HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
BLOCK NO. 3, SDA COMMERCIAL COMPLEX, KASUMPTI, SHIMLA-171009
Phone No: 0177-2621557
E-mail: mdhpshhcl@gmail.com.

SHORT NOTICE INVITING TENDER

The Managing Director, Himachal Pradesh State Handicrafts and Handloom Corporation Limited, Shimla, invites sealed tenders from eligible and experienced Firms/Agencies for design, fabrication, Installation, execution, beautification, stall decoration and other allied activities for Him Utsav at Dilli Haat, INA New Delhi w.e.f 16.12.2026 to 31.12.2026 through two-bid system. The scope of work is Annexed at **Annexure-J**. The schedule of receipt and opening of bids and other details are as under:

S. N	Particulars	Date & Time
1.	Date of publication of NIT and commencement of availability of tender documents	17.11.2026
2.	Last date and time for submission of sealed tender documents	01.12.2026, 11:00AM
3.	Date and time of opening of Technical Bids/ Presentation	01.12.2026, 11:30AM
4.	Date and time of opening of Financial Bids of technically qualified bidders	On the same day

IMPORTANT INSTRUCTION

1. The bidder/tenderer shall deposit a non-refundable tender processing fee of **Rs. 2500/- (Rupees Two Thousand Five Hundred Only)** for participation in the tender.

2. The bidder/tenderer shall deposit an Earnest Money Deposit (EMD) of **Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only)** along with the tender, in the prescribed manner.

3. The successful bidder, upon issuance of the Letter of Award (LOA), shall deposit Performance Security equivalent to **5% of the total contract value** in shape of DD (in favour of Managing Director, HPSHHCL) or through NEFT/ RTGS (Account No. 4193001100000155, IFSC: PUNB0419300) as specified in the LOA.

4. The EMD deposited by the successful bidder shall be adjusted towards the Performance Security. Accordingly, the successful bidder shall deposit only the balance amount required to make the total Performance Security equivalent to 5% of the total contract value. The EMD of unsuccessful bidders shall be refunded without any interest after evaluation and finalization of the tender process.

5. The sealed tender shall be submitted through a two-bid system. The Technical Bid and Financial Bid shall be prepared and submitted in two separate sealed envelopes, clearly superscribed as **"TECHNICAL BID"** and **"FINANCIAL BID"**, respectively. Both sealed envelopes shall thereafter be placed in a single outer sealed envelope, duly superscribed with the name of the work, i.e. **"Tender for Event Management Services for Him Utsav at Dilli Haat, INA, New Delhi (16.12.2026 to 31.12.2026)"**. The name and complete address of the bidder shall also be mentioned on the outer envelope. The bidder will submit their bids in the Corporate office of the Corporation i.e. **HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED** BLOCK NO. 3, SDA COMMERCIAL COMPLEX, KASUMPTI, SHIMLA-171009. No bid will be entertain after due date and time.

6. The Technical Bid shall contain all requisite documents relating to eligibility, qualification criteria, experience, processing fee, EMD and other documents as prescribed in the detailed tender document. The Financial Bid shall contain only the financial quotation in the prescribed format.

7. The bidders shall submit duly signed and self-attested copies of all requisite documents along with the Technical Bid. Any document not duly signed and self-attested may not be considered, and the bid may be rejected.

8. The Technical Bids shall be opened in the office of the HP State Handicrafts and Handloom Corporation, Kasumpti, Shimla, on the date and time specified above, in the presence of bidders or their authorised

representatives, who may wish to remain present. The Financial Bids of only those bidders who qualify in the Technical Evaluation shall be opened subsequently, on same day will be opened for further process.

9. Selection of agency would be done on a combined Quality-cum-Cost Based Selection (QCBS): **(A)** Evaluation of presentation and technical bids (weightage 30%), **(B)** Evaluation of financial bids (weightage 70%).The financial bids of only those bidders who are found technically qualified as per the Technical Evaluation scoring matrix at **Annexure-D** will be opened for further process.

10. Bidders shall carefully read all instructions, terms and conditions of the tender before participating in the bidding process. The terms and conditions shall be accepted and submitted as prescribed in **Annexure: E.**

11. The Bidders shall provide information only in the field provided in the prescribed bid form and Scope of work. Any unauthorized alteration to the prescribed terms, item descriptions, units or quantities shall render the bid liable to rejection.

12. The bidders are advised to quote their most competitive rates for design, fabrication, Installation, execution, beautification, stall decoration and other allied activities for Him Utsav at Dilli Haat, INA New Delhi w.e.f 16.12.2026 to 31.12.2026.

13. Any corrigendum/addendum or subsequent clarification, if issued, shall be published on the official website of the Corporation, i.e. www.himcrafts.com.

14. The detailed tender document, inter alia, containing eligibility criteria, qualification requirements, scope of work, procedure for deposit of processing fee and EMD, prescribed bid formats and other terms and conditions, can be viewed/downloaded from the official website of the Corporation, i.e. www.himcrafts.com. or can be obtained from the Corporate office of the Corporation situated at Kasumpti, Shimla/ Field offices/ Emporia of the Corporation.

15. In the event of cancellation or postponement of Him Utsav due to any reason, the bidder shall not be entitled to claim any compensation, damages or any other financial claim from the Himachal Pradesh State Handicrafts and Handloom Corporation Ltd. (HPSHHC) on this account. In case of any addition, deletion or modification of any job/activity related to the event, payment shall be made on a proportionate basis, subject to the actual work executed and duly approved by the Corporation.

16. The Competent Authority reserves the right to reject any bid or cancel the tender process at any stage without assigning any reason.

Enclosure:

1	Check List	:Annexure - A
2	Covering letter	:Annexure - B
3	Application Form	:Annexure - C
4	Criteria for Evaluation of technical Bid	:Annexure - D
5	Acceptance of Terms and Conditions	:Annexure - E
6	Average Annual Turnover (Last Three Financial Years)	:Annexure - F
7	Details of completed works of similar nature	:Annexure - G
8	Declaration regarding non-debarment/non blacklisting	:Annexure - H
9	Financial Undertaking	:Annexure - I
10	Scope of Work	:Annexure - J
11	Financial Bid (BOQ)	:Annexure - K

Managing Director

HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
BLOCK NO. 3, SDA COMMERCIAL COMPLEX, KASUMPTI, SHIMLA-171009

ANNEXURE-A

CHECKLIST OF DOCUMENTS TO BE SUBMITTED BY THE BIDDER

Name of Work:	Tender for organizing Him Utsav at Dilli Haat, INA, New Delhi (16.12.2026 to 31.12.2026)
Name of Bidder/Firm:	
Address:	
Contact No. / E-mail:	

S. No.	Particulars / Documents to be submitted	Page No.	Remarks
1	Covering letter / application for submission of the tender duly signed by the bidder or authorized signatory. **(Annexure-B)**		
2	Technical bid on prescribed format **(Annexure-C)**		
3	Whether proprietary firm or partnership firm or limited company or Co-operative Society?		
4	Certificate of incorporation / registration of the company, firm, society, proprietorship or other legal constitution, as applicable.		
5	Aadhar photocopy of the owner of firm/concern (Attach self-certified copy)		
6	GST Registration Certificate (Attach self-certified copy)		
7	Copy of Bidder's PAN (Attach self-certified copy)		
8	Proof of payment/deposit of non-refundable tender processing fee of Rs 2,500/-		
9	Proof of deposit of Earnest Money Deposit (EMD) of Rs. 1,50,000/-		
10	Minimum average annual turnover of **Rs. 50 Lakh** during the last three financial Years 2023-24, 2024-25 and 2025-26, certified by a Chartered Accountant. **(Annexure-F)**		
11	Balance Sheet for last three financial years 2023-24, 2024-25 & 2025-26 duly certified by a Chartered Accountant.		
12	Income Tax Returns for last three financial years i.e. 2023-24, 2024-25 & 2025-26		
13	The Bidder must have a minimum of **05 (Five) years of experience** in planning, conceptualizing, designing, fabricating, and executing exhibition stalls, pavilions, or similar works for Government Departments, Semi-Government Organizations, Public Sector Undertakings (PSUs). The details of such completed works shall be furnished in the prescribed format at **Annexure-G**, along with supporting documentary evidence.		
14	Declaration regarding Acceptance of Terms and Conditions contained in the Tender Document **(Annexure-E)**		
15	Affidavit on Form-I (declaration regarding non-debarment/non blacklisting by any government/semi government or any other organization etc.) **(Annexure-H)**		
16	Signed financial undertaking as per **(Annexure- I)**		

(Signed by Authorized Representative)

Name: Designation:

Agency/Company:

Seal of Bidder:

Date:

Place:

HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
BLOCK NO. 3, SDA COMMERCIAL COMPLEX, KASUMPTI, SHIMLA-171009

ANNEXURE- B

COVERING LETTER

(To be submitted on the Letterhead of the Bidder)

To

The Managing Director,
Himachal Pradesh State Handicrafts & Handloom Corporation Ltd. (HPSHHC),
Head Office, SDA Commercial Complex,
Kasumpti, Shimla – 171009, Himachal Pradesh.

Subject: **Selection of Agency for Planning, Designing, Fabrication, Execution and Comprehensive Management of Him Utsav 2026 at Dilli Haat, INA, New Delhi, from 16.12.2026 to 31.12.2026.**

Sir/Madam,

The undersigned, hereby submit our bid for providing services for the Planning, Designing, Fabrication, Execution and Comprehensive Management of Him Utsav 2026, to be organised by the Himachal Pradesh State Handicrafts & Handloom Corporation Ltd. (HPSHHC) at Dilli Haat, INA, New Delhi, from 16.12.2026 to 31.12.2026, in accordance with the guidelines, terms and conditions specified in the tender document.

The Technical Bid and Financial Bid are enclosed herewith in accordance with the prescribed format and submission requirements of the tender document.

We hereby declare that all the information furnished in our bid and its appendices are true and correct to the best of our knowledge and belief and that all documents submitted along with the bid are true copies of their respective originals.

We acknowledge the right of HPSHHC to accept or reject any bid or cancel the tender process at any stage without assigning any reason.

We agree to keep our bid valid for a period of 90 days from the date of submission of the bid or for such extended period as may be mutually agreed upon in writing.

We further certify that we have not directly or indirectly engaged in or indulged in any fraudulent, corrupt, collusive or undesirable practices in connection with this bidding process.

We undertake to abide by all the terms and conditions of the tender document and any subsequent instructions issued by the Corporation in this regard.

Thanking you,

Yours faithfully,

Name, Stamp with signature

HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
BLOCK NO. 3, SDA COMMERCIAL COMPLEX, KASUMPTI, SHIMLA-171009

ANNEXURE- C

APPLICATION FORM

01	Name of the bidder	
02.	Permanent Address	
03.	Address of the Head Office of the bidder	
04.	Phone No./Fax/e-mail ID	
05.	Whether proprietary firm or partnership firm or limited company or Co-operative Society?	
06.	Minimum average annual turnover of **Rs. 50 Lakh** during the last three financial Years 2023-24, 2024-25 and 2025-26, certified by a Chartered Accountant. **(Annexure-F)**	
07.	**Amount Deposited**	
	NIT Processing Fee	
	Earnest Money(EMD) (in favour of Managing Director, HPSHHCL) or through NEFT/ RTGS (Account No. 4193001100000155, IFSC: PUNB0419300)	
08.	Copy of Bidder's PAN (Attach self-certified copy)	
09.	GST Registration Certificate (Attach self-certified copy)	
10.	Copy of the income tax returns for the last financial there year i.e, 2023-24, 2024-23 and 2025-26.	
11.	Signed NIT document with declaration/ acceptance of NIT terms & conditions as per Annexure- E.	
12.	Affidavit on Form-I (declaration regarding non-debarment/non blacklisting by any government/semi government or any other organization etc.) **(Annexure-H)**	
13.	Detailed Proposal/ PPT (Power Point Presentation)	
14.	The Bidder must have a minimum of **05 (Five) years of experience** in planning, conceptualizing, designing, fabricating, and executing exhibition stalls, pavilions, or similar works for Government Departments, Semi-Government Organizations, Public Sector Undertakings (PSUs). The details of such completed works shall be furnished in the prescribed format at **Annexure-G**, along with supporting documentary evidence.	

Declaration:

I /We hereby declare that the information given above is true and correct. Any information as given above, if found to be incorrect, wrong or misleading, will render us liable for rejection of our Proposal without prejudice to any other action that may be taken against us in this behalf.

(Signed by Authorized Representative)

Name: Designation:

Agency/Company:

Seal of Bidder:

Date:

Place:

ANNEXURE-D

CRITERIA FOR EVALUATION OF TECHNICAL BID

The technical strength of bidders is of significant importance. Therefore, the agency will be selected based on combined **Quality cum Cost Based Selection (QCBS)** in the ratio of **30% Technical (Presentation + Technical capacity) and 70% Financial.** The technical bid will be evaluated on a scale of 100 and the weightage for each criterion will be as follows:

SN	Evaluation criteria	Scoring methodology	Maximum Marks	Mark Scored
	Technical Capacity of the Bidder		40	
1	No. of similar events organized for Govt of India/ PSUs/ autonomus bodies/ departments during last 5 years		**10**	
a.	01-03 events		05	
b.	01 mark for each additional event more than 03 events, up to max 05 points to be allotted		05	
2	Average Annual Turnover in past three years i.e. 2023-24, 2024-25, 2025-26		**10**	
a.	Avg. Annual Turnover between 50 lac to 1 crore		5	
b.	Avg. Annual Turnover more than 1 crore but less than or equal to 2 crore		7	
c.	Avg. Annual Turnover more than 2 crore		10	
3	Familiarity with the venue and experience of organizing similar exhibition(s) at the proposed venue during the last 5 years.	Assessment based on relevant experience, documentary evidence and familiarity with the venue.	**5**	
4	Qualifications, experience and number of core technical / professional manpower proposed to be deployed for the assignment. The bidder shall provide details of qualifications and relevant experience of the proposed personnel.	Assessment based on qualifications, relevant experience, strength of the core team and suitability of the personnel proposed for the assignment.	**5**	
5	Capacity to prepare and execute a comprehensive Media Plan, including physical publicity material such as brochures, pamphlets, handbills, audio media messages, jingles, etc., as well as digital media publicity.	Assessment based on the proposed media strategy, coverage, creativity, outreach plan, publicity material and digital media execution capabilities.	**10**	
6	**Presentation**		**60**	
	Presentation reflecting Concept, Proposed Methodology & Work Plan as per scope of work. Evaluation will be based on the quality of presentation. The presentation should cover the following in sufficient detail: a) Presentation of a detailed plan on various products, services and areas of the Project including Conceptual and Thematic understanding of the Event, Layout, Quality of 3D Visual Appeal, Quality of Artists, Overall Project Management Capabilities, Development & Execution. The bidders should have well-trained in-house client services team, production team and creative team. b) Presentation of a Plan for the complete event including setup of stage, Infrastructure Material to be used including Truss, Lights, Sounds and other equipment's and units as per the proposal, and Safety, Security, Event Crew,			

	Technical Crew Manpower. Higher weightage would be given if bidder offers higher quality of equipment. Bidders to give a comparative table of such equipment with make and specifications.		

Notes:

1. **Minimum qualifying marks will be 70 out of a maximum of 100 (hundred marks) as a benchmark for the quality of the technical bid, and bids below this benchmark are not considered for Financial evaluation.**
2. The bidder shall submit complete details of the core technical / professional manpower proposed to be deployed for the assignment, along with their qualifications and experience.
3. Relevant documentary evidence shall be submitted in support of the experience, turnover and other claims made by the bidder.
4. The Evaluation Committee shall assess the technical proposals and award marks against the criteria specified above.
5. A complete PowerPoint presentation of 10 minutes will be given by the bidder before the Evaluation Committee.

ANNEXURE-E

GENERAL TERMS & CONDITIONS

1. The bidder shall sign each page of the NIT tender document, including all terms and conditions, technical specifications and annexure, as a token of having read, understood and accepted the contents thereof. All supporting documents submitted along with the bid shall be duly signed and self-attested by the bidder or its authorized signatory. In case of a company, firm or other legal entity, the bid shall be signed by a duly authorized signatory.

2. Conditional bids, incomplete bids or bids containing material deficiencies shall not be accepted. Alternative bids/ multiple quotations. Only one bid shall be submitted by one bidder. Any violation of this condition shall render the bids liable to rejection and may also attract forfeiture of EMD.

3. The bidder shall not modify, withdraw or alter its bid after the last date and time prescribed for submission of tender during the period of bid validity.

4. Each bidder shall deposit a non-refundable Tender Processing Fee of Rs. 2500/- (Rupees Two Thousand Five Hundred Only)in the prescribed mode and submit proof of payment along with the Technical Bid.

5. Each bidder shall deposit an Earnest Money Deposit (EMD) of Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only) in the prescribed mode, i.e. Demand Draft (in favour of Managing Director, HPSHHCL) or through NEFT/ RTGS (Account No. 4193001100000155, IFSC: PUNB0419300) as specified in the tender document. The original instrument/proof of deposit shall be submitted in Cover-I (Technical Bid) and shall not be placed in the Financial Bid.

6. The EMD of unsuccessful bidders shall be refunded without any interest after finalisation of the tender process. The EMD of the successful bidder may be adjusted towards the Performance Security and the balance amount shall be deposited within 03 (three) days by the successful bidder before issuance of the Work Order/Letter of Award. No interest shall be payable on the EMD/ Performance security.

7. **Technical Evaluation and Presentation:** The Technical Bids shall be examined and evaluated by the Committee constituted by the Corporation. The bidders shall also be required to make a presentation before the Committee on the same day as scheduled for the opening and evaluation of the Technical Bids. The presentation shall form an integral part of the Technical Evaluation and overall technical bid shall be assessed as per the prescribed Technical Evaluation Matrix at **Annexure - D** .

8. **Procedure for Selection:** The selection of the successful bidder shall be made through the Quality-cum-Cost Based Selection (QCBS) method, with 30% weightage assigned to Technical Evaluation (including presentation) and 70% weightage assigned to Financial Evaluation. The technical and financial scores shall be calculated in accordance with the prescribed evaluation criteria and methodology detailed in **point No. 9 of general terms and conditions** which shall form an integral part of the tender document. The bidder securing the highest combined weighted score shall be ranked H-1 and considered for award of the contract, subject to fulfilment of the tender conditions and approval of the competent authority.

9. **Evaluation and Selection Process – QCBS (30:70 Weightage):**

The overall score of each bidder shall be calculated using the Quality-cum-Cost Based Selection (QCBS) method, with 30% weightage assigned to the Technical Score and 70% weightage assigned to the Financial Score. **The following formula shall be used:**

$$B = (C_{low} / C \times X) + (T / T_{high} \times (1 - X))$$

- C_{low} = Lowest evaluated financial bid among responsive bids.
- C = Evaluated financial bid of the bidder under consideration.
- T = Technical score obtained by the bidder.
- T_{high} = Highest technical score among responsive bidders.
- X = Financial weightage specified in the tender document = 0.70
- Therefore, technical weightage = 1 − X = 0.30

A bidder must secure a minimum of 70 marks out of 100 in the technical evaluation to qualify for opening of the Financial Bid.

10. The final selection shall be made on the basis of the highest combined score obtained under the prescribed QCBS formula (30:70 weightage), subject to fulfilment of all tender conditions and approval of the competent authority. Any negotiations, if considered necessary, shall be undertaken with the successful bidder (H1).

11. The bidder is advised to inspect the proposed venue and familiarize itself with the site conditions, access arrangements, installation requirements and other relevant aspects before submitting the tender. No claim on account of lack of knowledge of site conditions shall be entertained after submission of the bid. Any clarification regarding the site or scope of work should be sought before the last date of submission of the tender.

12. The work shall include planning, designing, fabrication, installation, execution, operation, management and dismantling of the required event infrastructure, including stalls, stage, furniture, decorative items, electrical arrangements, catering arrangements and other allied facilities, strictly as per the scope of work and technical specifications prescribed in the tender document.

13. The bidder shall be a legally registered firm, company, partnership, proprietorship or other eligible entity and shall submit the relevant registration/incorporation documents along with the Technical Bid.

14. The bidder shall possess a valid GST registration, wherever required under the applicable GST laws, and shall submit a copy of the GST registration certificate along with the Technical Bid.

15. The bidder shall submit a copy of its PAN card along with the Technical Bid.

16. The bidder shall submit a copy of the first page of its bank passbook or a bank statement/cancelled cheque clearly indicating the name of the account holder, account number and IFSC code for verification and record purposes.

17. The bidder shall submit documentary proof of relevant experience in Event Management, Exhibition Management, Fairs, Festivals, Cultural/Promotional Events or similar assignments, along with copies of work orders, completion certificates or other supporting documents, as prescribed in the technical bid eligibility criteria of the tender.

18. The bidder shall submit declaration on affidavit with the technical bid stating that the firm/agency has not been blacklisted, debarred or declared a defaulter by any Central/State Government Department, Public Sector Undertaking or other Government institution as on the date of submission of the tender. If the declaration is

found to be false/incorrect or concealed at any stage, the Corporation may reject the bid without assigning any reason. Any forfeiture of EMD or performance security shall be governed by the applicable provision of the tender and shall be entitled to take appropriate action, including rejection of the bid, cancellation of the contract, forfeiture of EMD/Performance Security and other legal action, as applicable.

19. The tender shall be submitted through an two-bid system comprising of a Technical Bid and a Financial Bid. Both bids shall be prepared and submitted in separate sealed envelopes, duly superscribed as under :

Cover-I: TECHNICAL BID

The Technical Bid shall contain all the documents prescribed in the Technical Bid Checklist, including eligibility documents, registration certificates, experience details, declarations, undertakings, proof of deposit of processing fee and EMD and other requisite documents.

Cover-II: FINANCIAL BID

The Financial Bid shall contain only the duly complied and signed prescribed financial BOQ in the format prescribed by the Corporation.

Both sealed envelopes shall be placed inside one larger sealed envelope, clearly superscribed as: **"TENDER FOR EVENT MANAGEMENT SERVICES FOR ORGANISING HIM UTSAV AT DILLI HAAT, INA, NEW DELHI (16.12.2026 TO 31.12.2026)"** The name, address and contact details of the bidder shall also be mentioned on the outer envelope.

20. The Technical Bid and Financial Bid shall be submitted separately. If the Financial Bid or any rate or price quoted for the tender is found enclosed with or disclosed in the Technical Bid, the tender shall be liable to rejection.

21. The Technical Bids shall be opened and examined by the Committee duly constituted by the Corporation. The Financial Bids of only technically qualified bidders shall be opened subsequently on the same day . The bidder who qualify the prescribed eligible criteria in accordance with the QCBS criteria specified in the tender document will be declared technically qualified.

22. The successful bidder shall deposit Performance Security equivalent to 5% of the total accepted contract value within 03 (three) days from the date of issuance of the Letter of Award (LOA) and before issuance of the Work Order, in the prescribed form and mode, i.e. DD (in favour of Managing Director, HPSHHCL) or through NEFT/ RTGS (Account No. 4193001100000155, IFSC: PUNB0419300).

23. The successful bidder shall ensure that all materials, equipment and other facilities are provided and installed as per the specifications, quantities and requirements mentioned in the tender document and as directed by the Corporation from time to time.

24. All arrangements shall be completed within the time schedule communicated by HPSHHC and, in any case, before the commencement of the event. The successful bidder shall ensure that the entire infrastructure is ready for inspection and complete in all respect latest by 16.12.2026, 2:00 PM.

25. The requirement and quantity of various items mentioned in the BOQ are indicative and may be increased or decreased as per the actual requirement of the Corporation. Payment shall be made strictly on the basis of actual work executed and items supplied/installed as per the approved requisition and certification of the authorized officer of HPSHHC. No claim shall be entertained on account of variation in the estimated quantities.

26. All materials supplied and services provided by the successful bidder shall be of good quality, durable, safe and suitable for the intended purpose. The Corporation shall have the right to inspect the material and workmanship before installation.

27. All fabric, tentage, curtains, covers, decorative materials and other textile items used for the event shall be neat, clean and in good condition, without any tears, cuts, stains, patches or other visible defects. The Corporation may reject any material which is found unsuitable or below the prescribed specifications.

28. The successful bidder shall strictly follow the instructions issued by the Managing Director, HPSHHC, or the officer authorized by the Corporation for supervision and coordination of the event.

29. The contractor shall comply with the directions of the officer-in-charge during installation, execution, operation and dismantling of the event infrastructure. Any deficiency, defect or shortcoming pointed out by the officer-in-charge or the inspection committee shall be rectified immediately by the contractor, at its own cost, without claiming any additional payment.

30. The successful bidder shall ensure proper coordination with the Corporation and other departments/agencies involved in organising the event. All necessary arrangements shall be made in accordance with the approved layout, design, schedule and instructions issued by the HPSHHC.

31. The successful bidder shall remain personally present at the site throughout the installation and operational period of the event. The Name, Designation Contact Number passport size photo shall be submitted alongwith technical bid.

32. The successful bidder shall be responsible for the safety and stability of all structures and installations provided by it, including, tents, stalls, stage, furniture, electrical installations and other temporary structures form an installation till dismantling.

33. The successful bidder shall make adequate safety arrangements to prevent any accident, fire, electrical short circuit or other untoward incident. Suitable fire extinguishers and other necessary fire-safety equipment shall be provided at appropriate locations, as per the nature of the installation and applicable safety requirements.

34. All electrical installations, wiring, connections and equipment shall be properly insulated, secured and installed by competent personnel. The successful bidder shall ensure that all applicable fire-safety, electrical-safety and other statutory requirements are complied with throughout the event.

35. The Successful bidder shall be liable for any loss, theft, damage, accident, injury or death to the extent attributable to negligence, defective installation, use of unsafe material or breach of applicable safety requirements. The Corporation shall not be responsible for any such act or omission attributable to the contractor.

36. The Performance Security shall remain valid throughout the contract period and shall be released/refunded only after satisfactory completion of the assigned work, including dismantling and clearance of the site, and upon certification by the authorized officer of the Corporation that all contractual obligations have been duly fulfilled and no dues, damages, penalties or other liabilities remain outstanding against the successful bidder.

37. In case of any breach of contract, poor performance, non-compliance with instructions or failure to fulfil contractual obligations, the Corporation shall be entitled to recover the loss or impose penalties and/or forfeit the Performance Security, either partly or fully, as per the terms of the contract

38. The bidder shall quote lum-sum rate rates in the prescribed financial BOQ. The rates shall be quoted both in figures and in words, wherever required in the prescribed format.

39. The quoted rates shall be inclusive of all applicable taxes, GST, duties, transportation, loading/unloading, labour charges, installation, fabrication, dismantling and other incidental expenses required for satisfactory execution of the work, unless specifically provided otherwise in the financial BOQ.

42. The successful bidder shall strictly comply with the instructions issued by the Managing Director, HPSHHC, or the authorized officer/committee constituted by the Corporation. Any deficiency, defect or shortcoming pointed out during inspection or execution shall be rectified immediately by the contractor at its own cost.

43. In case of delay, poor workmanship, supply of substandard material, non-compliance with instructions or any other deficiency attributable to the contractor, a penalty ranging from **Rs. 5,000/- to Rs. 10,000/- per incident**, depending upon the nature and seriousness of the violation, may be imposed by the competent authority on the basis of the report of the officer-in-charge/inspection committee.

44. In case of serious or repeated violations, failure to complete the work within the prescribed time, abandonment of work or non-compliance with contractual obligations, the Corporation shall have the right to cancel the Work, forfeit the Performance Security, recover any loss or additional expenditure incurred by the Corporation and initiate appropriate action, including blacklisting/debarment, in accordance with the applicable rules and after following due procedure.

45. Any penalty imposed or loss/damage assessed by the Corporation shall be recoverable from the pending bills, security deposit or any other amount payable to the contractor, in accordance with the terms of the contract.

46. The successful bidder shall be responsible for obtaining all permissions, licences, approvals and clearances required for carrying out the assigned work, wherever applicable, and shall comply with all relevant statutory provisions and directions of the concerned authorities.

47. The successful bidder shall not sublet or transfer the whole or any part of the assigned work to another agency without prior written approval of the Corporation.

48. Any corrigendum, addendum or clarification issued by the Corporation in connection with the tender shall form an integral part of the tender document and shall be binding upon all bidders.

49. The Managing Director, HPSHHC Ltd., reserves the right to accept or reject any or all tenders, cancel the tender process or withdraw any part of the work, without assigning any reason thereof, and without thereby incurring any liability towards the bidders.

50. All disputes shall be subject to the civil jurisdiction of competent court of law at Shimla (HP) only.

51. Insurance, if any shall be borne by the bidder itself.

52. Payment Terms:

The Fund would be released to the successful bidder in three following instalments:

a) 1st Instalment @ 20% of the Contract/ Order value on receipt of Letter of Award(LOA) by selected bidder and deposit/furnish of Performance security.
b) 2nd Installment @30% of the Contract/ Order value after Successful completion of Dilli Haat event
c) 3rd installment @ 50% of the Contract/ Order value after Submission of bills complete in all respect as full and final payment.

I, Mr./Mrs _____S/o/D/o _____ permanent resident of _____ of Prop./Partner/Director of M/s _____ do hereby accept the aforesaid terms and conditions of the tender.

Signature_____

Name_____

Address:_____

Mob.No. _____

Email:_____

HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
BLOCK NO. 3, SDA COMMERCIAL COMPLEX, KASUMPTI, SHIMLA-171009

ANNEXURE-F

AVERAGE ANNUAL TURNOVER (LAST THREE FINANCIAL YEARS)

The firm/agency should have a minimum average annual turnover of Rs.50.00 lakh (Rupees Fifty Lakh only) during the last three financial years, i.e. 2023–24, 2024–25 and 2025–26, duly certified by a Chartered Accountant (CA).

Sr. No	Financial Year	Annual Turnover
1	2023-24	
2	2024-25	
3	2025-26	
	Total Turnover	
	Average Annual Turnover (Total ÷ 3)	

Documents to be submitted:

1. Audited financial statements for the last three financial years.
2. CA-certified turnover certificate mentioning year-wise turnover.
3. CA Membership Number and UDIN of the certificate.

(Signed by Authorized Representative)

Name: Designation:

Agency/Company:

Seal of Bidder:

Date:

Place:

HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
BLOCK NO. 3, SDA COMMERCIAL COMPLEX, KASUMPTI, SHIMLA-171009

ANNEXURE-G

DETAILS OF COMPLETED WORKS OF SIMILAR NATURE

(During the last five financial years ending 31st March 2026)

S. N.	Name of the Event	Name of the Client	Brief Description of the Event (including area/number of participants)	Date/Duration of the Event	Value of Work (Rs)
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					

Note:

1. The bidder shall furnish details of completed works of similar nature executed during the five financial years.
2. The bidder shall attach supporting documents, such as work orders, completion certificates and relevant photographs, in support of the information furnished above.
3. The Corporation reserves the right to verify the information and supporting documents submitted by the bidder.

Signature of Authorized Signatory: _____

Name of the Bidder/Firm: _____

Date: _____

Place: _____

Seal of the Firm/Agency

ANNEXURE-H

FORM OF AFFIDAVIT
(Duly Notarized)

AFFIDAVIT

I, _____S/O Sh. _____ resident of _____ do hereby solemnly affirm and declare as under:-

That M/s _____ or any of the partners or representatives were never blacklisted or convicted by Court of Law. In case, M/s_____ is convicted during the contractual period, the Managing Director, Himachal Pradesh State Handicrafts and Handloom Corporation Limited, Shimla-9, reserves the right to take action as per the terms & conditions of the NIT.

DEPONENT

(Signature & Stamp)
M/s _____

I, _____ the above-named deponent further declare that the facts stated above are true and correct to the best of my knowledge and belief.

DEPONENT

ANNEXURE-I

FINANCIAL UNDERTAKING

I/We hereby declare that I/we have carefully read, understood and accepted all the terms and conditions of the NIT, including the terms of the Agreement, and agree to undertake the work of **Planning, Designing, Fabrication, Execution and Comprehensive Management of State and National Level Fairs, Festivals, Exhibitions, Crafts Bazaars, Cultural & Promotional Events, Beautification Works and Allied Activities**, at the rates quoted by me/us in the Financial Bid and accepted by the Corporation.

I/We undertake to strictly abide by all the terms and conditions of the NIT, the Agreement and the instructions issued by the Managing Director, Himachal Pradesh State Handicrafts and Handloom Corporation Limited, or his/her authorized representative, from time to time.

I/We further undertake that, in the event of acceptance of my/our NIT, I/we shall execute the Agreement within 3 (Three) days from the date of issuance of the Letter of Award/acceptance of the offer, as applicable. I/We fully understand and accept that failure to execute the Agreement within the stipulated period may result in forfeiture of the performance security and cancellation of the award.

I/We also understand and agree that, in the event of failure to fulfil any contractual obligation or violation of the terms and conditions of the NIT/Agreement, the Corporation shall be entitled to take appropriate action as per the terms of the NIT/Agreement, including forfeiture of the EMD, security deposit or any other amount due or payable to me/us by the Corporation, wherever permissible under the terms of the Agreement.

I/We hereby confirm that the above undertaking is binding upon me/us and shall remain valid throughout the contractual period.

Signature of the Bidder/Authorized Signatory: _____
Name of the Firm/Agency: _____
Name of Authorized Signatory: _____
Designation: _____
Date: _____
Place: _____
Seal of the Firm/Agency: _____

ANNEXURE-J

SCOPE OF WORK

SCOPE OF WORK FOR ORGANIZING OF HIM-UTSAV AT DILLI HAAT, INA W.E.F 16.12.2026 TO 31.12.2026

SN	Item Name / Concept	Detailed Technical Description & Scope of Work	Tentative Dimensions/ Quantity Required
1	Main Dilli Haat Entry Gate	Design, fabrication, transportation, installation, finishing and post-event dismantling of a temporary standalone entrance gate for Him Utsav – Crafts, Culture & Cuisine, measuring approximately 10 ft. width × 20 ft. height, using a sturdy MS pipe/box-truss framework with suitable base plates and counterweights for outdoor safety. The structure shall be cladded with commercial-grade plywood/MDF and finished with high-resolution, weather-resistant Star Flex/matte vinyl printing incorporating approved Him Utsav branding and thematic designs.	Approx. 10 ft. width × 20 ft. Height Quantity: 01
2	Food Court Entry and exit Gate	Design, fabrication, transportation, installation, maintenance and dismantling of two separate theme-based decorative gates, one for entry and one for exit, each with a clear opening of 10 ft width × 8 ft height. Each gate shall have a suitable MS framework, Himachali-themed decorative panels, prominent ENTRY or EXIT signage, and lighting, complete as per the approved layout. Supports and decorative elements shall be kept outside the clear opening.	Approx 10 ft. width × 8 ft. Height Quantity: 02
3	Fabrication and Installation of 3D Himachali Instrument Figures	Fabrication, transportation and installation of 3D statues of Himachali folk musicians playing traditional musical instruments such as Ransingha, Nagra, Karnal, Dhol, Nagara, Shehnai, etc., using wooden/bamboo framework, thermocol shaping, cloth covering, papier-mâché and Mitti-based artistic finishing, duly painted and decorated in traditional Himachali costumes and accessories. The work shall include handmade instruments, all materials, labour, finishing and installation, as per approved designs and specifications of the Corporation. The bidder shall present the proposed designs in the technical PPT	Life size (Approx. height 5 ft to 8 ft) Quantity: Min. 02 Figures
4	Fabrication and Installation of 3D Himachali Animal Figures	Fabrication, transportation and installation of decorative 3D statues of animals and birds representing the wildlife, rural life and cultural heritage of Himachal Pradesh, such as Himalayan Black Bear, Musk Deer, Himalayan Monal, Gaddi Sheep and other local animals. The figures shall be made using suitable MS/wooden/bamboo framework, thermocol shaping, cloth covering, papier-mâché and miti-based artistic finishing, duly painted with realistic details. The work shall include all materials, labour, finishing, transportation and installation, as per approved designs and specifications of the Corporation. The bidder shall present the proposed designs in the technical PPT	Life size Quantity: Min. 02 Figure
5	Fabrication and Installation of 3D Himachali	Designing, fabrication, transportation and installation of one pair of life-size 3D statues of a Himachali man and woman, approximately 5.5 ft. in height, depicting traditional Himachali	2 pair (one male and one female figure), approximately 5.5 ft

	Couple Statues	attire, ornaments and cultural appearance. The statues may represent traditional regional costumes such as Kulluvi, Kinnauri or Chamba attire and shall be made using suitable MS/wooden framework, moulding, fibre/thermocol and artistic finishing, with realistic facial features, hand-painted details and accessories. The work shall include all materials, labour, finishing, transportation and installation, as per the approved design and specifications of the Corporation.	height each.
6	Fabrication and Installation of Giant Himachali Kilta-Selfie Prop.	Designing, fabrication and installation of an oversized traditional Himachali Kilta (basket) prop with a creative 3D human figure carrying the Kilta, designed with a safe seating/standing space inside the basket for visitors to pose for photographs and selfies. The structure shall be made using a sturdy MS/wooden framework with suitable fibre/wood/thermocol moulding, traditional bamboo-style finishing, colourful Himachali patterns and decorative elements. The work shall include attractive detailing, painting, safety arrangements, visitor access, transportation and installation, as per the approved design and specifications of the Corporation.	The bidder shall show the proposed dimensions and overall footprint, including the 3D carrier figure, in the technical PPT.
7	5 Selfie Points	Fabrication and installation of **05 (Five) attractive and creatively designed selfie points** at different locations within Dilli Haat, each based on a distinct Himachali cultural, heritage, tourism and seasonal theme. Each selfie point shall be aesthetically designed with suitable decorative structures, thematic cut-outs, 3D elements, colourful backgrounds, props and appropriate branding to create attractive photo opportunities and encourage visitor engagement.	The bidder shall show the proposed theme and approximate dimensions of each selfie point in the technical PPT
8	Pillar Branding – Him Utsav Theme	Design, fabrication, printing and installation of four-sided branding panels/wraps on existing pillars across the exhibition area (approximately 50 Nos.), based on the theme of Himachal Pradesh's rich cultural heritage, tourism and traditional identity.	10 ft x 1 ft x 4 sides = 40 sq. ft per pillar
9	Himachali-Themed Food Court Stalls	Design, fabrication, installation and decoration of six customized food stalls reflecting the traditional architecture and culture of Himachal Pradesh, as per the design approved by the Corporation.	10 ft × 10 ft each
10	Food Court Dining and Traditional Himachali Dham Seating	Provide and arrange dining tables and chairs for 30 persons at a time in the common food court, and clean durries or floor mats for another 30 persons at a time in traditional Himachali Dham pangat seating. Arrange both areas as per the approved layout, with clear space for movement and serving.	Complete work for 16 days
11	Decorative LED Fairy Lights	Approximately 500 outdoor LED fairy-light strings, each with 10 metres of illuminated length, excluding the power lead, on hire for 16 days. The strings shall be installed on trees, plants and structures in the exhibition area, in colours as per the approved design and inclusive of wiring, installation, maintenance, replacement of faulty strings and removal after the event.	Approximate 500 garlands for 16 days
12	Overhead Decorative Fabric Draping (cloth bunting)	Design, printing, supply and installation of decorative fabric draping (chunni dropping) in the designated open areas of Dilli Haat INA, using traditional Kullu and Kinnauri Patti-inspired patterns and colours, as per the approved layout.	Approximately 6,000 running ft. of fabric strip

13	Decorative Fabric Wraps for Plants and Trees	Designing, printing, supply and installation of decorative fabric wraps and draping (Chunni) for plants and trees at different locations within the exhibition venue, featuring traditional Kullu and Kinnauri Patti-inspired designs, patterns and colours. The decoration shall be carried out aesthetically as per the approved design to enhance the overall Himachali cultural ambience of the exhibition	Approximately 2,000 running feet of fabric strip
14	Multicolour LED Focus Lights	Providing and installing multicolour LED focus lights to highlight trees, buildings, passages, selfie points and major 3D props, as per the approved layout.	Approximately 150 lights on hire for 16 days.
15	Exhibition Shop Furniture Sets/ display board	1 table & 2 chair duly covered with white cloth for each shop for displaying products along with display board/ Fascia comprising logos of DC (Handicraft) and MSME on all stalls	Total 72 sets, comprising 72 fascia, 72 tables and 144 chairs in total.
17	Green Non-Woven Carpeting	Providing, laying, fixing, maintaining and removing green non-woven carpeting in front of the exhibition shops, in the fashion show and Himachali Dham areas, and along designated passages, as per the approved layout.	Approximate 7,000 sq. feet for the full 16 day event
18	Red Non-Woven Carpeting	Providing, laying, fixing, maintaining and removing red non-woven carpeting in front of the main entrance gate, around the stage and in other designated areas, as per the approved layout.	Approximate 3,000 sq feet for the full 16 day event
19	Food Court Back Wall Masking	Providing and fixing opaque decorative fabric along the food court back wall, neatly secured to provide continuous, uniform coverage. The rate shall include fixing, upkeep and removal after the event.	Approximately 160 running ft long × 8 ft high. for the full 16-day event period.
20	Cut-outs Display	Fabrication, installation and removal of decorative cut-outs at designated locations across the venue, as per the approved design. The rate shall include finishing, support stands and fixing.	10 cut-outs, each 6 feet × 3 feet. (Approx)
21	VIP & Dignitary Seating Arrangement	2-seater sofa sets covered with white cloth, high-back sitting chairs with white covers.	2-seater sofas (5 pcs), High-back chairs (50 pcs)
22	Opening Ceremony Arrangements	Provision and arrangement of all necessary items required for the opening ceremony, including decorative trays, scissors, ribbon, flower decorations, bouquets, ceremonial lamp (Deepak), and other related materials to ensure the smooth conduct of the inauguration ceremony.	For the inaugural and other events
23	Sound System, LED Stage Lighting and LED Screen Package	Providing, installing and operating a complete sound, LED stage lighting and LED screen package on hire for the cultural programmes and fashion show at Him Utsav. The package shall include speakers, stage monitors, a mixing console, microphones, music playback equipment, LED stage lights, one main LED backdrop screen, two side LED screens and all necessary cabling and accessories. The agency shall deploy adequate technicians and coordinate sound, lighting and screen operation throughout the scheduled programmes. The rate shall include transportation, installation, testing, operation and dismantling, GEN set	main LED backdrop screen shall be 20 ft wide × 10 ft high, and each of the two side LED screens shall be 10 ft wide × 8 ft high. (for 5 programme days)
24	Fashion Show Stage and Ramp	Designing, fabrication, installation and dismantling of a professionally designed fashion show ramp, including a sturdy elevated platform with himachali theame flooring, decorative finishing, attractive backdrop incorporating Himachali cultural themes, adequate lighting arrangements, sound system, model entry and exit arrangements, backstage facilities and all	Runway approximately 30 ft × 15 ft × 4 ft high

		other necessary equipment, materials and manpower required for the smooth and successful conduct of the fashion show. The successful bidder shall ensure proper structural stability, safety and overall aesthetic presentation of the ramp throughout the event.	
25	Four- sided Danglar with the theme of Himachal Pradesh	Design, printing, installation and removal of double-sided decorative danglers featuring Himachali motifs, as per the approved layout.	Approximately 75 danglers, 12 inch × 18 inch each
26	Display boards/ hoarding/ Standees	Design, printing, installation and removal of Logos featuring Logos like HP State Handicrafts and Handloom Corporation, DC(MSME), Govt. Of HP , DC(Handicrafts) ,DC(Handloom) and other as suggested by the HPSHHC	Hoarding: 3 no (Size; 20x10 Sq,. feet, 15x10 sq ft and 26 x 8 sq. ft), 15 standees,
27	Himcrafts Logo	Radium logo for branding	(3 ft x 1.6 ft) 10 units and 2ft x 1.6 ft) 10 units
28	Atal Tunnel Immersive Experience & Photo Point	Design, fabrication and installation of 01 thematic immersive walkthrough structure inspired by the Atal Tunnel, Rohtang, featuring a tunnel-like entrance and interior with high-resolution printed graphics, LED/backlit panels depicting the snow-covered mountains, Rohtang landscape and scenic beauty of Himachal Pradesh. The installation shall create a realistic tunnel experience with suitable decorative elements, attractive lighting and a designated selfie/photo point for visitors. The structure shall have a sturdy framework, proper finishing and safe visitor access, creating an engaging visual experience highlighting Himachal Pradesh's tourism attractions. Bidders may inspect the designated location at Dilli Haat INA and shall show the overall dimensions and clear opening in the technical PPT	One complete Atal Tunnel walkthrough and photo point. The bidder shall show the proposed theme dimensions in the technical PPT
29	Shimla Christ Church Entrance Replica (Christmas Gateway)	Design, fabrication and installation of 01 grand thematic entrance gate replicating the iconic façade of Christ Church, Shimla, to create a distinctive Christmas-themed gateway at Him Utsav. The structure shall reflect the architectural features of the church, including its characteristic Gothic-style arches, windows, façade detailing and other decorative elements. The gateway shall be fabricated using suitable structural framework and decorative materials, with attractive finishing, Christmas-themed embellishments and appropriate lighting provisions to enhance its visual appeal. The complete structure shall be stable, weather-resistant and safe for public movement, as per the approved design and specifications of HPSHHC. Bidders may inspect the designated location at Dilli Haat INA and shall show the proposed dimensions, entry and exit in the technical PPT	1 complete gateway. The bidder shall show the proposed theme dimensions in the technical PP
30	Decorated Christmas Tree	Provide and install a Christmas tree as the centerpiece of the Christmas zone, complete with festive ornaments, decorative lights and a support base.	1 complete tree, approximately 10 ft high

31	Himachali Snow Village, Decorated Pathway and Christmas Photo Point	Design, fabrication, supply and installation of a compact Himachali-style snow village with decorative traditional cottages, artificial snow effects and an aesthetically decorated pathway. The installation shall incorporate a Christmas-themed photo point featuring one decorative Santa Claus figure, one sleigh and two reindeer figures, arranged attractively alongside the pathway to create an immersive winter and festive experience for visitors.	1 complete installation
32	New Year 2027 Illuminated Backdrop	Design and install an illuminated New Year 2027 photo backdrop with festive lighting, decorative elements and countdown-themed graphics.	One complete installation, tentatively 12 ft wide × 8 ft high
33	Publicity of event	Eexecute a comprehensive Media Plan, including physical publicity material such as brochures, pamphlets, handbills, audio media messages, jingles, etc.	
34	Help Desk – Design, Fabrication and Installation	Design, fabrication, supply and installation of an attractive and properly branded Help Desk for visitor assistance, information and facilitation during Him Utsav. The Help Desk shall include a suitable counter, front and backdrop branding with Him Utsav logo, necessary signage and basic arrangements for staff to assist visitors and provide event-related information.	1 Help Desk
35	Food Coupon		500 Qty
36	Review Book		1 Quantity

Note: The bidder shall submit and present 03 different design options during PPT.

HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
BLOCK NO. 3, SDA COMMERCIAL COMPLEX, KASUMPTI, SHIMLA-171009

FINANCIAL BID

ANNEXURE-K

FINANCIAL BID FOR HIM-UTSAV 2026 AT DILLI HAAT, INA W.E.F 16.12.2026 TO 31.12.2026

SN	Item Name / Concept	Total Price excluding GST	Applicable GST	Total Lum Sum price including GST
	Lum Sum price for execution of entire scope of work specified in ANNEXURE-J			

Total Lum Sum Price Including GST In Words : .....

.....

Signature of the Bidder/Authorized Signatory: _____
Name of the Firm/Agency: _____
Name of Authorized Signatory: _____
Designation: _____
Date: _____
Place: _____
Seal of the Firm/Agency: _____