



HOUSING AND URBAN DEVELOPMENT CORPORATION LTD. (HUDCO)
A Navratna CPSE (A Govt. of India Enterprise)
Core-7A, INDIA HABITAT CENTRE, LODHI ROAD,
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No.

Date: 05.01.2026

(Notice Inviting Tender)

Sub: NIT for 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. (hereinafter referred as 'HUDCO') established in 1970 under the Companies Act 1956 (following Act of 2013). Presently, HUDCO is Non- Banking Financial Company – Infrastructure Finance Company ("NBFC- IFC"), regulated by Reserve Bank of India (RBI). **Housing and Urban Development Corporation Ltd. (HUDCO), a Govt. of India Undertaking**, is a Navratna Public Sector 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/Firms 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 New Year Celebrations, Republic Day, Women's Day, Annual Day, World Environment Day, International Day of Yoga, Independence Day, Communal Harmony Week, Special Campaign on Swachhata, Holi Milan, Diwali Milan, Painting competition, World Habitat Day, AGM, Cyclothon, Heritage Walk, Sports Day, Retirement functions, Arrangements for Board Meeting, Seminars, Training programme ,Cricket Matches , Excursion Trips (In Delhi, Delhi NCR, Out station trips) or any other Misc. Events etc. , with an estimated cost of Rs. 3 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 Agencies/Firms/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 (one year at a time) subject to satisfactory services provided by empanelled Agencies/Firms.

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. Kamla Gautam, SM(Admn.), Mobile Number: 9810755203 from Monday to Friday from 10.00 A.M. To 5.30 P.M.

Note: -

- **Empanelment through Open Tender-** HUDCO will empanel event management agencies through an open tender process on HUDCO website and CPPP portal.

- A Pre-bid meeting will be held on 05th January, 2026 at 11:00 am in Sammelan Kaksh, HUDCO Bhawan, India Habitat Centre Lodhi, Road, New Delhi. All Agencies/Firm will required to attend the Pre-Bid meeting, which 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.
- 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.
- **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.
- **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)**
- **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.
- **Selection Criteria** - Only 5 best Agencies/Firms will be empanelled with following requirements :-
 - Experience and reputation
 - Expertise
 - Infrastructure and Resource
 - Financial stability
 - Compliance and Certification etc.

Mode of Tendering:

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

Important Annexures

1	Annexure-I	Bid Security Declaration (to be filled in by the Agency/Firm on their letter head) (Copy duly filled, signed and stamped, to be attached with the Technical Bid as a proof)
2	Annexure-II	Technical Bid duly filled & signed
3	Annexure-III	Bank Details of the Agency/Firm duly filled and signed

4	Annexure-IV	Undertaking by the Agency/Firm that it is not blacklisted (duly filled, signed and stamped to be attached with the Technical Bid)
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Important Dates:

a)	Date & Time of Publishing of Tender	30th December ,2026, 11:00 am
b)	Last Date & Time for submission Tender	09 th January,2026, 12:00 pm
c)	Date & time for opening of Technical Bids	15th January,2026, 11:00 pm
d)	Pre-bid Meeting	05 th January,2026, 11:00 am to 12:00 pm
d)	Date of Presentation	21st January,2026, 11:00 am (only technically qualified Agency/ Firm shall participate)
e)	Validity of Bids	180 days from the Due Date of submission of proposals/bids

(Dates may vary subject to Approval of Tender)

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 submit copy of all supporting documents for each of the criteria as mentioned 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 in case 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 index each page and should specify relevant page numbers where relevant supporting documents i.e. work orders; completion certificate, other references are attached.

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 equipment, 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 to their staff.
- Provide regular financial reports and updates on budget utilization.

6. Permits & Legalities

- Obtain all necessary permits and licenses required for the various events, 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.

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/incorporated under its applicable law and regulation and engaged in supply of services as per NIT/Scope of Works.	Proof to be attached (Certificate of Incorporation or Registration/ Deed/Bye-Laws etc etc.)
The Average Turnover of the Event Management Agency/Firm should be Rs. 4.00 Crore & Rs. 1cr for MSME Agency/Firm in each last three financial years, i.e., 2022 -23 & 2023-24, 2024- 25. Please submit 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 above 25lakhs .	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 Central Govt. / State Govt / UTs/ PSUs/Banks/Corporates. The Agency should not participate in the tender during the period of blacklisting.	Proof to be attached as per Annexure IV
The Agency/Firm shall authenticate the format of Self- Declaration on Non-Judicial Stamp Paper (Rs.100/-) of appropriate value as per Stamp Act relevant to State/Place of the Execution).	Proof to be attached as per Annexure IV (A)- At the time of Tendering Process/NIT
The Agency/Firm shall authenticate the Format of Power of Attorney on Non-Judicial Stamp Paper (Rs. 100/-) of appropriate value as per Stamp Act relevant to State/Place of the Execution).	Proof to be attached as per Annexure IV (B)- At the time of Tendering Process/NIT
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.	undertaking on their letter head

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)
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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.

A) 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 presentation shall focus exclusively on the execution of Foundation Day/Raising Day and Sports Day events or Corporate Award function, assuming a scale of 1,000 plus HUDCO employees for both events.** (Any presentation that deviates from the prescribed scope shall be summarily disqualified. The presenter must assume that he or she is organizing the Sports Day or the Foundation Day/Raising Day event for HUDCO while making the presentation.
- The Agency/Firm who will score 80 Marks or above will be considered for empanelment.
- 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 submit 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 in case 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.

B) 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, 2022-23,2023-24&2024-25.
- iv. Statutory Registrations: Copies of PAN, GST and GST Registration should be of Delhi

C) 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.

D) 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 submit 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) HUDCO will be entitled to take all or any of the actions on the Commission/Omission by the AGENCY/BIDDER or any one employed/deployed by it or acting on its behalf (whether with or without the knowledge of the AGENCY/BIDDER, of any offence as defined in the Bharatiya Nyaya Sanhita, 2023 (BNS) including its Amendments thereof or Prevention of Corruption Act, 1988 (PC Act) including its Amendments thereof or any other statute enacted for prevention of corruption/offences.
- v) As per Government of India, Department of Public Enterprises 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, i.e (M/s RXIL, M/s M1exchange, M/s Invoice Mart (A TReDS Ltd.) C2 TReDS (C2FO Factoring Solutions Private Ltd. as per Govt of India directions, 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.

E) 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 Agency/Firm/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.

F) 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.

G) 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.

H) 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.

I) Sub-contracting

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

J) 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.

K) 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.

L) 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.

M) 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 awarded contract value. The performance security shall be valid for the duration of the contract plus 60 days and shall be released only upon satisfactory completion of all obligations under the contract.

N) 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 Agency/Firm/Vendor.

O) 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.

P) 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.

Q) 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.

R) 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.

S) 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.

T) 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.

U) 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:-----(UPDATED)

i. 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 Provisions of *Arbitration and Conciliation Act 1996 and Amendments thereto* (hereinafter referred as 'said Act'). The Arbitrator(s) shall be appointed by both the parties as per said Act who shall be based in Delhi/ The final decision of the Arbitrator(s) shall be binding upon both the 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 Arbitrator(s) 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(s) may from time to time, with the consent of the parties, extend the time for making and publishing the Award.

The Arbitrator shall give reasoned awards separately in respect of each issue / dispute or difference referred to him and the place of Arbitration shall be at such place as per Provisions of the said Act.

The fees of the Arbitrator shall be arranged/paid in terms of the said Act and also the language of the arbitration proceedings and that of all documents and communications between the parties shall be in terms of said Act preferably in English.

ii. Compliance Clause

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

iii. 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. The successful Bidder is not allowed to change the constitution of the Board of Directors of the company without the prior written approval of HUDCO.

iv. 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 Agency/Bidder 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.

v. Amendments Clause

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

vi. Counterparts Clause

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

vii. Severability Clause

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

viii. 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.

ix. 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. 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.

x. 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 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 Agency/Bidder 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 prohibited practice after the issue of the LoA/Work Order/Assignment, 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 5 (Five) 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:

- a. ***"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;
- b. ***"fraudulent practice"*** means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- c. ***"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;
- d. ***"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
- e. ***"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.

xi. Foreclosure of Contract/Agreement by HUDCO

If at 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.

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 -

- 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

TECHNICAL BID**Stage I- Pre-Qualification Technical Eligibility Criteria**

Whether the Event Management Agency/Firm has submitted the Bid Security Declaration on their letterhead duly Filled, Signed and Sealed 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 4cr Crore & Rs. 1cr for MSME Agency/Firm in each last three financial years, i.e., 2022 - 23 & 2023-24,2024-25 (Proof to be attached) . Please attach 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 4 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 Central/ State Govt / UTs/ 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
Whether the Event Management Agency/Firm has attached completion certificate of prior work.	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 attached 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 submit 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

Bank Details of the Agency/Firm

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

Authorized Signatory with Seal

[On Letterhead of Agency/Bidder]

Declaration for Not Blacklisted/Not Debarred

*Declaration that the Agency/Bidder has not been blacklisted/debarred by Central/State Govt.
/PSUs/Banks/FIs/Corporates or by any Court of Law.*

To,

*The -----
HOUSING AND URBAN DEVELOPMENT CORPORATION LIMITED,
(HUDCO) CORPORATE OFFICE
-----!*

Subject: Declaration w.r.t. Agency/Bidder has not been blacklisted/debarred by Central/State Govt. Dept. /PSUs/Banks/FIs/Corporates or by any Court of Law etc. in response to the NIT for -----!

Dear Sir,

We hereby certify/confirm that our company/LLP/Firm, ..., is not black-listed/debarred by Central/State Govt. Dept/ PSUs/ Financial Institutions/Banks/Corporates etc. or by any Court of Law as on date. Also, it is certified that no litigation is initiated by Central/State Government Dept./ Public Sector Undertaking/ Public Sector Bank/ FIs/ Corporate against us and our firm has no pending litigation with HUDCO or else in any Court of Law.

Further, we understand that if information furnished above stands false or found any corrupt practices at any stage, we shall be completely liable for actions taken by HUDCO as per the terms & conditions of the Notice Inviting Tender (NIT) including disqualification and exclusion from present/future contract /assignments.

Place:

Date:

Agency's/Bidder's Company/Firm Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

(AT TIME OF TENDERING PROCESS/NIT)

(On Non-Judicial Stamp Paper of appropriate value as per Stamp Act relevant to State/Place of the Execution)

Self-Declaration of Authorized Signatory
(Mandatory for **Proprietorship** - STAMPED & NOTERIZED)

**Subject: Self-Declaration w.r.t. Agency/Bidder that the Proprietor is an Authorized Signatory for and on behalf of Agency/Bidder in response to the NIT for -----
-----!**

1. I _____ son/daughter/wife of Shri _____, being a Proprietor, undersigned is an Authorized Signatory for and on behalf of Agency/Bidder named _____ is fully competent to Sign & Seal this Declaration alongwith Execution of all the Documents connected to the NIT/RFP/Bids/Award/Work Order/Contracts/Agreements/Declarations/Undertakings.
2. I have carefully read and understood all the Terms and Conditions of the Notice Inviting Tender/Request for Proposal and undertake to abide by them with full responsibility and the information/documents related to the Procurement/Assignment/Services along with the Application, are true and authentic to the best of my knowledge and belief.
3. I/We am/are well aware of the fact that furnishing of any false information/fabricated documents/concealment of any facts or documents would lead to rejection of my bid at any stage beside liabilities towards prosecution under the appropriate law.
4. I/We..... will be responsible for any breach/non-compliance/violation of any of the Rules/Guidelines settled as per the Appropriate Law simultaneously and action will also be taken along with making of compensation in any loss to HUDCO, if any.

Signature of the Authorized Signatory of the Agency:

Date:

Full Name:

Place:

Seal:

{Note: (In case of a Proprietorship, Bidder/Agency shall necessarily provide this Self-Declaration as above and in case of Company/LLP/Firm, an executed 'Power of Attorney' is required strictly as per 'Annexure' below.)}

(AT TIME OF TENDERING PROCESS/NIT)

(On Non-Judicial Stamp Paper of appropriate value
as per Stamp Act relevant to State/Place of the Execution)

Annexure – IV (B)

**Format for Power of Attorney for Authorized Representative
(Mandatory for Company/LLP/Firm - **STAMPED & NOTERIZED**)**

Know all men by these presents, I/We, -----[name of organization and address of the registered office] do hereby constitute, nominate, appoint and authorize Mr/Ms. ----- [name], son/daughter/wife of ----- --- [name], and presently residing at -----[address], who is presently employed with/retained by us and holding the position of -----[designation] as our true and lawful Attorney (herein after referred to as the "Authorized Representative"), with power to sub-delegate to any concerned Authorized Person of the ----- (Agency/Bidder) executed as per prevailing Law, to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection as Agency/Bidder for [name of assignment], by Housing and Urban Development Corporation Ltd. (the "Client") including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/responses to the HUDCO, representing us in all matters before the HUDCO, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the HUDCO in all matters in connection with or relating to or arising out of our Proposal for the aforesaid Assignments/Projects and/or upon Award thereof to us until the entering into of the Contract/Agreement with HUDCO.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our aforesaid Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney executed as per prevailing Law and that all acts, deeds and things done by our aforesaid Authorized Representative in exercise of the powers hereby conferred and shall always be deemed to have been done by us.

INWITNESS WHEREOF, I/WE----- [name of Agency/Bidder], THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ----- [date in words] DAY OF ----- --- [month] ----- [year in "yyyy" format].

For [name and registered address of Agency/Bidder]

[Signature]

[Name] and [Designation]

Witnesses:

[Signature, name and address of witness No.1]

[Signature, name and address of witness No.2]

Accepted
[Name of Authorized Representative of Agency/Bidder]
[Designation] and [Address]
[Signature] and [Date]

Note: (In case of Company/LLP/Firm, Power of Attorney to be executed as above by the Bidder/Agency in favour of its Authorized Representative as evidence of its Authority to execute all Documents connected to NIT/RFP/Bids/Contracts/Agreements/ Declarations/Undertakings etc)

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 awarded 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.

Important Note

1. All Agencies/Firms/Bidders are requested to ensure that all required documents must be attached/submitted prior to the opening of the tender. No additional documents, clarifications, or replacements shall be accepted after the tender opening under any circumstances.

In the event that an Agency/Firm fails to submit complete and valid documents as stipulated in the tender conditions, the bid shall be summarily rejected and no further correspondence or request for reconsideration shall be entertained.

2. In case the performance of the Agency/Firm/Vendor selected through the GeM Limited Tender is found to be unsatisfactory, HUDCO shall record the same and raise an incident on the GeM Portal, as per the prescribed GeM procedures. The concerned Agency/Firm may, as a consequence, be liable for action by GeM authorities, which may include depaneling as per GeM rules.

Further, if any programme/event is compromised, poorly executed, or falls below the standards committed, HUDCO shall not only raise an incident on

the GeM Portal but also remove the agency from HUDCO's Empanelment List. Upon such removal, no further assignments shall be given to the agency, and no separate notice or communication will be required in this regard.

The Agency/Firm must ensure that all deliverables strictly align with the commitments made during their presentation and proposal submitted prior to each event. Failure to adhere to this may lead to administrative action as deemed appropriate by HUDCO.

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

3. If any empanelled Agency/Firm fails to deliver work/services of the required quality or does not perform satisfactorily, HUDCO reserves the right to terminate the empanelment at any time, even before completion of the initial one-year period. HUDCO shall not be bound to continue the empanelment for one year if the performance of the Agency/Firm is found to be unsatisfactory, inconsistent, or below the prescribed standards.

Upon termination of such empanelment, HUDCO may, at its discretion, continue with the remaining agencies or initiate a fresh empanelment process to ensure uninterrupted and quality service delivery.

Note: - (INDENTING DEPARTMENT MAY, MUTATIS MUTANDIS, ADD OR DELETE PARA/WORD/TERM AS PER SUITABILITY/SCOPE OF ASSIGNMENT ON CASE TO CASE BASIS IN COMPLIANCE OF GUIDELINES OF HUDCO's REVISED PROCUREMENT /OR ANY OTHER RELEVANT CVC, CVD, GFR etc.)