**National Handloom Development Corporation Limited**
**(A Government of India Undertaking)**
**Registered office: Noida Complex, A/2-A/5, Udyog Marg,**
**Sector - 2, Noida – 201301**
**Uttar Pradesh**

# LIMITED TENDER ENQUIRY

## CONCEPTUALIZING, DESIGNING AND CREATION OF THEME PAVILION, PROVIDING INFRASTRUCTURE WORK AND PUBLICITY & PRINTING

***FOR***

**SPECIAL HANDLOOM & HANDICRAFT EXPO**

**AT 45th INDIA INTERNATIONAL TRADE FAIR (IITF),**

**BHARAT MANDAPAM, NEW DELHI**

**FROM 14-27 NOV 2026 (14 Days)**

## NOTICE INVITING TENDER

NHDC invites Limited Tender to apply for conceptualizing, designing and creation, Providing Infrastructure and publicity & Printing for Special Handloom & Handicraft Expo at 45th India International Trade Fair, Pragati Maidan, New Delhi and intends to select the agency/firm through competitive bidding process in accordance with the procedure set out herein.

Tender documents may be downloaded from official website https://www.nhdc.org.in/Tenders.aspx.

**Submit your proposals on e procure.gov.in latest by 05th November 2026, 2:00 PM**

**GENERAL CONDITIONS:**

Bidders are required to submit the following document in of bidding company

a. PAN Card
b. GST registration
c. Bidder should not be black-listed or barred or disqualified or penalized by any regulator or statutory body/Public /Private etc. for similar kind of assignment - An undertaking certifying non-blacklisting should be submitted.
d. Bidders must submit the above as mandatory document along with bid.

**CRITICAL DATE SHEET :**

| S. No. | Particulars Details | Date |
|---|---|---|
| 1 | Tender Id | NHDC/EXHIBITIONS/2026-27/01 |
| 2 | Date of Issue of Tender Document | 26/10/20264 02.00 PM |
| 3 | Starting Date and Time for Submission of Bid/Tender | 26/10/2026 02.00 PM |
| 4 | Last Date and time for submission of Tender | 05/11/2026 at 02.00 PM |
| 5 | Date of Opening of Tender | 06/11/2026 at 02.00 PM |

**Pre-Bid Meeting shall be held on date 30/10/2026 through VC link. VC link with schedule time shall be share accordingly.**

**Note: The Date, Place and Time for Presentation will be comunicated seprately.**

# National Handloom Development Corporation Limited
# (A Government of India Undertaking)

Address: Noida Complex, A - 2,3,4 & 5, Udyog Marg, Sector - 2, Noida – 201301
Uttar Pradesh

Date:

**To,**

**M/s ----------**

**----------**

**OBJECTIVE:**

Conceptualising, Designing and fabrication of Theme pavilion, Providing Infrastructure and Publicity & Printing for Special Handloom & Handicraft Expo to be conducted at 45th India International Trade Fair, Bharat Mandapam, New Delhi.

**PLACE AND PERIOD OF EXHIBITION:**

| Sl. No. | Type of Event | Places | From | To | Remark |
|---|---|---|---|---|---|
| 1 | Special Handloom& Handicraft Expo | 45th India International Trade Fair, Bharat Mandapam New Delhi | 14-11-2026 | 27-11-2026 | Agency should prepare the Venue as per scope of work on or before 12/11/2026 at 2.00 pm. |

**SELECTION OF BIDDER:**

**Evaluation of Pre-Qualification Bid**

Bidders need to give presentation on the proposed design and concept of the whole event as per the scope of work fulfilling all the conditions and requirements mentioned in the scope of work.
Kindly upload the copy of design / presentation of Theme, concept, infrastructure work and Publicity & Printing along with the technical bid**.**
Financial Bids will be opened and compared (after the technical evaluation is completed) for those Bidders whose technical bids reach the minimum threshold standards (i.e. 70 marks out of 100).

**EVALUATION OF FINANCIAL BIDS**

- The Financial Bids of the technically qualified bidders will be evaluated.

• The Evaluation process proposed for Financial Bid will be based on the following formula for determining the Financial Score:

Fs = 100 * Fm / F

Where **Fs** means financial score, **Fm** means lowest price offered and **F** means the price of the proposal under consideration.

**SELECTION OF IMPLEMENTING AGENCY**

This shall be based on the Quality and Cost Based Selection (QCBS) method where the Technical score (Tb) is given a weight of 0.7 i.e. (70%) and financial score is given a weight of 0.3 i.e. (30 %):

Final Score of the bid = (0.7 x Tb) + (0.3 x Fs)

Where Tb is the Technical Score and Fs is the Financial Score of the bidder under consideration.

The bid with the highest final score calculated in this fashion shall be considered as the best value bid. In case of a tie, the bid that scored a higher Technical score (Tb) will be considered the best value bid and ranked as R1. Similarly other bids will be ranked as R2, R3 Rn.

**Example:**

For example, Amount quoted in financial bid by three agencies are as mentioned below:

A Ltd- Rs: 150 /-

B Ltd- Rs: 230 /-

C Ltd- Rs: 310 /-

**The financial weightage shall be calculated as mentioned below:**

The lowest quote will be considered 100 in scale of 100, in above case suppose “A Ltd” has quoted lowest quote of Rs: 150/- amongst all.

In this case, the calculation price score will be as follows-

A Ltd- Rs 150/- = (Rs: 150/- / Rs: 150/- X 100) = 100 points

B Ltd- Rs 230 = (Rs: 150/- / Rs: 230/- X 100) = 65.21 points

C Ltd- Rs 310/- = (Rs: 150/- / Rs: 310/- X 100) = 48.38 points

**Financial bid weightage (30%) will be as follows-**

A Ltd- 100 points X 0.30 = 30 points

B Ltd- 65.21 points X 0.30 = 19.56 points

C Ltd- 48.38 points X 0.30 = 14.51 points

The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. For the award of work order the bidder with total highest score will be taken into consideration.

**NEGOTIATION WITH THE R1 BIDDER**

If the NHDC does not find the best offer (R1) acceptable, it may go in for techno- commercial negotiation with the R1 bidder. This revised offer will replace/supersede the earlier Financial Bid, provided that the original offer (i.e. Financial) will not be allowed to be changed to the detriment of the NHDC. Therefore, the R1 Bidder is advised to send sufficiently senior representatives (who can take spot decisions) for negotiation.

**USE OF BID AND INFORMATION:**

a. This document has been prepared solely for getting financial quote from agency empaneled with NHDC for Conceptualizing, fabrication and branding of pavilion, Infrastructure work and Publicity & Printing for Special Handloom & Handicraft Expo at 45$^{th}$ India International Trade Fair, Pragati Maidan". This document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between NHDC and any successful Bidder.

b. While this document has been prepared in good faith, neither the NHDC nor any of its employees make any representation or warranty or shall have any responsibility whatsoever in respect of this document. Any liability is accordingly and expressly disclaimed.

c. This document is meant to provide information only and upon the express understanding that the Bidders will use it only for the purpose set out herein.

**NHDC RIGHT TO REJECT ANY OR ALL BIDS:**

NHDC reserves the right to reject any or all the bids without assigning any reasons thereof without thereby incurring any liability to the Bidders or any obligation to inform the affected Bidders on the grounds for the NHDC action or without assigning any reasons, whatsoever. The decision of NHDC shall be final, conclusive and binding on all the Bidders/parties directly or indirectly connected with the bidding process and the same shall not be questioned / challenged.

**CLARIFICATION/MODIFICATION:**

a) NHDC may be notified of any omission / discrepancy in the tender before the closure of bid. If required, the NHDC may thereafter modify the document. The modified document would be hosted on the NHDC. Any subsequent modification in the dates/timelines will be at the discretion of the NHDC.
b) NHDC also reserves the sole right for carrying out any amendments/ modification/changes including any addendum to this tender. Such amendments / modifications / changes including any addendum to this tender shall be notified on the NHDC website www.nhdc.org.in and these will be binding on the Bidders.

c) NHDC reserves the sole right to cancel the tender at any stage without assigning any reason.
d) Before tendering, the Bidders are requested to carefully examine the Tender / Bid Documents, Terms & Conditions of Assignment, Specifications and if there is or appears to be any ambiguity therein, they should immediately refer the matter to NHDC, for clarification.

**DELAYS OF BID:**
Any Tenders / Bids received by NHDC after the deadline for submission of tenders prescribed by NHDC will be summarily rejected. NHDC shall not be responsible for any delay or non-receipt/ non-delivery of the documents.

**SUBMISSION OF BID:**
All submissions, including any accompanying documents, will become the property of the NHDC. The Bidder shall be deemed to have licensed, and granted all rights to the NHDC to reproduce the whole or any portion of their submission for the purpose of evaluation, to disclose the contents of the submission to other bidders and to disclose and/or use the contents of the submission as the basis for any resulting process, notwithstanding any copyright or other intellectual property right of the Bidder in the submission or accompanying documents.

**LANGUAGE OF BID**
All correspondence and other documents to be exchanged by the parties shall be written in the English language. The version written in English language shall govern its interpretation.

**BID VALIDITY PERIOD:**

Bid will remain valid and open for evaluation according to their terms for a period of at least 270 days from the bid opening date. NHDC shall also have the right at its sole and absolute discretion to continue the assignment/contract with the successful Bidder for future requirements on the rates finalized in this processing for various items/activities as described in the financial bid, or at the price negotiated thereafter, after expiry of current assignment period. In exceptional circumstances, NHDC may solicit the Bidder's consent to an extension period of validity.

**GENERALS:**

a. In case of any dispute or differences, breach & violation relating to the terms of the contract, the said matter or dispute, differences shall be referred to CA, NHDC for arbitration, who himself or any other person appointed by him will work as sole arbitrator and the award of the arbitrator shall be final and binding on both the parties.
b. The Corporation reserve the right to reject any or all tenders and award the remaining work to any other contractor without assigning any reason. Conditional tenders in any form, whatsoever shall be liable to be rejected outrightly.
c. The Corporation shall be entitled to cancel the contract, if it is found that there has been any breach of condition of the contract and/or the work is found to be unsatisfactory. The Contractor in such cases will not be entitled for making any claim/compensation. The Corporation is entitled to forfeit the Security money and the contractor may not be considered for award of any similar contract in future.
d. The Corporation has a right to cancel one or more or all events at any moment without assigning any reason whatsoever or change the date of the events/contractor for any event. No compensation at all against such losses if any, will be given to the Contractor for the events concerned.

e. The rates of all items of work shall include cost of all labour, transportation, octroi and all type of taxes including GST etc.
f. The Corporation shall be entitle to cancel the contract, if it is found that there has been any breach of condition of the contract and/or the work is found to be unsatisfactory. The Contractor in such cases will not be entitled for making any claim/compensation. The Corporation is entitled to forfeit the earnest money and the contractor may not be considered for award of any similar contract in future.

## SCOPE OF WORK:

### SECTION-I: CONCEPTUALISING, DESIGNING & FABRICATION OF THEME PAVILION AND PROVIDING INFRASTRUCTURE WORK.

1. The selected bidder would use ethnic elements and items for ambience creation. The agency/Firm would be required to give Ethnic look to the ambience inside the exhibition area matching the theme of 'Exhibition. Only new/fresh items to be used.
2. The selected bidder would be responsible for conceptualize, designing and creation of theme pavilion during the exhibition.
3. The lay out plan and design including welcome gate and material to be used will have to be approved by NHDC beforehand.
4. It shall be the responsibility of the selected bidder to arrange for manpower, material and necessary expertise for executing the work. The pavilion will make ready by agency/firm one day before the commencement of exhibitions.
5. The selected bidder has to ensure that the stalls are constructed in such a way so that there is ample space for the public and in case of any untoward incident the visitors can be evacuated as early as possible.
6. The selected bidder would be responsible to hand over the site thoroughly neat and clean to the land-owning agency by the last evening of the event.
7. The selected bidder would be required to coordinate with the Managers/Incharge of the land/place owning agency and must take their permission while setting up Theme Pavilion etc. So that there should be no interruption in smooth running of the show.
8. The selected bidder would be required to tie up with the MC, Local Police, Traffic Police etc, so that the work of exhibitions can be executed smoothly. All the permission/Licenses along with the expenditure involved in getting these Permissions/Licenses from Local Fire Service, Labour Department, Licensing Branch, Local Police, Local Traffic Police, Health Department, MC like horticulture, Enforcement, electricity, civil etc. would be the responsibility of selected bidder.
9. It would be the responsibility of the selected bidder to arrange for sufficient number of dustbins, fire extinguishers, chairs, tables, canopies, during the event, the exhibition should be manned by adequate support staff, water proofing of stalls, round the clock fool proof security with required gadgets, cleanliness, etc.
10. Provision for cooking area behind every food stall has to be created with water facility/ dustbin etc.
11. All the electrical cables and wires should be properly insulated. There should not be any loose wires.
12. All electrical installations must be in accordance with the provision of the Regulations for Licensing and Controlling places of Public Amusement (other than Cinemas) and the performances of Public Amusement, 1980.
13. Removal of garbage from the site and its disposal to the nearest MC/Authority dustbin is the responsibility of selected bidder.
14. Publicity panel/standees, hoardings, continuous flex panels on the outside of tin barricade with white cloth masking on the inside of tine barricades/partitions would be put up at the entrance gates, behind stages and at other prominent places in the venue giving due

publicity to O/o DCHL & NHDC at the cost of selected bidder with specific quantity to be determined in consultation with NHDC.

15. For masking only brand-new clean cloth should be used by the agency. The Standees and small hoarding on schemes of O/o DCHL/NHDC, drop downs, signages, banners, etc. will be required to be put inside the exhibition area, if required. Further, the buntings/hoardings with theme (will decide later) would also be required to be put up onto the electric poles/roundabouts at each exhibition. The design & number would need prior approval of NHDC.
16. It shall be the responsibility of the selected bidder to set up temporary workstation/office for executing the work of Exhibition with proposed theme.
17. The selected agency will submit layout plan of the event within 1 week after the finalization of the financial Bid.
18. The Bidders need to present a detailed presentation on Display at theme Pavilion and before embarking on the design journey, it is crucial to define the purpose and narrative of the theme pavilion. Whether it's promoting sustainability, celebrating heritage, or showcasing technological advancements, in the field of Indian handloom Journey. The theme sets the tone for the entire pavilion.
19. Bidders should understand that the heart of this exhibition lays the theme pavilion, a focal point where creativity and storytelling merge to leave a lasting impression. The hallmark of a remarkable theme pavilion lies in its ability to surprise and delight.
20. In an era of increasing environmental consciousness, sustainability is paramount in pavilion design. We expect that Bidder should embrace eco-friendly materials, energy-efficient systems, and innovative green technologies to minimize environmental impact.
21. Bidders must make arrangements of live loom and live craft demonstration at pavilion so that visitors understand the hard work behind the weave of our culture and art of the craft.

**SECTION- II: Publicity & Printing (Print, Media, Social media, Social Handle)**

To create hype & buzz on the digital platforms, print media and local publics, to increase the footfall and to motivate people to visit the fair and buy materials from the Exhibition, also to develop and run a sustainable campaign on social media, digital & print media promotion in leading newspapers and Digital releases.

- To develop credibility and media hype.
- To create hype and buzz before the launch of the Event (Pre-launch)
- To run a sustainable campaign on all social media platforms, not only limited to Facebook, Twitter, Instagram, YouTube, Koo, LinkedIn, and other relevant platforms.
- To arrange the product image from their own side for social media post.
- Agency will visit the exhibition for taking of weaver's bite and visitor bite.
- Web banners on relevant websites.
- Paid campaign on Digital Platform, social media targeting geo location & interest.
- To engage more people and spread positive word of mouth for the exhibitions.
- To increase the footfall and enhance the visibility of the Exclusive Handloom Expo and the publicity of the exhibitions.
- To increase the footfall and encourage the buyers to visit the fair and buy handloom products from the exhibition.
- To publish and circulation of press releases of the fair in leading newspapers/print media/ads in English, Hindi and other regional language & circulations.
- Daily static posting on Official social media organic and paid along with the
- videos, gif's, Info graphics etc.
- Other doable ideas are welcome and can be shared in proposals.

**GUIDELINES: For Publicity & Printing Work (Print, Media, social media, social Handle)**
Guidelines for Social Media Campaign must be followed by selected agency especially for the posting of promotional reel videos by influencers for State Handloom Expo

a. The influencer should be selected based on their profile i.e., Product category catered, place of influencer and the demography of their followers, etc. The profile must match the requirement of promotion of Handloom / Sarees/ Textiles products. The options for approval must be submitted along with the social media plan by the agency.
b. The script of reel should be more focused on promotion of Handloom items and the event. The script should be approved prior to being approved by NHDC before the start of the event. If the details of influencer and script will not be submitted 3 days prior of the start of the event, a penalty amounting Rs.1000/- per day will be charged to the agency.
c. The reel should be at the optimum time i.e., not too big or short (approx. 50 seconds)
d. The influencer must visit the site to include their presence at the event site and show the
e. actual video of site in the reel video. (No influencer reel will be accepted until the influencer Visits the actual site of the event.) No objectionable matter / content will be allowed in the reel video. Approval before posting he final reel from the influencer's social media account, must be obtained from NHDC.

**All the publicity material will be arranged by the agency. NHDC will not be responsible for providing any image/content, weaver bite/visitor bite, other publicity related matter etc.**

**NOTE: -**

- The max. Budget for each event is approx. Rs. 40.00 Lakh (Including GST). The details of Head Wise Budget are given below: -

| | | |
|---|---|---|
| a) | Theme Pavilion | - Rs. 15.00 Lakh |
| b) | Infrastructure Work | - Rs. 15.00 Lakh |
| c) | Publicity& Branding | - Rs. 10.00 Lakh |
| | **Total** | **- Rs. 40.00 Lakh** |

- **Bid value should not be less than 35 Lakh and should be competitive with technical requirements and Quality work**
- **Reference for design for Theme Pavilion are attached as below.**











- **The Size for Theme Pavilion will be 6x12 Meter.**
- The vendor will conceptualize the theme & design and arrange all the required items and materials to construct the theme pavilion after approval of NHDC.
- Bidders are required to quote unit rate separately for all the mentioned items in the tender. Combined single rate for all the item will not be considered.
- No advance amount will be paid to agency for the any kind of work.
- Selected Agency has to take permission from ITPO to place the gate, standee etc.
- Selected Agency has to take all the permission from ITPO to execute the work properly.
- The above number/requirement/quantity/size may increase or decrease at the discretion of NHDC and subsequent price per unit/quantity/number may change, accordingly.
- Designing an effective theme pavilion for Expo is a multifaceted endeavor that requires creativity, innovation, and a deep understanding of the theme and audience. By defining a compelling narrative, embracing innovation, and prioritizing sustainability and cultural sensitivity, bidders can create a pavilion that leaves a lasting impression on visitors, inspiring them long after the Expo has ended.
- Lights and other requirements has to be provided for Live Loom and Handicraft Display.

## Bill of Quantity as per the Scope of Work:

Proposed quantity of the items required for infrastructure works for Special Handloom & Handicraft Expo at 45th India International Trade Fair, Pragati Maidan, New Delhi.

| S. No. | Item (As per the Scope of Work) | Unit | Total Quantity (Tentative) |
|---|---|---|---|
| 1 | Looking Mirror (1.5" X 5' feet) With Stand & Support | Nos | 40 Nos. |
| 2 | Single Frame Gate (As Per Iron Frame with Multicolour Stretch Signage (Flax) 208 Sq. Ft. | Nos | 20 Nos. |
| 3 | Main Gate/Side Gate (As Per Octanorm System with Multicolour Stretch Signage (Flax) 208 Sq. Ft. | Nos | 1 |
| 4 | Stretch Signage / Flex / Banners / Standees with Names of Participating Agencies / Other Matter: - | | |
| | 3' X 6' Nos with Self Stand Framing (at Prominent Places of the city i.e Metro Stations, Bus Stand, Railway Station etc) including placement and vehicle charges | Per Sq. Ft. | 40 |
| | 12' X 8' Nos. With Framing | Per Sq. Ft. | 10 |
| | 10' X 10' Nos With Framing | Per Sq. Ft. | 10 |
| | 8' X 8' Nos. With Framing Stands | Per Sq. Ft. | 10 |
| 5 | Table on (Octanorm system) | Nos | 210 |
| 6 | Chairs | Nos | 210 |
| 7 | Provision of Shelf with support of stand in the allotted stall area (4 X3) | Nos | 650 |
| 8 | 3 ft wide, 3 step wooden stand | Nos | 10 |
| 9 | Round Shape Fabric Stand, 2 Ft diameter | Nos | 20 |
| 10 | Inauguration lamp (brass – 5' height approx.) along with refined oil / cotton / match box, Flowers decoration, Flowers, Ribbon, Scissors, | Complete | 01 |
| 11 | Photography and Videography (Soft copy and Hard Copy - 5x7 Inches) | Nos | 200 Nos (required for 09 Days) |
| 12 | Queue Manager | Nos | 20 |
| 13 | 32 Nos CCTV cameras with DVR recording and 01 attendant | | **14 Days** |
| 14 | Facia for Stalls | Nos | **200** |
| 15 | Public Announcement System (with high quality music system) with 16 Speaker Boxes and 3 cordless mics and 02 collor mic to be placed at various places inside the Venue. | Nos | **01 Nos.** |
| 16 | LED TV with stand 55" inch | Nos | 02 Nos. |
| 17 | Touchscreen Display size 42" inch with Stand and UPS | Nos | 01 Nos |
| 18 | Water bottles for staff | As required | As required |
| 19 | Office Attendant | Nos | 02 Nos. |

## Proposal Contents Deliverables for Publicity and Print:

| S/N | Work Description | Evaluation Criterion | Qty. / Instructions |
|---|---|---|---|
| 1 | Creative Design:<br>1. Print Media<br>2. Social Media<br>3. Digital Ad | • 02 Creative of print media size 12x20 (240 sq. cm.)<br>• 02 Infographic Creative for social media<br>• 02 Creative of Digital Ad | **Minimum 04 Attractive creative design required for each work:** |
| 2 | Social Media Handle | **Social Medial Handle & Post for Event:**<br>A. Handling Social Media Handle of NHDC/SilkFab<br>B. Creative Making & Design for Social Media Handle<br>• Creative Designing for all Official Social Media handle<br>• Daily 2-3 static posting on Official Social Media site,<br>• Daily organic post along with the 2-3 videos, Gif's, Infographics content post on FB/Insta/Twitter/Koo/LinkedIn etc.<br>• Posting of 18-20 Weaver's/Artisans bite and visitor bite on social media handle.<br>• Reply of messages and comments of the event | **Daily 2-3 static posting on Official Social Media site, Cretive Designing for all Official Social Media site** |
| 3 | Social media strategy through paid promotion | **Promotion & Campaign**<br>• Paid Campaign through Google Ad<br>• Facebook Post Paid Promotion<br>• Instagram Post Paid Promotion<br>• Facebook Event Post Paid Promotion<br>• Infographic post on FB/Insta with Awareness Paid Promotion<br>• Infographic post on Twitter<br>• Promote Tweet on Twitter<br>• Paid Campaign on Twitter<br>• Paid Campaign on LinkedIn<br>• Page Like Campaign on FB/Insta/Twitter | **Campaign to run 1 week before the event. (Paid promotion breakup required)** |
| 4 | Print & Radio Advertisement | • Strategy for Print Advertisement (Print Ad Size is 12 x 20 sq. cm)<br>• Strategy for Radio Advertisement, Jingle required for Radio Ad (Jingle is not more than 20 Second) Frequency Morning, Afternoon and Evening | |
| 5 | Print & Digital E-circulation in media (PR) | Name of Leading Newspapers & platforms<br>• 10 Times Media Coverage in print media<br>• Making of Press Release in Hindi &English Language<br>• Digital E-circulation in Leading Media | **Name of papers & platforms required at the time of submission of this document For PR media Person is required to visit the exhibition.** |
| 6 | Influencers list and Bloggers list | 05 names suggested should be from same Industry (Handlooms/Textiles) along with the Reach /Readership /Followers etc.<br>• 01-02 Reels post by Influencer<br>• 02-03 organic post by Influencer Influencers will post on their account tagging with our Official Social Media handle | **Name/readership/ followers / reach etc. details required at the time of submission of this document.** |
| | | | |

**BIDDER'S RESPONSIBILITIES AND RELATED CONDITIONS:**

a. Attention of the Bidders is drawn to the relevant and extant instructions of GoI, GFR issued by Ministry of Finance, guidelines of Central Vigilance Commission (CVC) as applicable to the subject matter of advice / service to be rendered by the Bidder and are required to be complied with.

b. The Bidder shall, subject to the provisions of the Assignment and with due care, execute the work and take all responsibility, including the supervision thereof and all other things, whether of a temporary or permanent nature, required in and for such execution.

c. The Bidder shall carry out and complete the work in accordance with prevailing good industry practices and using workmanship of the quality and standards there in specified, provided that where and to the extent some approval of the quality of the standards of workmanship is a matter of opinion, such quality and standards shall be to the satisfaction of NHDC.

d. The Bidder should provide professional, objective, un-biased and impartial inputs, recommendation and advice at all times and hold NHDC interest paramount and should observe the highest standard of ethics, values, code of conduct and honesty while executing the assignment.

e. The Bidder carries with him/her/it a certain degree of accountability for any advice or /and any services rendered to the NHDC, keeping in view norms of ethical business, professionalism and the fact that such advice or service is rendered for a consideration. NHDC may enforce such accountability in case of improper discharge of contractual obligations / deviant conduct by / of any of the parties to the contract. In this, share of NHDC's responsibility, for accepting advice / and services provided by the Bidder, will also be taken into consideration.

f. The Bidder must act, at all times, in the interest of NHDC and render any advice / service with professional integrity. The Bidder shall always keep in view transparency, competitiveness, economy, and efficiency in regard with matters related to the subject of the contract or assignment.

g. Bidder is expected to undertake an assignment/project, only in the areas of his/its expertise and where it has capability to deliver efficient and effective advice /services to the client.

h. The Bidder will have to cooperate fully with any legitimately provided / constituted investigative body conducting enquiry into processing or execution of the consultancy contract / any other matter related with discharge of contractual obligations by the Bidder.

**TERMINATION:**

NHDC may, without prejudice to any other remedy for breach of contract, by written notice of default to agency, terminate the Contract in whole or part:

- If the Agency fails to deliver any or all of the services within the period(s) specified in the Contract/ Work Order, or within any extension thereof granted by NHDC, OR
- If the Agency fails to perform any other obligation(s) under the Tender/Contract.
- If the Agency, in the judgment of NHDC has engaged in fraud and corruption.

In the event of NHDC terminates the Contract in whole or in part, NHDC may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Agency shall be liable to the NHDC for any excess costs for such similar services. However, the agency shall continue the performance of the Contract to the extent not terminated

**CONTRACT / NON-DISCLOSURE AGREEMENT NDA:**

The selected Bidder will be required to execute the following:

**a**. Contract / Agreement which will include all the services and terms and conditions of the services to be extended as detailed here in and as may be prescribed or recommended by NHDC; and

**b. Non-disclosure Agreement (NDA)**

If any Bidder differs / does not agree on any conditions / terms of the contract, NHDC has the right to appoint the next ranked Bidder without any obligation or without assigning any reasons to anyone and shall not be held liable for any losses or damages caused by such action.

Unless and until a formal Agreement is prepared and executed, this Tender (RFP) together with the written acceptance of the Bidder thereof shall constitute binding Terms and Conditions between the parties.

**COMPLIANCE WITH ALL APPLICABLE LAWS:**

The Bidders shall undertake to observe, adhere to, abide by, comply with and notify NHDC about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this Tender and shall indemnify, keep indemnified, hold harmless, defend and protect NHDC and its employees/ officers/ staff/ personnel/ representatives/ agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising therefrom.

**SINGLE POINT OF CONTACT AND AUTHORISED SIGNATORY:**

All empanelled Bidders should have to provide details of single point of contact viz. Name, designation, address, e-mail address, telephone/ mobile no. etc and authorised someone as signatories as well for ongoing discussion etc.

**RIGHTS IN INTELLECTUAL PROPERTY AND MATERIAL:**

All the rights relating to the Trademarks and Copy Rights in respect of development done by the Bidders Specially on behalf of NHDC and paid for by NHDC shall vest with NHDC.

In order to perform the services, the Bidder must obtain at its sole account, the necessary assignments, permits and authorizations from the title holder of the corresponding patents, models, trademarks, names or other protected rights and shall keep NHDC harmless and indemnify NHDC from and against claims, proceedings, damages, costs and expenses (including but not limited to legal costs) for and/ or on account of infringements of said patents, models, trademarks names or other protected rights.

All documents, report, information, data etc. collected and prepared by the Bidder in connection with the scope of work submitted to NHDC will be property of NHDC, it shall have every right to use data that may be in the possession of the consultant or its representative in the course of performing services under the agreement that may be entered into. The Bidder shall not be entitled either directly or indirectly to make use of the documents, reports given by NHDC for carrying out of any services with any third parties. The Bidder shall not without the prior written consent of NHDC be entitled to publish studies or descriptive article with or without illustrations or data in respect of or in connection with the performance of services.

The pre-existing intellectual property of the Bidder used in deliverables shall remain vested with the Bidder.

**ARBITRATION:**

Any disputes and difference of any kind, whatsoever, arising out of or in connection with this contract or carrying out of the services, shall be settled amicably. If however, the parties are not able to resolve any dispute or difference amicably, the same shall be referred for arbitration in accordance with the provisions of Arbitration & Conciliation Act 1996 and any re-enactment (s) and or modification(s) thereof and of the rules framed there under. The venue for the arbitration shall be New Delhi.

**FORCE MAJEURE:**

Neither party shall be responsible for any failure to perform due to unforeseen circumstances or due to causes beyond the defaulting party's control even after exertion of best of efforts to prevent such failure, which may include but not be limited to, acts of God, war, riots, embargoes, strikes, lockouts, acts of any government authority, delay in obtaining licenses or rejection of proposal under the statutes, fire or floods.

**CORRUPT AND FRAUDULENT PRACTICES:**

As per Central Vigilance Commission (CVC) directives, it is required that Consultants/Suppliers/ Contractors observe the highest standard of ethics during the procurement and execution of such contracts in pursuance of this policy:

a. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of values to influence the action of an official in the procurement process or in contract execution; and
b. "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of NHDC and includes collusive practice among consultants (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive NHDC of the benefits of free and open competition.

NHDC reserves the right to reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. NHDC reserves the right to declare a firm ineligible, either indefinitely or for a stated period of time as per the its discretion, to be awarded a contract if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

**Annexure 1**

# U N D E R T A K I N G

1.I have gone through all the Terms and Conditions and the schedule of items listed by NHDC in your Tender.

2. I/We, hereby confirm that we have understood all the Terms and conditions and confirm my/our commitment to abide by them.

3. I/We also confirm my/our commitment to provide the services as enlisted in the schedule of items and in your Tender.

4. I/We/firm is not debarred / blacklisted by NHDC/ Govt. organization / PSU.

Full Signature of Tenderer: _____

Name of Authorized Signatory: _____

Name of Company/ Firm: _____

Address:_____

_____

_____

Contact No.:_____

**Annexure 2**

## Technical Parameters for the Technical Evaluation as part of the Technical Presentation

| Sr. No | Presentation will be given with below Technical Parameters for evaluation | Total score (100) and passing score is 70 |
|---|---|---|
| **1** | Proposed Methodology, Concept, Design for Infrastructure work of Stalls, other Infrastructures, backup plan, Services & Maintenance with timeline of the execution as per the scope of the work | **30** |
| **2** | Proposed Methodology, Concept, Design for Printing and Publicity Plan with timeline of the execution as per the scope of the work. | **30** |
| **3** | Creativity, Innovation, Quality and compliance in proposed Infra work, Publicity and support service as per the scope of the work | **20** |
| **4** | As agencies are empaneled with DAVP/CBC for the relevant domain. Proposed Methodology/compliance plan with timeline of the execution as per the scope of the work and guidelines. | **20** |

**Annexure-A**

TECHNICAL BID

1. Name of the Agency/ Company/ Firm:
2. Name of Authorized person: (signatory on the Tender document)

3. Address of the Agency:
4. Mobile No: Landline (O) :
5. Email :
6. Documents to be submitted:

| S No | Particulars | Documents to be attached |
|---|---|---|
| 1 | Earnest Money Amount vide Demand Draft for Rupees..... (date of issue must be after publication of Tender) | DD No. :<br>DD Date :<br>Amount : |
| 3 | All pages of the tender documents with corrigendum (if any) duly filled and signed | Duly filled and signed tender Documents |
| 4 | GST number | Copy of document |
| 5 | PAN number | Copy of document |
| 6 | Bidder should not be black-listed or barred or disqualified or penalized by any regulator or statutory body/Public /Private etc. for similar kind of assignment - An undertaking certification or non-blacklisting should be submitted | Copy of document |
| 7 | Copy of the DAVP/CBC empanelment for Print & Media Publicity/Other | Copy of document |
| 8 | List of clients for Exhibition/Shows undertaken in the preceding three financial years | Copy of work order and relevant Documents |

Full Signature of Tenderer:

Name of Authorized Signatory:

Name of Company/ Firm:

Seal of Company/ Firm:

Address:

Contact No.:

**Annexure-B**

# U N D E R T A K I N G

1. I have gone through all the Terms and Conditions and the schedule of items listed by NHDC in your Tender.

2. I/We, hereby confirm that we have understood all the Terms and conditions and confirm my/our commitment to abide by them.

3. I/We also confirm my/our commitment to provide the services as enlisted in the schedule of items and in your Tender.

4. I/We/firm is not debarred / blacklisted by NHDC/ Govt. organization / PSU.

Full Signature of Tenderer: _____

Name of Authorized Signatory: _____

Name of Company/ Firm: _____

Address: _____

_____

_____

Contact No.: ____