to queries of the committee members.	15
Total		100

Note:

- The Agency/Firm who will score 80 Marks or above will be considered for empanelment.
- Similar work means for Providing Event Management Services for Foundation Day, Sports Day, Annual General Meeting, Yoga Day, Environment Day, celebration of various festivals, Commemorative National Events etc.
- HUDCO reserves the right to accept or reject the deviations / justifications and accordingly to take a decision to qualify the Agency/Firm in the evaluation of the Technical Bid.
- Agency/Firm to upload searchable pdf copy of all supporting documents for each of the criteria as in the bid with summary along with relevant page nos. for each the above criteria(s)
- Only the top 5 scorer will be empanelled and incase there's a tie between two agencies the senior most agency/firm will be selected out of them. In the event that multiple agencies achieve similar marks within the top category, then only those agencies will be selected.
- Agency/Firm should properly indexed each page and should specify relevant page numbers where relevant supporting documents i.e. work orders; completion certificate, other references are attached.

F) Submission of Proposals

The Event Management Agency/Firm must submit the following:

- i. Company Profile: Including Registration/Incorporation certificate, details of management, organizational structure, and key personnel.
- ii. List of Past Projects: Detailed list of at least 05 similar events managed in the last three years with client testimonials.
- iii. Financial Statements: Audited financial statements /Certificate duly certified by Chartered Accountant for the last three financial years, 2020-22 , 2021-22 & 2022-23.
- iv. Statutory Registrations: Copies of PAN, GST and GST Registration should be of Delhi

G) Selection Process

- a) Evaluation of Technical Bids: Based on experience, capability, and the proposal submitted.
- b) Presentation: Shortlisted agencies will be called to make presentation to demonstrate their approach, creativity, and capabilities.
- c) Final Selection: HUDCO will empanel only 05 (five) top Event Management agencies/firms based on their presentations made. The final selection will be conducted by a committee appointed by HUDCO.

H) General Terms & Conditions

The Event Management Agency/Firm should carefully read the clauses hereunder, before submitting their tender. Clarifications, if any, may be sought prior to submission of tender. No request for clarification will be entertained after closure of tender date.

- i) The contract between HUDCO and the empanelled agency/firm shall be governed by and construed in accordance with the laws of India.
- ii) The Agencies/Firms shall upload all the required documents and should be properly Indexed, Page Nos. failing which the technical bid shall not be evaluated by HUDCO.
- iii) Any disputes arising out of or in connection with the contract shall be subject to the exclusive jurisdiction of the courts in Delhi.
- iv) HUDCO reserves the right to reject any or all bid(s) and/or without assigning any reason thereof. The Agency/Firm will be disqualified, if at any stage during the selection process, it is found that information provided is false or incorrect. In such case, bids shall be rejected outrightly and Agency/Firm may be debarred from all further tenders, which shall be informed to all concerned.
- v) As per Government of India directions all MSME vendors are to be on boarded/ registered on TReDS portal. Accordingly, the empanelled MSME/ Agency/Firm shall have to be registered themselves on TReDS portal at the earliest.
- vi) All required documents to be attached with technical bid.
- vii) Please note that "Terms & Conditions" accompanying the tender documents are for general guidance and successful empaneled Agencies/Firms will have to sign an agreement, with HUDCO including amendments, if any, considered necessary by HUDCO.

I) Termination of Contract

- HUDCO reserves the right to terminate the contract, to be executed, at any time, with or without cause, through written notice to the Agency/Firm by providing 30 days' time period.
- HUDCO may terminate the contract if the vendor fails to perform any of its obligations or breaches any terms of the contract. In such cases, HUDCO will terminate the contract immediately through written notice.

J) Confidentiality

- The Empanelled Event Management Agencies/Firms shall not, without the prior written consent of HUDCO, disclose any confidential information, proprietary data, or trade secrets obtained during the execution of the contract to any third party. The Event Management Agency/Vendor shall be liable for any breach of confidentiality.

K) Indemnification

- The Empanelled Event Management Agencies/Firms shall indemnify, defend, and hold HUDCO harmless from and against any and all claims, liabilities, damages, costs, and expenses (including legal fees) arising out of or in connection with the vendor's performance or non-performance of the contract, including but not limited to, any third-party claims, acts of negligence, or breach of statutory obligations.

L) Intellectual Property Rights

- All intellectual property rights, including trademarks, copyrights, and designs created during the execution of the contract, shall be the sole property of HUDCO. The Empanelled Agencies/Firms shall not use any intellectual property developed during the contract for any other purpose without HUDCO's prior written consent.

M) Force Majeure

- Neither party shall be liable for any failure or delay in performing its obligations under the contract due to events beyond its reasonable control, including acts of God, natural disasters, war, terrorism, strikes, or governmental actions. If a force majeure event continues for more than 30 days, either party may terminate the contract with immediate effect.

N) Sub-contracting

- The Empanelled Event Management Agencies/Firms shall not sub-contract any portion of the work without the prior written consent of HUDCO.

O) Compliance with Laws and Regulations

- The Empanelled Event Management Agencies/Firms shall comply with all applicable laws, rules, and regulations, including labor laws, taxation laws, and environmental regulations, in the performance of its obligations under the contract.
- The Empanelled Event Management Agencies/Firms shall be responsible for obtaining all necessary licenses, permits, and approvals, etc., required to perform the services under the contract.

P) Payment Terms

- Payment shall be made as defined by HUDCO in the work order issued for each event. HUDCO reserves the right to withhold payments in case of unsatisfactory performance or breach of contract.
- All invoices submitted by the Empanelled Agencies/Firms must be supported by documentation as required by HUDCO. Payments will be processed within a specified period after submission of the invoice, subject to verification and approval by HUDCO.

Q) Limitation of Liability

- HUDCO's liability under the contract shall be limited to the amount payable for the specific event under which a claim arises. HUDCO shall not be liable for any indirect, consequential, or punitive damages, including loss of profit or revenue.

R) Dispute Resolution

- In the event of any dispute or difference arising out of or relating to the contract, the parties shall attempt to resolve the matter amicably through negotiation. If the dispute is not resolved within 30 days, the matter shall be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted by a sole arbitrator appointed by HUDCO, and the venue of arbitration shall be Delhi.

S) Performance Security

- The selected Empanelled Event Management Agencies/Firms shall furnish a performance security, in the form of a bank guarantee or other security acceptable to HUDCO, equivalent to a specified percentage (5%) of the total contract value. The performance security shall be valid for the duration of the contract and shall be released only upon satisfactory completion of all obligations under the contract.

S) Penalties and Liquidated Damages

- In the event of any delay or deficiency in the performance of services by the Empanelled Agency/Firm, HUDCO reserves the right to impose penalties or liquidated damages as specified in the contract. The amount of such penalties or damages shall be deducted from the payments due to the vendor.

T) Conflict of Interest

- The Empanelled Event Management Agency/Firm shall disclose any actual or potential conflict of interest that may arise during the execution of the contract. HUDCO reserves the right to terminate the contract if a conflict of interest is identified that cannot be resolved to HUDCO's satisfaction.

U) Amendments and Modifications

- Any amendments or modifications to the contract shall be made in writing and signed by authorized representatives of both parties. Verbal agreements or understandings shall not be binding unless confirmed in writing.

V) Assignment

- The Empanelled Event Management Agency/Firm shall not assign or transfer any rights or obligations under the contract without the prior written consent of HUDCO. Any assignment without such consent shall be void and shall result in termination of the contract.

W) Audit Rights

- HUDCO reserves the right to audit the Event Management Agency/Vendor's records and documents related to the performance of the contract, including financial records, at any time during the contract period and for a specified period after the contract ends.

X) Insurance

- The Empanelled Agency/Firm shall obtain and maintain, at its own expense, adequate insurance coverage, including public liability insurance, professional indemnity insurance, and workers' compensation insurance, to cover any potential liabilities arising from the performance of the contract.

Y) Relationship of Parties

- The Empanelled Event Management Agency/Firm shall act as an independent contractor and not as an agent or employee of HUDCO. Nothing in the contract shall create an employer-employee relationship, joint venture, or partnership between HUDCO and the vendor.
- The Empanelled Agency/Firm will ensure compliance with legal obligations, and mitigate risks associated with the execution of the contract to protect HUDCO's interests.

Z) Important Notes

- **The empanelment process will not include any financial bid.** The Agency/Firm will be evaluated and empaneled based solely on their technical expertise, experience, and past performance.
- HUDCO reserves the right to accept or reject any or all applications without assigning any reason.
- The decision of HUDCO regarding the empanelment process will be final and binding.

I have read and understood the above-mentioned terms and conditions and same shall be complied with strictly by the Agency/Firm.

Signature of authorized person

Name

Designation

Date

Seal

GENERAL LEGAL CLAUSES:

(a) Arbitration Clause: -

If any dispute, difference or disagreement shall at any time arise between the successful Agency/Bidder and HUDCO (herein and below referred as 'Parties') as to the interpretation of this Contract/Agreement or concerning anything herein contained or arising out of this Contract/Agreement or as to the rights, liabilities and duties of the said parties hereunder, or as to the execution of the said Project, except in respect of the matters for which it is provided herein that the decision of HUDCO shall be final and binding as successful Agency/Bidder. In case the dispute / disagreement continues, the matter shall be referred to the Arbitration as per the terms of *Arbitration and Conciliation Act 1996* and amendments thereto. The sole Arbitrator shall be appointed by both the parties who shall be based in **Delhi/.....** The final decision of the Arbitrator shall be binding upon both parties. The work under the contract shall, however, has to continue during the Arbitration proceedings or otherwise. No payment due or payable to the successful Agency/Bidder shall be withheld on account of such proceedings except the disputed payment of fees on account of other provisions in this agreement.

The Arbitrators shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing. The Arbitrator may from time to time, with the consent of the parties, extend the time for making and publishing the award.

The Arbitrator shall give a speaking (reasoned) awards separately in respect of each issue / dispute or difference referred to him.

The venue of Arbitration shall be at such place as may be fixed by the Arbitrator anywhere within **Delhi/.....**

The fees of the Arbitrator shall be borne equally by both the parties.

Subject to aforesaid, the provisions of the *Arbitration and Conciliation Act 1996* or any statutory modification or re-enactment thereof and the rules made there under and for the time being to force, shall apply to the arbitration proceedings under this clause.

All arbitration proceedings shall be held at **Delhi/.....**, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.

(b) Compliance Clause: -

The successful Agency/Bidder shall be responsible for any breach or non-compliance of the Contract/Agreement executed between HUDCO and successful Agency/Bidder and will also compensate to HUDCO accordingly, if any. Further, HUDCO shall have absolute right/authority to terminate the entire Contract/Agreement on the event of above mentioned reasons and decision of HUDCO shall be final in this regard. The successful Agency/Bidder shall also be responsible for ensuring the all compliances related to the Rules & Regulations of CVC/MoF/GFR etc.

(c) Transfer of Interests: -

The successful Agency/Bidder shall not assign or transfer its duties and obligations under this agreement, without the prior written consent of HUDCO. If the successful Agency/Bidder is a partnership firm or a company, no change in the constitution of Board of Directors/partners of the company/firm shall be made without the prior written approval of HUDCO.

(d) No Agency: -

The successful Agency/Bidder shall perform its obligations under this Contract/Agreement as an independent contractor. Neither this Contract/Agreement nor the successful Agency/Bidder's performance of obligations under this Contract/Agreement thereunder shall create an association, partnership, joint venture, or relationship of principal and agent, master and servant, or employer and employee, between HUDCO and the Consultant or its employees and neither Party shall have the right, power or authority (whether expressed or implied) to enter into or assume any duty or obligation on behalf of the other party.

(e) Amendments Clause: -

No change or modification of the Contract/Agreement shall be valid unless the same shall be in writing and signed and sealed by both the Parties.

(f) Counterparts Clause: -

This Contract/Agreement shall be signed and sealed in two counterparts, each of which is an original and both of which, taken together, constitutes one and the same instrument/document.

(g) Severability Clause: -

If any of the provisions of this Contract/Agreement may be constructed in more than one way, the interpretation which would render the provision, legal or otherwise enforceable, shall be accepted.

(h) Expenses & Stamp Duty Clause: -

All the expenses including Stamp Duty, statutory taxes, levies and other monies payable in connection with the execution of this Contract/Agreement with HUDCO shall be borne by the successful Agency/Bidder.

(i) Force Majeure Clause: -

Should either party be prevented from performing any of its responsibilities (as mentioned in the Contract/Agreement) by reasons caused by an act of God or any cause beyond its reasonable control, the time for performance shall be extended until the operation or such cause has ceased. If a Force Majeure situation arises, the Bidder/Consultant shall promptly notify/communicate immediately to HUDCO in writing of such situation and the cause thereof within 03 calendar days. Unless otherwise directed by HUDCO in writing, the successful Agency/Bidder shall continue to perform its obligations under the Contract/Agreement as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of One week, HUDCO shall be within its right to terminate the Contract/Agreement and the decision of HUDCO shall be final and binding on the successful Agency/Bidder in this regard. Under such circumstances, HUDCO shall be required to pay the successful Agency/Bidder only such amounts as due to it on account of completed assignments/works/items. The successful Agency/Bidder shall not be liable for

any loss, damage or claims under this Contract/Agreement for termination due to Force Majeure clause.

(j) Fraud and Prohibited Practices Clause: -

The successful Agency/Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics & integrity during the Selection Process. Notwithstanding anything contained in this proposal, HUDCO shall reject the proposal without being liable in any manner whatsoever to the successful Agency/Bidder, if it determines that the successful Agency/Bidder has, directly or indirectly or through an agent, is engaged/indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, HUDCO shall, without prejudice to its any other rights or remedies, forfeit the EMD and the Security Deposit, as the case may be or mutually agreed genuine pre-estimated compensation and damages be payable by Bidder/Consultant to HUDCO for, inter alia, time, cost and effort of HUDCO, with regard to evaluation and processing of the proposal.

Without prejudice to the rights of HUDCO under Clauses herein above and the rights and remedies which the HUDCO may have under the LoA/Work Order etc, if an Applicant or successful Agency/Bidder, as the case may be, is found by the HUDCO to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice after the issue of the LoA/Work Order, such successful Agency/Bidder shall not be eligible to participate in any Tender/NIT or RFP issued/published/circulated by HUDCO for a period of 2 (Two) years from the date such successful Agency/Bidder, as the case may be.

For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:

- i. "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the HUDCO who is or has been associated in any manner, directly or indirectly with the Selection Process or the LoA/Work Order or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the HUDCO, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LoA/Work Order or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LoA/Work Order or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the HUDCO in relation to any matter concerning the Project;
- ii. "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- iii. "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;

- iv. “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the HUDCO with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- v. “prohibited practice” means forming any of the above (Point No. i-iv) or a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

(k) Foreclosure of Contract/Agreement by HUDCO:-

If any time after commencement of works, for any reason what-so-ever, HUDCO is required to foreclose the work or is not required the whole work as specified in the RFP, to be carried out, the Project In-charge shall give Notice in writing (FOR 7-DAYS) to this effect to the Consultant, who shall have no claim to any payment of compensation what-so-ever on account of any profit or advantage which he might have derived from the work in full, but which he couldn't as a consequence of the foreclosure of the whole or part of work as aforesaid.

NOT WITHSTANDING ANYTHING CONTAINED IN THE **CONTRACT/AGREEMENT**, HUDCO shall have the absolute right to reject the aforesaid Proposal/Assignment at any time without assigning any reason thereof.

Additional Safeguards:

In addition to the above, by the Indenting Department/RO, some following *Documents* or *Schedules/Annexures* (IF APPLICABLE) may also be executed/annexed with the Instant Proposal/Assignment as Integral Part thereof: -

- i) Articles of Agreement,
- ii) Integrity Pact,
- iii) Declaration/Undertakings,
- iv) Performance Security/BG/e-BG,
- v) Instructions to Bidder,
- vi) Any other, if required.

Proforma for Bid Security Declaration

(On Agency/Firm's letter head)

Whereas, I/We ----- (name of Agency/Firm) have submitted bids for -----
----- (name of work). I/we hereby submit following declaration
in lieu of submitting Bid Security.

- 1) If after the opening of tender, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) as specified in the tender documents,

Or

- 2) If, after the award of work, I/We fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents, I/we shall be suspended for one year and shall not be eligible to bid for tenders issued by HUDCO from date of issue of suspension order.

Signature of authorized person

Name

Designation

Date

Seal

Annexure-II

TECHNICAL BID

Stage I- Pre-Qualification Technical Eligibility Criteria

Whether the Event Management Agency/Firm had submit the Bid Security Declaration on their letterhead duly filled & signed as per Annexure-I).	Yes/No
Whether the Operational office of the Event Management Agency/Firm is in Delhi/NCR.	Yes/No
Whether the Event Management Agency /Firm is an Indian company under the Companies Act, 2013/Partnership/ Proprietorship/Any other Legal entities registered under the applicable laws and regulation engaged in supply of products.	Yes/No
Whether the Average Turnover of the Agency/Firm is Rs. 1.00 Crore & Rs. 75.00 lacs for MSME Agency/Firm in each last three financial years, i.e., 2020-22 , 2021-22 & 2022-23 (Proof to be attached) . Please upload Profit and loss /Certificate duly attested by Chartered Accountant as a proof.	Yes/No
Whether the Event Management Agency/Firm had successfully executed at least 5 similar event management projects in the last three financial years for any Central/State Govt. / PSUs/Banks/Corporates, etc. with individual event values under INR 1 Cr .	Yes/No
Whether the Event Management Agency/Firm is having valid Pan and GST & GST Registration should be of Delhi/NCR. (Proof to be attached)	Yes/No
Whether the Agency/Firm is not been blacklisted / debarred by any Central/ State Govt / PSUs/Banks/Corporates, etc. should not participate in the tender during the period of blacklisting as per Annexure IV .	Yes/No
Whether the MSME Certificate is submitted by the Event Management Agency/Firm	Yes/No
Whether the Event Management Agency/Firm is having team of professionals and experienced supports staff employed.	Yes/No

Note: The Event Management Agency/Firm who meets technically qualified the Stage-I Technical Eligibility Criteria will be called for presentation.

Note: - 1. All the required documents duly Attested by an Event Management Agency/Firm in support of eligibility criteria to be up-loaded (in searchable pdf) and indexed properly. If any of the

information asked by HUDCO for proper evaluation of Technical Bid mentioned in **Annexure-II** is not given or found incorrect or in-complete, the bid shall be liable to be rejected.

2. Those Event Management Agency/Firm qualifying Stage-I i.e., **Prequalification Eligibility Technical Criteria** will only be called for Presentation.

Stage II- Presentation by the Event Management Agency/Firm after fulfilling the Minimum Pre-Qualification Technical Eligibility Criteria:

Sl.	CRITERIA	Max. Marks
1.	Conceptual Understanding	30
2.	Understanding of requirement and approach methodology	20
3.	Design and concept to organize the event	20
4.	Timelines	15
5.	Overall Presentation and response to queries of the committee members.	15
Total		100

Note:

- The Agency/Firm who will score 80 Marks or above will be considered for empanelment.
- Similar work means for Providing Event Management Services for Foundation Day, Sports Day, Annual General Meeting, Yoga Day, Environment Day, celebration of various festivals, Commemorative National Events etc.
- HUDCO reserves the right to accept or reject the deviations / justifications and accordingly to take a decision to qualify the Agency/Firm in the evaluation of the Technical Bid.
- Agency/Firm to upload searchable pdf copy of all supporting documents for each of the criteria as in the bid with summary along with relevant page nos. for each the above criteria(s).
- Agency/Firm should have properly indexed each page and should specify relevant page numbers where relevant supporting documents i.e. work orders; completion certificate, other references are attached.

Signature of authorized person

Name

Designation

Date

Seal

Annexure-III**Bank Details of the Agency/Firm**

1.	Name of the Agency/Firm	
2.	Status of the Agency/Firm	Pvt. Ltd./ Public Ltd/ Partnership/ Proprietorship/others
3.	Address of the Agency/Firm	
4.	Name of CEO with contact number	
5.	Contact Person with mobile no. and landline no. and email ID	
6.	Emergency contact number, if different from above	
7.	Bank name of Event Management Agency/Firm	
8.	Branch Name and address with Tel No/Fax No./ Mobile No./ Email ID	
9.	Bank A/c No.	
10.	A/C Type (SB A/c, CA/ with Code.	
11.	Bank Code (9-digit Code No of Bank.)	
12.	IFSC No.	
13.	PAN No.	
14.	GSTIN No.	

Authorized Signatory with Seal

Annexure – IV

UNDERTAKING TOWARDS NOT BEING BLACK-LISTED
(To be furnished on Agency/Firm's Letter Head)

I, Authorized Signatory of M/s

(Name of Event Management Agency/Firm) hereby give undertaking that we, as an Agency/Firm are not blacklisted and no litigation is initiated by any Central/State Government/Public Sector Undertaking/ Banks/Corporates.

Further, if any information furnished above stands false at any stage, we shall be completely liable for actions taken by HUDCO as per terms & conditions of the tender including disqualification and exclusion from future contract/assignments.

Signature of authorized person

Name

Designation

Date

Seal

IMPORTANT CRITERIA AFTER EMPANELMENT

Once HUDCO selects an Event Management Agencies/Firms registered on the GeM portal through an open tender process, it will float a limited tender on the GeM portal for each specific event to obtain the L1 (Lowest Bidder) as per the following points:

1. Customized Technical Criteria: The technical criteria for each event will be customized depending on the event's nature and scale. This ensures that the most suitable agencies participate, aligned with HUDCO's goals for quality and efficiency.
2. Stringent Criteria for High-Value Events: For high value events, the technical criteria will become more rigorous, reflecting the complexity and expectations of these large-scale events. This step ensures that only experienced and well-qualified vendors bid for such projects, maintaining high standards.
3. Performance Guarantee: The selected L1 Agency/Firm will be required to provide a performance guarantee @ 5% of contract value. This will serve as a financial security measure to ensure the agency's commitment to delivering as per the agreed-upon contract terms and event standards.
6. Vendor Accountability: Continuous monitoring will take place during the execution phase to ensure the vendor meets HUDCO's expectations and addresses any unforeseen challenges.

NOTE: - If representative of any agency is found threatening, complaining or engaging in arguments with officials within the office premise of HUDCO, then the agency will be permanently blacklisted and barred from participating in any of the future tenders.