

**Expression of Interest
For
Empanelment of Event Management Agencies with
HLL Infra Tech Services Limited (HITES)**



HLL INFRA TECH SERVICES LIMITED

(A Government of India Enterprise)

B-14 A, Sector - 62, Noida - 201307, Uttar Pradesh, India

Website: www.hllhites.com

bd@hllhites.com

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Expression of Interest (EOI)

1. INTRODUCTION TO HITES

HLL INFRA TECH SERVICES LIMITED (HITES) (A Government of India Enterprise) is focused on providing a plethora of services, primarily in the Health Sector. The company's work can be predominantly classified in to the following areas:

- Infrastructure Development Consultancy
- Procurement Consultancy
- Facility Management Division
- Bio Medical Services

1.1. INFRASTRUCTURE DEVELOPMENT CONSULTANCY

The Infrastructure Development Division is concerned with the development of medical and allied infrastructure facilities. The Infrastructure Development Division has undertaken the Upgradation of various Medical Colleges all over India and is the in-house consultant for the setting up of the six AIIMS like Institutes.

1.2. PROCUREMENT CONSULTANCY

HITES provides Procurement and Consultancy Services to Government of India, State Governments and other institutions for procuring a range of healthcare and hospital products, equipment and services. It is designated as the National Procurement Support Agency (NPSA). With a team of highly qualified and experienced professionals, it has proven expertise in undertaking consultancy assignments including bid process management, procurement of goods, as well as project planning and monitoring.

HITES has already handled/ handling Procurement projects worth over Rs. 5500 Cr. HITES is considered to be the market leader in Medical Equipment Procurement in India. HITES is positioned to provide comprehensive services w.r.t. Design, Build, Procure, Install, Commission, Train and Maintain all services related to health sector.

1.3. FACILITY MANAGEMENT DIVISION

Apart from Construction, HITES also provides facility management services viz. Operation & Maintenance of Building utilities, Housekeeping, Pest Control, Security, Horticulture and Manpower supply for Nursing orderlies, Registration, Data Entry etc., for various Central and State Government Hospitals and Government Institutions.

1.4. BIO MEDICAL SERVICES

HITES provides services in Testing & Calibration, Third Party Inspection, Specification Portal and Medical Equipment Maintenance, EMI/EMC Testing facility for medical equipment.

2. PURPOSE AND OBJECTIVE OF EOI

Expression of Interest ("EOI") Proposal is hereby invited from prospective empanelment of agency (ies)/ firm(s) and/or organization(s) for Event Management Activities for HLL Infra Tech Services Limited (HITES). Interested bidders are requested to visit websites www.hllhites.com or <https://etenders.gov.in/eprocure/app> for bid documents, qualification criteria etc. Any amendment, update will be published in the above websites only. Information submitted will be reviewed for inherent and relative effectiveness with regards to HITES' objective for the empanelment of agency (ies)/ firm(s) and/or organization(s) for Event Management Activities for HLL Infra Tech Services Limited (HITES). Bids from bidders who satisfy the Eligibility Criteria as per the EOI and as well as those who have not defaulted / terminated in any of **HITES'** projects will be primarily considered for evaluation.

The Service Providers should have relevant certification/registration from Government authorities as per the rules applicable and have adequate assets, technologies, acumen and other resources to provide services in Event Management Activities for HLL Infra Tech Services Limited (HITES)

3.1 LANGUAGE

The EOI Proposal and all associated correspondence and documents shall be in the English language. Supporting documents and printed literature furnished by the prospective strategic partner with the EOI proposal should also be in English. Supporting materials, which are not in the English language, will not be considered.

3.2 SUBMISSION OF EOI PROPOSAL

SCHEDULE OF SUBMISSION EVENT OF EOI

Sl. No.	Description	Details
1	EOI NO.	No. HITES/BD/EOI/2023-24/010
2	EOI ID	2024_HITE_191536_1
3	Date of issue of EOI	15 th March 2024, 15:00 hrs.
4	Last Date of submission of EOI	28 th March 2024, 15:00 hrs.
5	Date of opening of EOI	29 th March 2024, 15:30 hrs.
6	Proposals should be addressed to	The Chief Executive Officer, HLL Infra Tech Services Limited (HITES), B-14 A, Sector-62, NOIDA, 201307
7	Proposals should be submitted at (Through online mode only)	https://etenders.gov.in/eprocure/app
8	EOI Processing fee	₹ 23,000/- (Rupees Twenty Three Thousand Only) Nonrefundable along with 18% GST
9	Empanelment fee, if qualified	₹ 1,00,000/- (One lakh Rupees Only) Non-refundable
10	EOI Documents should be obtained	The detailed EOI document can be viewed or downloaded from website www.hllhites.com and https://etenders.gov.in/eprocure/app
11	E-mail id	bd@hllhites.com
12	Contact Details	0120-4071500/539

3.3 RIGHT TO ACCEPT/REJECT ANY OR ALL APPLICATIONS

HITES reserves the right to accept or reject any bid and annul the bidding process or reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or without any obligation to inform the affected bidder or bidders about the grounds for HITES' action. HITES reserves the right to enter into agreement with as many bidders as it deems fit. Offers / Bids received after due date and time shall be summarily rejected. In case the date of opening happens to be a holiday, the EOI will be received and opened on the next day at same time. EOI can be downloaded from the websites www.hllhites.com or <https://etenders.gov.in/eprocure/app> and submitted with fees as mentioned elsewhere in the document.

3. ELIGIBILITY CRITERIA

1. The company should have a minimum average annual turnover of Rs. 1 Crore in last 3 financial years.
2. The firm should have Three (03) years' experience in the field of Event Management. The firm should have successfully executed at least 01 mega international events of stature in last 03 years, (relevant documents to be attached).
3. The tenderer / firm / agency / company would be required to submit the proof in support that which is an income tax payee along with PAN.
4. The tenderer / firm / agency / company should have valid GST registration and attach a copy of the same with the technical bid.
5. The tenderer should submit an undertaking cum affidavit with the technical bid that he or his firm has not been blacklisted by any of the organization / government department as on the date of submission of the bid.
6. The bidder should have organized events of similar nature and scale for a Govt. of India Ministry/Department/PSU/State Government in last three years.
7. Sub-contracted or sublet job on their name will not be considered towards eligibility. The agency which has the work order shall only be considered for this purpose.
8. Empanelment fee (non-refundable) of Rs. 1,00,000/- to be submitted as per the bank details given in the EOI.

5. Scope of work

The brief scope of work is as follows:

1. Conceptualization, designing and planning of events/festivals on behalf of HITES and to provide other related ancillary services in these events/festivals like Republic Day, Independence Day, Hindi Diwas, Satarkata Diwas, Diwali and Health and Infra Exhibitions all over India etc. or any other event/business events related to HLL Infra Tech Services Limited (HITES).

2. To create & Manage ambience in the various events organized by HLL Infra Tech Services Limited (HITES).
3. To set up Informative Road Shows on behalf of event management activities (if required).
4. To set up pavilions/counters on behalf of HLL Infra Tech Services Limited (HITES), for various National/International Informative fairs/Conclaves/Conferences/ Exhibitions and clean up.
5. Any other work related to events in r/o welfare schemes/initiatives taken by the HLL Infra Tech Services Limited (HITES).

6. List of documents to be submitted online.

1. Audited Financial Statement for the last three years (i.e. 2020-21, 2021-22 and 2022-23), duly certified by the Chartered Accountant with proper seal and signatures.
2. Certificate of Incorporation firm/Pvt./LLP.
3. Copy of Goods Service Tax Registration Certificate.
4. The list of technically qualified and competent professionals on rolls with Agency's Delhi/NCR Office along with their qualification and work experience.
5. List of important clients along with performance report from at least one Govt. / PSU clients – supporting documents with reference to the experience clause i.e. job order and final performance report to be attached.
6. Details of ownership and organization structure of the agency. All the statutory documents are to be attached.
7. The tenderer would be required to submit his /her proof in support that which is an income tax payee along with PAN Card copy.
8. The tenderer should submit an undertaking cum affidavit with the technical bid that the firm has not been blacklisted by any of the organization / government department as on the date of submission of the bid.
9. All the Annexure Duly filled, signed & stamped.
10. Bank Account Details and cancelled cheque.
11. The bidder should/will have registered office in Delhi/NCR.

7. SUBMISSION OF EOI PROPOSAL

The EOI shall be submitted online with the name of the EOI, the EOI no. A processing fee of Rs.23,000/- +18% = Rs. 23,600 payable online to the bank , as per tender document with the EOI. Cost of bid document for on-line bid for work is shown in the table above. Tender processing fees (non-refundable) will be submitted online in following HITES Bank Account:

S. No.	Particulars	Details
1	Name of Beneficiary	HITES FD BACKED OVERDRAFT ACCOUNT
2	Name of Bank	ICICI Bank
3	Bank Branch Name	Sector-62,NOIDA Branch
4	Branch Address	Stellar IT Park, C-25, Sector-62,NOIDA, Uttar Pradesh
5	Bank A/c No.	158005003923
6	IFSC Code	ICIC0001580
7	Branch Code	152
8	MICR	110229152

The proof of payment (Tender processing fees) indicating UTR No. needs to be uploaded in technical bid folder. The bidder has to submit the proof of payment on date as specified in EOI. Proof of payment indicating UTR No. needs to be uploaded in technical bid folder. The bidder has to submit the proof of payment on date as specified in the EOI.

Terms and Conditions: -

GENERAL:

1. HITES reserves the right not to accept/reject bid(s) from agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agencies/Vigilance Cell.
2. Each service provider considered, acceptable on evaluation of their credentials and who fulfill the requisite criteria as stated above and on the basis of the presentation made by the companies before the screening committee. The decision of HITES shall be final and no correspondence on rejection will be entertained.
3. Other terms & conditions for the supply of service for informative services would be as per the tender/quotation/enquiry issued from time to time which would be event specific.
4. HITES reserves the right to withdraw/cancel the bid document at any stage.
5. HITES reserves the right to reduce/increase the design/design elements or alter the design/design elements and decision of HITES in respect of this shall be final and binding on the selected bidder.
6. The Application should be submitted in scan copy neatly typed (preferably in English language computer generated) and free from over writing/cutting) in the prescribed tender form and after going through the terms and conditions, which may be downloaded from :
7. Correcting fluid should not be used in any case. Alterations unless legibly attested by the tenderer, shall disqualify the tender.

8. All the documents should be serially numbered and signed by the tenderer as per EOI.
9. Application must clarify whether the vendor is Company/ Partnership/ Proprietorship/LLP etc. and also submit supporting documents such as Articles & Memorandum of Association or Partnership Deed etc.
10. Proof of satisfactory supply of services in Government/Semi Government/PSUs /corporate houses and related experience during the last 03 years with proof of completion, if any, be enclosed.
11. If the service provider is registered or on the panel of other Government organizations/non-Government Organization, it should be clearly mentioned and supported by certificates/letters.
12. The Bid/Tender process validity for a period of 180 days from the date of publishing/submission of the EOI at e-procurement or department website. This tender is only single cover.
13. The Initial contract period will be one year extendable further on satisfactory performance. The contract shall come into effect on the date of signing the contract or work order (whichever is earlier) herein after referred to as effective date.

FINANCIAL:

14. Service Provider shall submit documents supporting its financials and other relevant registrations like GST, PAN No.etc.
15. In case of deficiency in service, HITES reserves its right to make deduction from the security deposit or running bills besides blacklisting the Company
16. The Event Management Agencies are required to submit an EMD of Rs. 1,00,000/- (Rupees One Lakh only) through online mode as per the bank details provided in this EOI, which is to be paid upon issuance empanelment letter only.

PENALTY:

17. The HITES reserves the rights to suspend the tender/ reject any application, if found incomplete or if information provided by the agency/firm is inconsistent and inaccurate. The date of declaration of qualified service providers will be at the discretion of the CEO/Competent Authority of HITES.
18. In the event of any lapses in the application form or any incidents, fraudulent information the Competent Authority may black list the service provider by appointing a committee. The Committee shall examine the issue in depth and give its recommendation to the Competent Authority with specific period of Two Years of black listing.
19. The service provider shall be intimated after giving due opportunity of the lapses and its reasons affecting interests of company.
20. Empaneled agencies are required to appear and participate in all the limited tenders

and their presentation, called by HITES, as and when required. If any agency fails to appear regularly in 03 consecutive limited tender's up to the stage of Power Point Presentation (PPT), the said agency will be blacklisted/ debarred for 02 years and their security deposit will be forfeited.

LEGAL:

21. Service Provider shall submit an undertaking along with application that it shall abide by all the laws of India including Copyright, Trademark etc. during the event and shall also take applicable permissions e.g. Pollution, Fire, Police etc. And shall always keep HITES indemnified in all circumstances.
22. All the disputes shall be subject to the Jurisdiction of Delhi Courts.
23. HITES reserves the right to accept / reject any or all the e-tender/s in part or full without assigning any reason.

FORFEITURE:

Security deposit shall be forfeited in following cases:

24. Vendor does not execute the agreement after acceptance of tender, within the specified time.
25. Vendor fails to appear for the tender's stage of Power Point Presentation (PPT), when called by HITES.
26. Corrupt, fraudulent and unethical practices: HITES will reject a proposal for award and also may debar the bidder for future tenders in HITES, if it is found that the bidder is engaged in corrupt, fraudulent or unethical practices in competing. Here: "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the process of contract evaluation, finalization and or execution and "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non- competitive levels and to deprive the Purchaser of the benefits of free and open competition, "Unethical practice" means any activity on the part of bidder by which bidder tries to circumvent Empanelment process in any manner. Unsolicited offering of discounts, reduction in financial bid amount, upward revision of quality of goods etc. after opening of first bid will be treated as unethical practice.

CONFIDENTIALITY:

Bidder/contractor shall keep all the knowledge and information (which is not within the public domain), which may be acquired during the carrying out of this assignment, strictly confidential for all times and purposes. All documents or software submitted by the bidder in the performance of the services shall become and remain the property of HITES.

SETTLEMENT OF DISPUTE AND ARBITRATION:

Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the contract or breach thereof which parties are unable to settle mutually, the same shall be referred to Arbitration as provided hereunder. A party wishing to commence arbitration shall specify all the points of disputes with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter. The dispute shall be referred to arbitration by a Sole Arbitrator to be appointed by **HITES**.

The cost of arbitration shall be borne by the respective parties. The cost shall inter-alia include the fees of the arbitration(s) as per the rates fixed by the arbitrator from time to time.

The Arbitration shall be held at Delhi, the place from where the contract has been awarded. The Arbitrator(s) shall give reasoned and speaking award and it shall be final and binding on the parties. Subject to aforesaid, provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof shall apply to the arbitration proceedings under this clause.

INDEMNIFICATION:

The Event Management Companies agrees to indemnify and hold the HITES harmless from and against any and all costs, losses or expenses, including reasonable attorneys' fees, that the HITES may incur by reason of any third-party claim or suit arising out of or in connection with company's failure to perform pursuant to this contract, as well as the negligence, gross negligence, or intentional misconduct of Organizer, its employees, agents and representatives, contractors or subcontractors, including the employees and representatives of said contractors or subcontractors.

GOVERNING LAWS AND JURISDICTION OF CONTRACT:

The laws applicable to the contract shall be the laws in force in India. The courts of New Delhi shall have exclusive jurisdiction in all matters arising out of or relating to the contract.

FORCE MAJEURE.

1. Force Majeure is herein defined as any cause which is beyond the control of the Agency or Company as the case may be, which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affects the performance of the Contract, such as:
2. Natural phenomena, including but not limited to floods, droughts, earthquakes and epidemics;
3. Acts of any Government, domestic or foreign, including but not limited to war, declared or undeclared, priorities, guarantees, and embargoes.
4. Provided either party shall within 15 (fifteen) days from the occurrence of such a cause

notify the other in writing of such causes, along with proof of such occurrences.

5. The Agency or HITES shall not be liable for delays in performing its obligations resulting from any force majeure cause as referred to and/or defined above. The date of completion will, subject to hereinafter provided, be extended by a reasonable time at the sole discretion of HITES.

8. APPLICATION CHECKLIST

1. Tender fees Rs. 23,000+18% GST = Rs. 23,600/- towards cost of document (e-challan/ receipt/ transaction details, to be uploaded online) (RTGS/NEFT/IMPS etc. details), (Proof of transaction to be uploaded at the CPP Portal).
2. Duly filled in application.
3. Documentary evidence in respect of the eligibility criteria.
4. Signed copy of this EOI, as proof of acceptance of Terms and Conditions.
5. Declaration that the applicants have not been barred / black-listed by any Central/ State Government Department / Organization / PSUs.
6. All pages of the EOI must be serially numbered, properly bound.

Bid Form

(To be submitted on letterhead of the Bidder)

To,

Dated , 2024

Ref: “Expression of Interest for Empanelment of Event Management Agencies with HLL Infra Tech Services Limited (HITES)”

Dear Sir,

Having examined the tender document of Expression of Interest for ***“Empanelment of Event Management Agencies with HLL Infra Tech Services Limited (HITES)”*** as detailed in the tender document, Terms & Conditions and scope of procurement, Specifications etc., and having understood the provisions and requirements relating to the procurement and all other factors governing the tender, We hereby submit our offer for the tender document of EOI for Empanelment of Event Management Agencies with HLL Infra Tech Services Limited (HITES).

We accept the EOI document and if we fail to complete the delivery as per the order, we agree that, HITES shall have full authority to forfeit the earnest money/Performance Security and cancel our order with no obligation on their part.

We confirm having deposited earnest money of INR 1,00,000 (One Lakh Rupees Only) as required.

Signature of the Bidder

With stamp and date

(To be filled in by the Applicant)

Application form for “Empanelment of Event Management Agencies with HLL Infra Tech Services Limited (HITES)”

1. Name of the Company
2. Address
3. Telephone No. (s)
4. E. Mail
5. Fax No.
6. Type of Company
Multinational
Partnership
Ltd. Company
Franchisee
Other (Please specify)
7. Contact Executive(s)
 - Name (Office)
 - Designation
 - Telephone No(s) (Mobile)
 - E-Mail
8. Name of the Promoter/Proprietor
9. Parent Company, if any
Please attach document(s)
10. Details of the major Events
undertaken in last Five Years
11. Details of the Major Govt. events
Undertaken in last Five years
12. Details of the International Events
13. Are you on the panel of any
Govt. Agency or non Govt. agency,
if yes, submit Evidence
14. Date of establishment of the
Applicant Business
15. Whether Income Tax Payee/
if so, Income Tax Authority
with whom assessed and the
Income Tax No. /PAN Yes/No
16. Goods & Services Tax Registration/VAT/Service Tax No.
Certificate, details (Please attach a copy)
17. Name of bankers with A/c No. Including details of credit Worthiness/credit limit
18. Details of the Annual Accounts for last Five years (Enclose balance sheet)
19. Any other information

(Attach documentary evidence pertaining to all the points above)

Annexure-III

I/We, hereby declare that:

- a) I/We have read and understood the system of empanelment.
- b) I/We have read and understood the terms & conditions governing the empanelment;
and
- c) I/We agree to be bound by the same
- d) That I/We understand that in case of any of the above information is found to be incorrect, HITES, GNCTD may reject the application or revoke the empanelment at any time, without giving any notice.

.....
(Signature)

Name

Address

Company

Telephone no.

Mobile No.

Fax No.

Dated:

Place:

Annexure-IV

I/We hereby declare that I/We understand that:

A) The submission of the application does not guarantee automatic empanelment.

The address given below is the postal/communication address in which all the messages/documents, which may be addressed/ sent to us.

.....
(Signature)

Name

Address

Company

Telephone no.

Mobile no.

Fax No.

Dated:

Place:

Project/ Event Experience

(To be submitted on letterhead of customer separately for every similar kind of project)

S.no	Item	Details
1.	General Information	
2.	Customer Name	
3.	Government Department	
3.	Brief Description of Scope of Project	
4.	Contract Value of the Project	
5.	Total cost of the services provided (by the bidder)	
6.	Project Details	
7.	Name of the Project	
8.	Start/End Date	
9.	Date of Go-Live	
10.	Current Status (work in progress completed)	
11.	Contract Tenure	
12.	Brief Scope of Work	
13.	Number of Agents	

Authorized Signature of the Customer:

Name of the Customer:

Seal of the Customer:

UNDERTAKING FOR NON-BLACKLISTING

We, M/s _____ here by undertake that,

1. In case the documents submitted by me/ us is found to be forged/ false at any stage, I/wemay be debarred from HITES for taking participation in all future HITES works and any other suitable action may be taken against our company/ firm as deemed fit by HITES.

2. I/We state the firm or its partners or its directors have not been listed or any case is pending or any complaint regarding irregularities is pending against them, in India or abroad by any global international body like world Bank/ International Monetary fund/ world health origination etc. or any Indian State/ Central Government Departments or Public Sector Undertaking of India.

Place:

Date:

Signature of Authorized Signatory on behalf
of Agency

Name:

Address:

Mobile:

Email ID: