



# Tender Document

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## **Request for Proposal (RFP)** **Tender for Mega Handicrafts Expo** **(Exhibition-cum-Conference)** **in Chennai, 2026.**

**Tender Ref.: TNHDC/866/DC/2025-26**  
**Tender Document (Envelope-A)**

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<b>Disclaimer</b>
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- 1) This Tender document is neither an agreement nor an offer by Tamil Nadu Handicrafts Development Corporation Limited (TNHDC) to the prospective Bidders or any other person. The purpose of this Tender document is to provide information to the prospective Bidders that may be useful to them in the preparation and submission of their Bid.
- 2) TNHDC does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this Tender document, and TNHDC can't consider the particular needs of each prospective Bidder. The prospective Bidders shall be deemed to have satisfied themselves fully before Bidding as to the correctness and sufficiency of their Bids and price quoted in the Bid to cover all obligations under this Tender. The Bidder shall make all arrangements for the execution of the contract at its own cost and transport.
- 3) TNHDC will not have any liability to any prospective Bidder or organisation or any other person under any laws for the loss, expense or damage which may arise from or be incurred in connection with anything contained in this Tender document, any matter deemed to form part of this Tender document, the award of the Contract.
- 4) TNHDC will not be responsible for any delay in receiving the Bids. The publication of this Tender does not imply that TNHDC is bound to select any Bidder or to sign Contract with the Successful Bidder, as the case may be, for the Scope of Work. TNHDC reserves the right to accept/reject any or all of Bids submitted in response to this Tender document at any stage for reasons such as change of scope or technology or non-availability of anticipated fund whatsoever with intimation notice published on the designated websites.
- 5) TNHDC reserves the right to change/ modify/ amend any or all conditions of this Tender document that will be made available on the designated websites.
- 6) This Tender process is governed by the Tamil Nadu Transparency in Tenders Act 1998 with The Tamil Nadu Transparency in Tenders Rules, 2000 as amended from time to time. It is Bidder's responsibility to ensure that they submit all the supporting documents without fail and it is the Bidder's sole responsibility to establish the proof of having relevant experience of the Bidders to full fill the Eligibility requirements otherwise the Bids are liable for rejection.

<b>Definitions</b>
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For this Tender, unless the subject or context otherwise requires, the following terms shall mean as under.

#	Terms	Definitions
1.	Day	A day means a calendar day.
2.	Month	Month means an English calendar month.
3.	Government	The government means to the Handlooms, Handicrafts, Textiles, and Khadi Department of the Government of Tamil Nadu.
4.	Department	The Department means to the Tamil Nadu Handicrafts Development Corporation Limited, under the administrative control of the Handlooms, Handicrafts, Textiles, and Khadi Department, Government of Tamil Nadu.
5.	Government Organisations	Government Organisations means Central Government, State Government, Public Sector Undertakings of Central/State Governments, and wholly owned Government Bodies.
6.	Applicable Law	Applicable Law means the Laws and any other instruments having the force of Law in Tamil Nadu as they may be issued and in force from time to time.
7.	Request for Proposal (RFP)	RFP means “Request for Proposal” document issued for " Tender for Mega Handicrafts Exhibition Cum Conference in Chennai”.
8.	Bidder/ BIDDER	Bidder/ BIDDER means the party that makes a formal offer in pursuance of this Tender floated by TNHDC.
9.	Partial offer	A partial offer means that the Bidder is not quoting for the entire scope of work or price as asked in the Technical or Price Bid, and such Bids are liable for rejection.
10.	Conditional offer	A conditional offer means that the Bidders specify their terms and conditions for the Scope of Work or quoted Price, which would be non-responsive to the tender conditions, and such Bids are liable for rejection.
11.	Successful Bidder or BIDDER	Successful Bidder or BIDDER can be used interchangeably and means the Bidder who has been selected for awarding the contract through this Tender process.
12.	Services	Services mean the work to be performed by the BIDDER as per the Scope of Work described in the Tender.
13.	Agreement	The agreement means the agreement to be entered into between TNHDC and BIDDER with all its appendices and annexures and any amendments thereto made in accordance with the provisions herein, read in conjunction with this Request for Proposal (RFP) document, and the bid response, including its further revisions, associated documentation, as the situation may deem necessary.

**Tender for Mega Handicrafts Expo (Exhibition-cum-Conference) in Chennai, 2026 –  
Tender ref. TNHDC/866/DC/2025-26**

#	Terms	Definitions
14.	Force Majeure	Force Majeure means any event that is unforeseeable, beyond the control of either party and not involving the affected party's wilful fault or negligence and materially affecting its capacity to perform its obligations.
15.	Material Breach	Material Breach means not submitting any deliverables, as mentioned in the Scope of Work and not rectifying the default within the days of being notified of the default.
16.	Other Terms	Other terms used in the Tender but not defined under this shall have the same meaning as assigned to such terms under the Information Technology Act, 2000 and the Companies Act, 1956, as the case may be, as amended from time to time.

## 1. Introduction

The Tamil Nadu Handicrafts Development Corporation Limited (hereinafter called TNHDC) popularly known as “Poompuhar” was incorporated as a Public Limited Company by indulging in the Sales Emporia and Training-cum-Production Centres. The TNHDC promotes exquisite handicrafts like Sculpture, Thanjavur Paintings, Stone Carving, Wood Carving, Mementos/Memorabilia, Jewellery, Pottery, Carpets, etc.

The TNHDC aims to encourage and hone the talent of artisans by training them, helping them improve their product quality and providing them social security by marketing their products through sales showroom and e-commerce platform. The TNHDC build capacities of the artisans and helping them to cater to the changing demands of consumers. It also helps nurture traditional culture, make these ancient arts and crafts flourish.

The Corporation aims to encourage and hone the talent of artisans by training them, helping them to improve their product quality and providing them social security by marketing their products. The THDC LTD. constantly trains artisans, helping them to cater to the changing demands of consumers. It also helps preserve traditional culture, making sure these ancient art and craft forms flourish.

Tamil Nadu Handicrafts Development Corporation Ltd. (TNHDC) proposes to conduct a Mega Handicrafts Expo (Exhibition-cum-Conference) in Chennai during 2025–26, involving over 1000 artisans, foreign buyers, NGOs, export houses, and key handicrafts stakeholders. The objective is to promote and explore the Tamil Nadu handicrafts globally, attract international buyers, enhance market linkages, and empower artisans through design innovation, exhibitions, B2B meetings, workshops, and cultural showcases.

TNHDC invites e-tender from eligible and experienced Event Management Agencies for end-to-end planning, design, execution, management, and successful conduct of this mega event.

Through this tender, a suitable Bidder will be selected to manage, coordinate, and execute the event in accordance with the scope of work and specifications provided in the tender.

For more details about the Corporation, the websites [www.poompuhar.com](http://www.poompuhar.com) /tnhdc and [www.tenders.tn.gov.in](http://www.tenders.tn.gov.in) may be seen.

## 2. Tender Schedule

S.No	Parameters	Details
1	Tender Accepting Authority, Designation, and Address	The Managing Director Tamil Nadu Handicrafts Development Corporation 759 Anna Salai, Chennai – 600 002 Phone:(044) 2852 1271/1325/5094 Fax: (044) 2852 4231 Email: <a href="mailto:tamilnaduhandicrafts@yahoo.co.in">tamilnaduhandicrafts@yahoo.co.in</a>
2	Tender Inviting Authority, Designation, and Address	The Finance Manager Tamil Nadu Handicrafts Development Corporation 759 Anna Salai, Chennai – 600 002 Phone:(044) 2852 1271/1325/5094 Fax: (044) 2852 4231 Email: <a href="mailto:tamilnaduhandicrafts@yahoo.co.in">tamilnaduhandicrafts@yahoo.co.in</a>
3	TNHDC Tender Ref No	TENDER REF.TNHDC/866/DC/2025-26
4	Mode of Tender	Tender Document (Part – A), Technical Bid (Part – B) & Price Bid (Part- C) and e-submission of the bids online through <a href="https://tntenders.gov.in">https://tntenders.gov.in</a>
5	Date of Notice of Inviting Tender available to parties to download	e-Tenders document is available from the designated websites from 18.12.2025.
6	Earnest Money Deposit (EMD)	An EMD amount of Rs. 1,70,000/- (Rupees One Lakh Seventy Thousand only) should be paid only through online payment mode
7	Tender Document	Tender documents can be downloaded freely from websites <a href="http://www.poompuhar.com/tnhdc">www.poompuhar.com/tnhdc</a> and <a href="http://www.tenders.tn.gov.in">www.tenders.tn.gov.in</a>
8	Pre-Bid Meeting on	A pre-bid meeting will be held on 22.12.2025 at 11.30 AM at the address mentioned in (1) above.
9	Date of closing of online e-Tender	e-Tenders shall be submitted on or before 05.01.2026 @ 01.00 noon.
10	Date & Time of Opening of online e-Tender	Tender will be opened on 05.01.2026 at 3.00 PM at the address mentioned in (1) above.



### 3. General Instructions

The Bidders are requested to read the instructions, terms & conditions and specifications laid down in the Tender. Failure to furnish all required information in every aspect will be at their risk and may result in the rejection of their bid.

The Bidder(s) are required to contact the Tender Inviting Authority by mail/letter at least 48 hours prior to the opening of the tender for any clarifications required.

The responses to the clarification will be notified on <https://tntenders.gov.in> without indicating the source of the query.

At any time prior to the last date for receipt of Bids, **Tamil Nadu Handicrafts Development Corporation Ltd (TNHDC)** may, for any reason, whether on its own initiative or in response to a clarification requested by the Bidders, modify or amend the tender conditions. The Bidders are requested to visit the online portal frequently to check for any such amendments.

**TNHDC**, at its discretion, may or may not extend the due date and time for the submission of bids in light of such amendments.

All the Bidders must periodically browse the portal till the closing date of this Tender for any amendments or corrigendum issued in connection with this Tender. **TNHDC** will not be responsible for any misinterpretation of the provisions of this tender document on account of the Bidders' failure to update the bid documents based on changes announced through the portal.

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid, shall be in English only.

Any offer made in response to the tender, when accepted by **TNHDC**, will constitute a contract between the parties.

The Contractor shall not be entitled to any increase in the rates or any other right or claim whatsoever by reason of any representation, explanation, or statement, or alleged representation, promise or guarantee given or alleged to have been given to them by any person of **TNHDC**.

No Director, official, or employee of **TNHDC** shall, in any way, be personally bound or liable for their acts or obligations of **TNHDC** under the contract or answerable for any default or omission in the observance or performance of any acts, matters, or things which are herein contained.

Any alterations or erasures shall be treated as valid only if they are authenticated by the full signature of the person or persons authorized to sign the bid.

The provisions of the **Tamil Nadu Transparency in Tenders Act, 1998** and the **Rules, 2000** framed thereunder, including any amendments, shall be applicable.

#### **4. Technical Bid**

The Bidder(s) should meet the following eligibility criteria to participate in the Tender. Bidders should ensure that they submit all the required supporting documents as specified in the Tender document without fail. Bids received without supporting documents are liable for rejection.

#### **Tender Eligibility Criteria**

<b>S.No</b>	<b>Minimum Eligibility Criteria</b>	<b>Documentary proof to be submitted for fulfilling the Eligibility Criteria</b>
1.	Bidder should be an organisation registered under the Companies Act 1956 or a Partnership Firm or a Proprietorship concern in Tamil Nadu	In case of registered Companies: Copy of the Certificate of incorporation shall be submitted.  In case of Partnership Firms: Copy of the Partnership registration Certificate shall be submitted.  In case of Proprietorship. Copy of the Proprietorship registration Certificate shall be submitted.
2	All the Bidders shall submit the following documents	Copy of the Permanent Account Number (PAN) Copy of the GST Registration Certificate.
3	Bidder should have at least 3 years of experience in the field of Event Management.	Copy of the Work Orders issued by various Organisations shall be submitted.
4	Bidder Should have successfully Organized various Events in India during the past 3 years with cumulative order value Rs.300.00 Lakhs.	Bidder should submit Auditor's Certificate along with Profit and Loss Accounts for the last three audited Financial Years.
5	Bidder should have an office in Chennai	Copy of the address proof in Chennai like landline telephone bill, rent agreement, EB receipt, etc. In the name of the Bidder shall be submitted.

S.No	Minimum Eligibility Criteria	Documentary proof to be submitted for fulfilling the Eligibility Criteria
6	Bidder should not have been black listed	Self-declaration letter to be provided by authorised person of the Organisation.

## 5. Instructions to the Bidders

### 5.1 Language of the Bids

The Bids prepared by the Bidder, as well as all correspondence and documents relating to the Bid, shall be in English only. If the supporting documents and printed literature furnished by the Bidder are in any other language, they shall be submitted with an accurate English translation duly notarised, in which case, for all purposes of the Bid, the translation shall govern. Bids received without such a translation copy are liable to be rejected.

### 5.2 Bid Currency

Price should be quoted in Indian Rupees (INR) only and Payment shall be made in Indian Rupees only.

### 5.3 Letter of Authorisation

An Authorisation letter or Power of Attorney from the Board of Directors or Managing Director shall be submitted in case of Registered Company. Authorisation letter signed by all the Partners authorising one of the Partners/Officials shall be submitted in case of Partnership Firm. Authorisation letter signed by the Proprietor authorising self/one of Officials shall be submitted in case of Proprietary-ship Firm. Such Authorisation letter should clearly mention the name and designation and other details of the Authorised person to sign and submit Bids, to take decisions and to execute the work on behalf of the Organisation. The Bids received without the Authorisation letter or Power of Attorney will be summarily rejected.

### 5.4 Clarifications and Amendments

- 1) At any time after the issue of the tender documents and before the opening of the tender, the Tender Inviting Authority may make any changes, modifications or amendments to the tender documents and upload such changes to the designated websites mentioned in Tender Data sheet.
- 2) TNHDC will not be responsible for any misinterpretation of the provisions of this tender document or on account of the Bidder's failure to update the Bid documents based on changes uploaded in the website.

### **5.5 Contacting the Tender Inviting Authority**

Bidders shall not make attempts to establish unsolicited and unauthorised contact with the Tender Inviting Authority or Tender Committees or Tender Accepting Authority after opening of the Tender and prior to the notification of the Award. Any attempt by any Bidder to bring to bear extraneous pressures on the Tender Inviting Authority or Tender Committees or Tender Accepting Authority shall be sufficient reason to disqualify the Bidder.

### **5.6 Cost of Bidding**

The Bidders should bear all costs associated with the preparation and submission of Bids.

### **5.7 Earnest Money Deposit (EMD)**

- 1) An EMD amount as specified in the Tender Schedule should be paid along with the Technical Bid. An EMD amount of Rs. 1,70,000/- (Rupees One Lakh Seventy Thousand only) should be paid only through online payment mode. The EMD amount of the unsuccessful Bidders will be refunded after finalisation of the Tender and award of the contract. The EMD amount held by TNHDC till it is refunded to unsuccessful Bidders will not earn any interest thereon.
- 2) The EMD amount of the successful Bidder will be converted as part of the Security Deposit (SD) for successful execution of the work.
- 3) The EMD amount will be forfeited by TNHDC, if the Bidder withdraws the bid during the period of its validity specified in the Tender or if the successful Bidder fails to sign the contract or the successful Bidder fails to remit Security Deposit within the timeframe specified in the Tender.

### **5.8 Tender Envelopes**

- 1) Bidders should examine all Instructions, Terms & Conditions and Technical specifications as given in the Tender document. Failure to furnish information in the Bid or submission of Bids not substantially responsive/viable in all respects will be at Bidders' risk and may result in rejection of bid. Bidders should strictly submit the Bid as specified in the Tender, failing which the bids will be held as non-responsive and will be rejected.
- 2) The Bids should be submitted in three covers namely (1) Tender Document (2) Technical Bid and (3) Price Bid. The tender should be submitted through e-tender only.

### **5.9 Tender Document (Envelope – A) & Technical Bid (Envelope-B)**

#### **5.9.1 Bid Preparation**

The Tender Document (Envelope -A) & Technical Bid (Envelope-B) as given in the Tender document shall be filled, signed and stamped in all pages. TNHDC will not be responsible for the errors committed in the Bids by the Bidders. The Technical Bid should not strictly contain any price indications, failing which, the Bids will be summarily rejected.

#### **5.9.2 Details to be furnished**

- 1) The EMD amount as specified in the Tender should be submitted. Tenders received without the EMD amount will be rejected.
- 2) A covering letter in the Bidder's Letter Head (in the format given in Annexure-1) should be

- submitted.
- 3) An Authorisation letter or Power of Attorney as specified in the Tender document should be submitted. The Tenders received without an Authorisation letter or Power of Attorney will be rejected.
  - 4) The tender document in full along with Corrigenda, shall be printed, signed by the Authorised Signatory of Tender, sealed in all pages and submitted in the Technical Bid as a token of acceptance of the Tender conditions.
  - 5) The Tender Document (Envelope -A) & Technical Bid (Envelope-B) should be duly filled in the format given in the Tender document, signed by the Authorised Signatory and stamped in all the pages and should be submitted.
  - 6) All the supporting documents to establish proof of Bidder's eligibility to participate in the Tender should be signed by the Authorised Signatory and stamped in all pages and should be submitted. The supporting documents shall establish Bidder's eligibility to participate in the Tender, failing which, the Bid will be rejected.
  - 7) The Auditor's Certificate with IT return, Annual Report, Profit & Loss Account should be signed by the Authorised Signatory and stamped in all pages and should be submitted.
  - 8) Any other documents as specified in the Tender should be signed by the Authorised Signatory and stamped in all pages and should be submitted.
  - 9) The Bidder shall submit full details of his ownership and control or, if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.
  - 10) If the Bidder is a joint venture / consortium / group / partnership of two or more persons, all such persons shall be jointly and individually liable to Tamil Nadu Handicrafts Development Corporation Limited for the fulfilment of the terms of the contract. Such person shall designate one of them to act as leader with authority to sign. The joint venture / consortium / group / partnership shall not be altered without the approval of the TNHDC.
  - 11) Bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a Bidder or if any of the partners in a joint ventures or any one of the members of the consortium submits the tender additionally, both the tenders are liable to be rejected.
  - 12) In case the Bidder has any doubt about the meaning/interpretation of any of the clauses contained in the tender document, he/she shall seek clarification from the Tamil Nadu Handicrafts Development Corporation Limited, sufficiently well before submitting the bid. Any such clarification, together with all details on which clarification had been sought, will also be forwarded to all Bidder without disclosing the identity of the Bidder seeking clarification. All communications between the Bidders and the Tamil Nadu Handicrafts Development Corporation Limited shall be carried out in writing through email [tamilnaduhandicrafts@yahoo.co.in](mailto:tamilnaduhandicrafts@yahoo.co.in).
  - 13) Any and all the exemption which the tenders may have, in any of the clauses in the specification and general conditions of service should be clearly outlined in the Part B– To be attached I.

- 14) It may be noted that the tenders not containing full particulars called for in complete shape are liable to be rejected. Tenders not properly authenticated by the Bidder will be rejected. Tender documents should be duly signed by the Bidder in all pages.
- 15) Tenders and all accompanying documents shall be in English. In case any accompanying documents are in other languages, it shall be accompanied by an English translation. The English version shall prevail in matters of interpretations.
- 16) All the columns shall be clearly typed. The Bidder should quote the number, rates and amount tendered by him/ her/ them in figures. The Bidder shall take care that the rate and amount may be written in such a way that interpolation is not possible. Mandatory column should be duly filled, otherwise the tender liable for rejection.

### **5.9.3 Signing the Bid**

The Technical Bid shall be typed and signed by the Authorised Signatory on all pages of the Bid and stamped. Any alterations or deletions will be treated as valid only if they are attested with the full signature of the Authorised Signatory.

## **5.10 Price Bid (Envelope- C)**

### **5.10.1 Details to be furnished**

- 1) All the Price items as asked in the Tender should be filled in the Price Bid exclusive of taxes. The Tender is liable for rejection if Price Bid contains partial offers or conditional offers.
- 2) The price quoted by the Bidder shall include cost and expenses on all counts viz. cost of equipment, materials, tools/ techniques/ methodologies, delivery & installation, manpower, supervision, administration, overheads, travel, lodging, boarding, in-station and outstation expenses, etc. and any other cost involved to fulfil the scope of work as specified in the Tender.
- 3) The cost quoted by the Bidder shall be kept firm for a period specified in the Tender from the date of opening of the Tender. The Bidder should keep the Price constant during the period of Contract including during the period of extension of time if any. Escalation of cost will not be permitted during the said periods and no extension of time limit for supply of orders is permitted.

### **5.10.2 Signing the Bids**

The Bids shall be typed, signed by the Authorised Signatory in all pages of the Bid and stamped. Any alterations or deletions shall be treated valid only if they are attested by full signature by the Authorised Signatory.

## **5.11 Mode of Submission of Tender**

- 1) The Bid should be uploaded through online mode only as per the tender norms; no bids will be entertained physically.
- 2) TNHDC will not be liable or responsible for any uploading or downloading of tender.
- 3) The Bids received through post or email will be not considered and summarily rejected resulting in the forfeiture of the EMD as the case may be.

## **5.12 Tender Opening and Scrutiny**

### **5.12.1 Technical Bid (Envelope-A) Opening**

The Tender Document (Envelope A) and Technical Bid cover (Envelope-B) will be opened at the place, date and time as specified in the Tender Schedule. The Tender will be opened in the presence of the Bidders who are willing to be present. The Authorised Signatory of the Tender or their representative shall attend the Tender opening.

### **5.12.2 Tender Validity**

The price quoted by the Bidder shall be kept valid until the project is completed from the date of Tender opening of Tender Document (Envelope – A) & Technical Bid Envelope-B).

### **5.12.3 Scrutiny during Tender opening**

After opening the Tender Document (Envelope – A) and Technical Bid (Envelope-B) of the tender, an initial scrutiny will be held for the following aspects.

- i) Whether the EMD amount has been paid only through online mode.
- ii) Whether Tender Document (Envelope – A), Technical Bid (Envelope-B) and Price Bid (Envelope-C) are submitted in three separate covers.
- iii) Technical Bid – The Bidder shall submit the presentation and shall include event concept, execution plan, safety measures, manpower deployment, timeline, and risk mitigation strategy during the technical evaluation. The presentation submitted at the time of tender opening will be evaluated by the Technical Evaluation Committee through a mark-based assessment system. Each member of the committee will award marks individually, as detailed in Annexure–III. If the tender committee is satisfied that the presentation meets the requirements of the tender document, the financial bid of the respective Bidder will be opened; otherwise, the bid shall be summarily rejected.
- iv) Bidders who secure 75 marks and above in the overall evaluation will be considered as Technically Qualified Bidders.
- v) Bidder should have visited the venue and submit the walk-through presentation before the Tender Committee (PPT / 3D / layout drawings) of the proposed event setup shall be mandatory. All Bids fulfilling the above conditions alone will be considered for further evaluation otherwise the Bid will be summarily rejected.

### **5.12.4 Clarifications by TNHDC**

When deemed necessary, TNHDC may seek bonafide clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the Bid or price quoted. During the course of Technical Bid evaluation, TNHDC may seek additional information or historical documents for verification to facilitate decision making.

## **5.13 Technical Bid Evaluation**

### **5.13.1 Suppression of facts**

- 1) During the Technical Bid evaluation, if any suppression or misrepresentation of information is brought to the notice of TNHDC, TNHDC shall have the right to reject the Bid. In such cases the EMD/ Security Deposit will be forfeited.

- 2) Bidders should note that any facts and figures like quantity, numbers, currency value, etc., in the supporting documents submitted by the Bidders for proving their eligibility criteria is found suppressed or erased, TNHDC shall have the right to seek the correct facts and figures, or reject such Bids as the case may be. It is the Bidders responsibility to submit the full copies of the supporting documents to prove its eligibility otherwise TNHDC may not consider such supporting documents.

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#### **5.13.2 Bid compliance with Eligibility Criteria**

Tender committee will be involved for evaluation of Technical Bid with respect to Eligibility criteria requirements as specified in the Tender. The Technical Evaluation will be conducted based on the supporting documents, submitted by the Bidders along with the mark-based assessment system for sample product evaluation as detailed in Annexure–III. Only the bids that fully establish compliance with the eligibility criteria and secure the required minimum marks as per the mark-based assessment system evaluation criteria will be considered for further processing. The Bids will be held non-responsive and rejected if the Bids do not establish the eligibility of the Bidders and will become unsuccessful in the Tender.

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#### **5.13.3 Selection of Technically Qualified Bidder**

Those Bidders who fulfil the eligibility criteria and mark-based assessment system evaluation criteria will be considered as the Technically Qualified Bidders. Bidders will be assessed only to improve the quality levels in the proposed work under this Tender. The price bids of the Technically Qualified Bidders alone will be opened and evaluated.

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### **5.14 Price Bid Evaluation**

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#### **5.14.1 Price Bid opening**

The Price Bid cover (Envelope-C) will be opened at the place, date and time as specified in the Tender Schedule. The Technically Qualified Bidders alone will be invited for Price Bid opening. The Authorised Signatory of the Tender or their representative shall attend the Price Bid opening.

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#### **5.14.2 Determination of Lowest Evaluated Price**

- 1) The lowest evaluated price will be called as L1 Bidder. The TNHDC may negotiate with the L1 Bidder for further reduction of price and improvement in the scope of work.
- 2) In the event that more than one Technically Qualified Bidder quoted the L1 price, both L1 Bidders will be asked to provide their best and final price offer.



#### **5.15 Acceptance of the Bid**

The final acceptance of the Bids is entirely vested with the Tender Accepting Authority who reserves the right to accept or reject any or all of the Tenders in full or in part. The Tender Accepting Authority may also cancel the Tender for reasons such as changes in the scope of work, new technologies, court orders, accidents or Force Majeure conditions. After acceptance of the Tender by Tender Accepting Authority, if any of the Bidder withdraws its Bid whatsoever the reason, then the withdrawn Bid will be rejected and the EMD amount submitted by the Bidder will be forfeited. If the L1 Bidder is not accepting the LOA to continue the tender the L1 will be treated an unsuccessful Bidder and the L2 will be considered as a successful Bidder based on the final decision of the tender inviting authority.

#### **5.16 Notification of Award**

Tender will be awarded within a period of 30 days from the date of selection of L1 Bidder.

#### **5.17 Refund of EMD amount**

The EMD amount of the unsuccessful Bidders will be refunded after award of the contract within a reasonable period. The EMD amount paid by the Successful Bidder will be converted as part of the Security Deposit payable by the Successful Bidder. If the successful Bidder remits the full Security Deposit by way of demand draft, the Bidder EMD amount will be refunded.

- a) Each Bidder must pay an Earnest Money Deposit of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only).
- b) Tenders not accompanied by the EMD for the notified amount in the form prescribed shall be summarily rejected.
- c) The Earnest Money Deposit of unsuccessful Bidders will be returned after the finalization of tender within a reasonable time consistent with the rules and regulations of e-tender and the EMD will be refunded to the source account.
- d) The Earnest Money Deposit furnished for any other tenders by the Bidders and if any already available with the Tender Inviting Authority cannot be considered as an EMD for this tender.
- e) The EMD amount held by the Tender Inviting Authority till it is returned to the unsuccessful Bidder will not earn any interest thereof.
- f) The EMD amount of successful Bidders will be retained as a part of Security Deposit (SD) for successful execution of the project.
- g) The EMD amount shall be forfeited if: The Bidder withdraws the bid during the period of bid validity specified in the tender (or) in the case of the successful Bidder, if the Bidder fails to sign the contract or to remit Security Deposit or adhere to the time schedule.

#### **5.18 Remittance of Security Deposit (SD)**

- 1) The Successful Bidder shall be required to remit a Security Deposit equivalent to 5% (Five percent) on the total value of the order, inclusive of EMD amount by way of demand draft drawn in favour of "Tamil Nadu Handicrafts Development Corporation Limited" payable at Chennai.

- 2) The Security Deposit furnished by the Successful Bidder in respect of the tender will be refunded to them after successful fulfilment of Contract. The Security Deposit held by TNHDC till it is refunded to the Successful Bidder will not earn any interest thereof.

#### **5.19 Award of Contract**

The Successful Bidder shall execute a Contract (in the format as given in Annexure-2) in Rs.100/- non-judicial stamp paper bought in Tamil Nadu only in the name of the Bidder, within one week from the date of remittance of the Security Deposit. The Security Deposit will be forfeited if the Successful Bidder fails to sign the contract.

#### **5.20 Period of Contract**

The period of the Contract shall be as follows:

- a. From the date of work order until completion of all pre-event, event-day, and post-event activities. This includes planning, design finalisation, coordination, installation, execution, supervision, dismantling, venue restoration, settlement of accounts, submission of reports, and formal closure by TNHDC.
- b. TNHDC reserves the right to cancel the tender at any stage without assigning reasons.
- c. Tamil Nadu Handicrafts Development Corporation Ltd (TNHDC) reserves the right to extend the contract period at its sole discretion.

## 6. Scope of Work

### 6.1 Services to be undertaken

Tamil Nadu Handicrafts Development Corporation Ltd. (TNHDC) proposes to conduct a Mega Handicrafts Expo (Exhibition-cum-Conference) during 2025–26, comprising a two-day international conference and a three-day exhibition, with participation from over 1000 artisans, foreign buyers, NGOs, export houses, and key handicrafts stakeholders. The objective is to promote Tamil Nadu handicrafts globally, attract international buyers, enhance market linkages, and empower artisans through design innovation, exhibitions, B2B meetings, workshops, and cultural showcases.

The objective is to appoint a professional Event Management Agency with proven expertise to handle the comprehensive execution of the Mega Handicrafts Expo (Exhibition-cum-Conference), ensuring high standards. The agency will be responsible for concept development, infrastructure, fabrication, branding, cultural programming, AV systems, logistics, catering, accommodation, transport, protocol arrangements, publicity branding and media coverages, safety, and post-event dismantling, strictly adhering to Government norms, safety standards, and TNHDC instructions. The event aims to boost exports, facilitate foreign buyer engagement, promote artisan visibility, and strengthen Tamil Nadu's handicrafts at national and international platforms.

### 6.2 Scope of Event

The Event Management Agency shall be responsible for end-to-end planning, design, execution, coordination, supervision, operation required for the successful conduct of the event, strictly in compliance with Government protocols, safety norms, statutory regulations, and instructions of the competent authorities.

The selected agency shall execute all activities required for a seamless event, including:

#### 6.2.1 Fabrication Works, Infrastructure & Branding

The Event Management Agency shall be responsible for the design, fabrication, installation, maintenance, supervision, required for the successful execution of the event and dismantling of all temporary structures, in accordance with approved drawings and Government safety norms.

- Fabrication and erection of stall units of size 10 ft × 10 ft each ñ up to 50 numbers, including platforms required for exhibitions, official proceedings, performances, and ceremonial activities, as per approved layouts.
- Construction of stage backdrop frames, decorative arches, Help Desk counters (02 numbers), exhibition structures, VIP lounges, service counters, and other required support structures.
- Utilisation of MS structural framework, high-grade plywood, ACP panels, and fire-retardant and weather-resistant materials, ensuring structural stability and public safety.
- Provision of Government-compliant branding panels, fascia boards, directional signage supports, and information display systems, as per official branding and communication guidelines.

- Complete installation, levelling, anchoring, alignment, and load-bearing structural safety checks, including continuous on-site supervision during the event period.
- Deployment of qualified fabrication technicians, site engineers, supervisors, and designated safety officers throughout fabrication, installation, operation, and dismantling phases.
- Dismantling of all temporary structures and restoration of the venue to its original condition after completion of the event, ensuring no damage to Government or venue property.

#### **6.2.2 Decoration Works & Lighting**

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The Event Management Agency shall design and execute aesthetic, dignified, and protocol-compliant decorative arrangements suitable for a Government of Tamil Nadu event.

- Floral decoration for stage frontage, backdrop highlights, VIP seating zones, ceremonial areas, and key focal points.
- Decoration of entry points, welcome arches, reception counters, registration desks, and high-visibility zones.
- Table décor, aisle décor, and minimalistic arrangements maintaining the dignity and decorum of Government functions.
- Provision of ambient, accent, and functional lighting, integrated with décor elements and compliant with safety norms.
- Use of non-intrusive, reusable, fire-safe, and eco-friendly décor materials, wherever feasible.

#### **6.2.3 Food & Beverage Services**

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The Event Management Agency shall provide comprehensive catering services in accordance with Government hygiene standards, food safety regulations, and approved menus.

- Arrangement of South/North Indian buffet menus, as approved by the competent authority.
- Establishment of separate VIP, VVIP, Protocol, and general dining areas, ensuring smooth service flow and crowd management.
- Banana-leaf service for artisans, if instructed, strictly as per protocol requirements.
- Provision of continuous drinking water stations, beverage counters, snack points, and refreshment areas across the venue.
- Deployment of trained catering staff, chefs, stewards, supervisors, and service coordinators.
- Strict compliance with FSSAI norms, food hygiene practices, temperature control, and contamination prevention.
- Proper segregation, collection, and disposal of food waste after completion of catering operations.
- Breakfast and dinner shall be served at the respective designated for artisans, dignitaries and special invitees accommodation locations in hygienic packed form, as approved.
- Lunch service shall be provided freshly at the main function venue / hall with live service arrangements.

Pax Details:

- Day 1 & 2: 1200 pax/day
- Day 3: 150 pax

Meal Plan:

- Breakfast & Dinner – hygienic packed food for respective designated artisans, dignitaries and special invitees at accommodation locations.
- Lunch & Hi-Tea (morning & evening) – fresh live service at main venue.

#### **6.2.4 LED Wall & Sound System:**

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The Event Management Agency shall supply, install, operate, and dismantle professional audio-visual systems required for smooth conduct of the program.

- Installation of high-resolution LED walls for live feed, official presentations, graphics, and Government messaging.
- Provision of professional PA system, wireless and wired microphones, podium microphones, stage monitors, and backup equipment.
- Supply of audio mixing consoles, delay speakers, and sound coverage solutions, as per venue layout and audience size.
- Deployment of certified audio-visual technicians, operators, and on-site troubleshooting personnel.
- Ensuring safe cabling, earthing, power backup, and compliance with electrical safety norms throughout the event duration.

Visual Setup:

- High-resolution LED Wall – 70 ft × 12 ft
- 65” LED TVs – 2 Nos for side viewing / VIP areas

#### **6.2.5 Hotel Accommodation**

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The Event Management Agency shall manage accommodation and hospitality logistics for officials and participants.

- Booking and coordination of hotel accommodation for Government officials, dignitaries, artists, and event crew, as approved.
- Management of check-in, check-out, room allocation, and protocol-based requirements.
- Arrangement of breakfast and basic hospitality services, where applicable.
- Operation of a hospitality desk for coordination and issue resolution.
- Continuous liaison between hotels, transport teams, and the event control room.
- Accommodation Coverage:
  - Marriage hall stay – 500 pax
  - (Bedsheet, pillow, mat arrangement)
  - Lodge stay – 265 rooms
  - 3-star category hotel – 50 pax (NRI & special guests)

#### **6.2.6 Entertainment**

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The Event Management Agency shall curate and manage cultural entertainment programs aligned with Government approvals.

- Arrangement of classical, folk, regional, and traditional cultural performances, as approved.
- Artist sourcing, contracting, scheduling, rehearsals, and coordination.
- Setup of greenrooms with basic amenities.
- Stage management, cue execution, and show-flow coordination. Inaugural Bharatanatyam performance
  - 4 Professional Emcees (Tamil, English & Hindi – mandatory multilingual flow)

#### **6.2.7 Kids Activity Corner**

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The Event Management Agency shall establish a safe and supervised children's activity zone.

- Creation of a soft play and children's activity area.
- Games, creative activities, drawing kits, balloon art, mascots, and engagement tools.
- Installation of safety mats, barricades, and child-safe equipment.
- Deployment of trained facilitators and supervisors.

#### **6.2.8 Local Transport – Cab & Bus**

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The Event Management Agency shall manage all local transportation requirements.

- Provision of AC cabs for VIPs, officials, and protocol movements.
- Arrangement of tempo travellers and buses for artists, staff, and logistics.
- Coverage of fuel, driver allowances, tolls, parking charges, and route planning.
- Deployment of transport coordinators for scheduling and movement control.
  - AC cars for VIPs, officials, NRI guests
    - Tempo travellers & buses for staff and artists
    - Arena ↔ Hotel / Stay locations

#### **6.2.9 Cleaning & Housekeeping**

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The Event Management Agency shall ensure cleanliness and hygiene throughout the event lifecycle.

- Pre-event, during-event, and post-event cleaning of venue and common areas.
- Waste collection, segregation, and compliant disposal.
- Continuous restroom cleaning and sanitisation.
- Deployment of housekeeping supervisors and staff.

#### **6.2.10 Security Services**

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The Event Management Agency shall provide adequate security arrangements.

- Deployment of trained security personnel at entry points, stage areas, VIP zones, and backstage.
- Crowd control, access management, and emergency response support.
- Coordination with local police, fire and other authorities.

#### **6.2.11 Protocol Arrangements**

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The Event Management Agency shall manage special protocol arrangements.

- Compliance with CM / Minister-level protocol guidelines.
- Greenroom arrangements, barricading, signage, and control zones.
- Deployment of a dedicated protocol liaison officer.

##### **CM Cell**

- Police
- Fire & Safety
- Protocol departments

#### **6.2.12 Miscellaneous & Handling Charges**

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The Event Management Agency shall cover all incidental and operational support services.

- Provide First-aid medical facilities during the event.
- Provide Insurance cover for the event.
- Permissions, licenses, badges, ID cards, stationery, and documentation.
- Additional manpower and contingency arrangements.
- Ground handling labour, logistics supervision, and material movement.
- Loading, unloading, internal transport, administrative overheads.
- Operation of event control room and on-ground coordination support.

#### **6.2.13 Branding & Media Coverage**

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- Digital Media Promotion
  - Event promotion through Government-approved digital platforms
  - Display of official creatives, event dates, venue, and Government messaging
  - Controlled and time-bound digital visibility
- Outdoor Publicity – Legal Hoardings
  - Installation of legally approved hoardings at strategic locations
  - Locations finalized in coordination with local authorities
  - Hoardings to carry official event branding only
- Transit Branding
  - Bus Back Branding
    - Branding on selected Government-approved bus routes
    - High-impact visibility across city zones
  - Auto Branding
    - Auto back panel branding for local reach
    - Standardized creative format

- Print Media Advertisement
  - Advertisement in leading newspapers, as approved
  - Display of official event information and Government branding
- Television Media Advertisement
  - 10-second TV advertisement
  - Telecast on approved regional channels
  - Frequency and slots as per approval

The Bidders shall be required to make a detailed technical presentation before the evaluation committee.

The presentation shall include event concept, execution plan, safety measures, manpower deployment, timeline, and risk mitigation strategy.

A walk-through presentation (PPT / 3D / layout drawings) of the proposed event setup shall be mandatory.

Marks may be awarded for clarity, feasibility, innovation, compliance, and overall presentation quality, as per evaluation norms.



<b>Annexure-1 Bidder's covering letter</b>
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(Letter should be submitted in Bidders' Letter Head)

Letter ref.: \_\_\_\_\_ dated \_\_\_\_\_

To ,  
The Managing Director  
Tamil Nadu Handicrafts Development Corporation Ltd  
759 Anna Salai, Chennai – 600 002

Dear Sir,

Sub: Undertaking for “**Tender for Mega Handicrafts Exhibition- Cum Conference in Chennai**” – Reg.

Ref: Tender Reference \_\_\_\_\_

1. We have examined the “**Tender for Mega Handicrafts Expo (Exhibition- Cum Conference) in Chennai** ” as specified in the Tender. We undertake to meet the requirements and provide the services as set out in the Tender document.
2. We attach our Tender Document ( Envelope- A), Technical Bid (Envelope-B) and Price Bid (Envelope-C) in separate covers as required by the Tender conditions both of which together constitutes our proposal, in full conformity with the said Tender.
3. We have read the provisions of this Tender and confirm that these are acceptable to us. We further declare that additional conditions and deviations, if any, found in our response shall not be given effect to.
4. We undertake, if our Bid is accepted, to adhere to the scope of work as specified in the Tender or such modified plan as may subsequently be agreed.
5. We unconditionally accept all the terms and conditions set out in the Tender document and also agree to abide by this Bid response for a period as mentioned in the Tender from the date of bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this Bid response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and TNHDC.
6. We affirm that the information contained in the Technical Bid or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to TNHDC is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead TNHDC as to any material fact.

7. We agree that TNHDC is not bound to accept the lowest or any Bid that may receive. We are also aware that you reserve the right in absolute sense to reject all or any of the products/ service specified in the bid response without assigning any reason whatsoever.
  
8. I hereby confirm that I am entitled to act on behalf of our organisation and empowered to sign the Bid document as well as such other documents. The Power of Attorney/ Letter of Authorisation required in this connection is enclosed in the Technical Bid.

Signature of the Authorised Signatory of Tender:  
Name of Authorised person:  
Designation of Authorised person  
Name and Address of Bidder:  
Stamp of Bidder:

## Annexure-2 Contract Terms

(To be executed on a Rs. 100/- Stamp paper by the Successful Bidder)

This Contract entered into this \_\_\_\_\_ day of \_\_\_\_\_ at Chennai between;

The Tamil Nadu Handicrafts Development Corporation Ltd, having its Registered Office at 759 Anna Salai, Chennai-600 002, hereinafter referred to as TNHDC (Which expression shall, unless repugnant to the context or meaning thereof, include its successors and assigns) of the First part.

and

M/s. \_\_\_\_\_ having its Registered Office \_\_\_\_\_ hereinafter referred to as the Bidder (Which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) of the Second part.

Whereas TNHDC invited a Tender \_\_\_\_\_ **"Tender for Mega Handicrafts Expo (Exhibition- Cum Conference) in Chennai "** and the Bidder herein has been selected in the Tender for execution of the work as detailed in the Tender Documents.

Whereas TNHDC and the Bidder, in pursuance thereof, have arrived at the following terms and conditions.

### **A1. Definitions**

For this Contract, unless the subject or context otherwise requires, the following terms shall mean as under.

1. "Day" means a calendar day
2. "Month" means English calendar month
3. "Applicable Law" means the Laws and any other instruments having the force of Law in Tamil Nadu as they may be issued and in force from time to time
4. "Services" means the work to be performed by the Bidder as per the Scope of Work described in the Tender
5. "Contract" means this Contract entered into between TNHDC and Bidder
6. "Whole Documents" means the documents listed under Whole Documents with all their appendices and annexures and any amendments thereto made in accordance with the provisions of the Request for Proposal (RFP) document, as the situation may deem necessary.
7. "Force Majeure" means an event that is unforeseeable, beyond the control of either party and not involving the affected party's wilful fault or negligence and materially affecting its capacity to perform its obligations.
8. "Material Breach" means not submitting any deliverables, as mentioned in the Scope of Work and not rectifying the default within the days of being notified of the default
9. Other terms used in the Contract but not defined under this shall have the same meaning as assigned to such terms under the Information Technology Act, 2000 and the Companies Act, 1956, as the case may be, as amended from time to time.

## **A2. Interpretations**

- a) If the context so requires it, singular means plural and vice versa.
- b) Entire Agreement: The Contract constitutes the entire agreement between the TNHDC and the Bidder and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.
- c) Amendment: No amendment or other variation of the Contract shall be valid unless it is in writing, dated, expressly refers to the Contract, and is signed by a duly authorised signatory of each party thereto.
- d) Severability: If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

## **A3. Whole Documents**

The following documents shall be deemed to form and be read and construed as part of this Contract.

- a) Tender Document in full issued by TNHDC
- b) Corrigenda, Clarifications and Amendments issued by TNHDC for the Tender document
- c) Bid received from the Bidder
- d) Detailed proposal and final offer of the Bidder
- e) Notification of Award issued by TNHDC
- f) Work Order issued by TNHDC
- g) Correspondence made by both the parties from time to time during the period of the contract.

## **A4. Contract Period**

This Contract shall remain in force until completion of the project from the date of signing of this Contract.

## **A5. Sub-Contract**

The Bidder is not allowed to sub-Contract the project to any other third party.

## **A6. Scope of Work**

The Event Management Agency shall be responsible for the end-to-end planning, design, execution, coordination, supervision, operation, and dismantling of all services required for the successful conduct of the Mega Handicrafts Expo (Exhibition-cum-Conference). This includes fabrication and erection of exhibition stalls, stages, arches, VIP lounges, help desks, and other support structures, along with aesthetic decoration, ambient and functional lighting, branding, signage, and visual displays. The agency shall manage professional audio-visual systems, LED walls, sound systems, and technical support, ensuring compliance with safety norms and structural standards. In addition, the agency shall provide comprehensive catering services, including VIP, protocol, and general dining arrangements, as well as breakfast, lunch, and dinner services at the venue and accommodation locations, in strict adherence to hygiene and FSSAI norms.

The agency shall also handle accommodation and hospitality logistics, cultural and entertainment programs, children's activity zones, local transport arrangements, housekeeping, sanitation, and security services, including crowd management and protocol compliance. Incidental and operational support services such as permissions, licenses, ID cards, stationery, manpower deployment, material handling, logistics supervision, and operation of the event control room shall also be included. The agency is responsible for liaising with artisans, government officials, foreign and domestic delegates, NGOs, and other stakeholders, ensuring seamless execution of all pre-event, event-day, and post-event activities, including dismantling, venue restoration, and submission of reports, while strictly adhering to Government protocols, statutory regulations etc., In addition to that agency is responsible for liaising Publicity (branding & media coverages) and other TNHDC instructions.

#### **A7. Contract Price**

This finally negotiated and agreed price is constant and not subject to enhancement.

#### **A8. Issue of Work Order**

After payment of Security Deposit and execution of the Contract, formal Work Order will be issued to the Successful Bidder by TNHDC. The payment will be based on mile stone performance.

#### **A9. Project Period**

The period of the Contract shall be as follows:

- a. From the date of Work Order until completion of all pre-event, event-day, and post-event activities. This includes planning, design finalisation, coordination, installation, execution, supervision, dismantling, venue restoration, settlement of accounts, submission of reports, and formal closure by TNHDC.
- b. TNHDC reserves the right to cancel the tender at any stage without assigning reasons.
- c. Tamil Nadu Handicrafts Development Corporation Ltd (TNHDC) reserves the right to extend the contract period at its sole discretion.

#### **A10. Payment Terms**

- a) 15% Advance upon commencement of work.
- b) 60% payment after completion of entire setup.
- c) 25% within 15 working days after event completion based on the invoice submission.
- d) Payments through RTGS/NEFT only.
- e) Necessary charges and TDS will be deducted as per Government norms.

#### **A11. Taxes**

The Taxes as applicable for the services within the Delivery Schedule as specified in the Contract will be paid by the Bidder. The Bidder shall have full and exclusive liability for remittance of Taxes and other statutory payments to the respective statutory authorities payable under any or all of the Statutes/ Laws/ Acts etc., now or hereafter imposed. The Bidder shall submit the proof of Tax remittance to TNHDC when sought.

## **A12. Termination of Contract**

### **A12.1 Termination for default**

- 1) TNHDC may without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 30 days, sent to the Bidder, terminate the contract in whole or part;
  - (i) If the Bidder fails to deliver any or all of the goods/services within the period specified in the Contract, or fails to supply the items/services as per the Delivery Schedule or within any extension thereof granted by TNHDC; or
  - (ii) If the Bidder fails to perform any of the obligations under the contract; or
  - (iii) If the Bidder, in the considered judgement of TNHDC, has engaged in fraudulent and corrupt practices in competing for or in executing the Contract.
- 2) In the event TNHDC terminates the Contract in whole or in part, TNHDC may procure, upon terms and in such manner as it deems appropriate, the goods and services similar to those delivered and the Bidder shall be liable to TNHDC for any additional costs for such similar goods/services at the risk and cost of the Bidder.

### **A12.2 Termination for Insolvency**

The TNHDC may at any time terminate the Contract by giving written notice with a notice period of 30 days to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to TNHDC.

### **A12.3 Effects of Termination**

- 1) In the event of termination of this Contract by the TNHDC, the compensation payable to the Bidder will be decided in accordance with the Terms of Payment for the milestones completed by the Bidder and duly accepted by TNHDC.
- 2) Upon issuance of notice for termination of this Contract by TNHDC, the Parties shall mutually agree upon a transition plan and comply with such a plan. The Bidder agrees to extend full cooperation and support during the transition process.
- 3) In the event of termination, before expiry of Contract or otherwise, Bidder agrees to return all the data, documents, reports and other assets provided by TNHDC for the purpose of fulfilling the finalised Scope of Work.

## **A13. Fraudulent Practice**

The Bidder represents and undertakes that the Bidder has not given or promised to give directly or indirectly to any person in TNHDC, the bribes or the Bidder involved in fraudulent practices in obtaining the Contract. Any breach of this undertaking by Bidder or any one employed by them entitle TNHDC to terminate the Contract either wholly or in part and recover from Bidder any loss arising from such termination without any entitlement or compensation to Bidder. The TNHDC will blacklist the Bidder from bidding any Tender of TNHDC for a minimum period of one year. A decision of TNHDC to the effect of breach of the undertaking shall be final and binding on Bidder.

**A14. Co-operation**

The TNHDC will provide all the necessary information needed by the Bidder in time and manner for fulfilling the contractual obligations. The TNHDC will grant necessary consents, approvals, authorisations and communication with external agencies from time to time as needed by the Bidder. The TNHDC will provide replies within reasonable timeframe, on all requests and queries submitted by Bidder to carry out the obligations.

**A15. Indemnity**

The Bidder shall indemnify, defend and hold the TNHDC and their officers, employees, successors and assigns harmless from and against any and all losses arising from personal injury or claims by third parties pursuant to this Contract, including but not limited to any equipment, software, information, methods of operation or other intellectual property (or the access, use or other rights thereto) provided by the Bidder.

**A16. Severability**

If for any reason whatever, any provision of this Contract is or becomes invalid, illegal or unenforceable or is so declared by any Honourable Court of competent jurisdiction, the validity, legality or enforceability of the remaining provisions shall not be affected in any manner, and the Parties will negotiate in good faith with a view to agreeing to one or more provisions which may be substituted for such invalid, unenforceable or illegal provisions, as nearly as is practicable.

**A17. Limitation of Liability**

The aggregate liability of the Bidder under this Contract or otherwise in connection with the work to be performed hereunder, shall in no event exceed the contract price.

**A18. Refund of SD**

The Security Deposit will be refunded to the Bidder upon successful completion of the work order after six months. Such completion would be determined when the Contractual obligations are fulfilled as per the Contract terms and fulfilment of Work Orders issued by TNHDC from time to time. Any delay in refund of SD for any reasons whatsoever will not carry interest.

**A19. Liquidated Damages (LD)**

In the event of non-fulfilment of delivery schedule or tender conditions, Liquidated Damages at the rate of 1% per week on the value of the contract will be levied subject to a maximum of 5%. In case of any delay in the supply, liquidated damages will be deducted from the bills submitted by the Bidder at the discretion of TNHDC.

**A20. Intellectual Property Rights (IPR)**

- 1) The ownership and IPR of the deliverables made under this Contract would always rest with the TNHDC. The ownership and IPR of the Proprietary tools and/or other tools used by the Bidder or third party or parties for the purpose of design, development and making the deliverables would always rest with the respective parties.

- 2) In relation to any inventions, discoveries or other Intellectual Property Rights, the Bidder shall make full and complete disclosure to the TNHDC including any or all information in the Bidder's possession relating to their IPR/patentability if any.
- 3) Notwithstanding anything contrary contained herein, the Bidder shall defend, indemnify and hold harmless the Tamil Nadu Handicrafts Development Corporation or its employees or its affiliates against any suit or claim brought by a third party that a possession or use of software, programs, hardware, materials or documents infringes such third parties Intellectual Property Rights or its misuse of its confidential information by the Bidder.

**A21. Notices**

Any notice from one party to other given or required to be given hereunder shall be given by either:

- 1) Mailing the same by registered mail, postage prepaid, return receipt requested; or
- 2) Having the same delivered by courier with receipt acknowledged at the address set forth above or with other addresses and to the attentions of such other person or persons as may hereafter be designated by like notice hereunder and any such notice shall be deemed to have been served if sent by post on the date when in the ordinary course of post, it would have been delivered at the addresses to which it was sent or if delivered by courier on the date of acknowledgement of receipt.

**A22. Force Majeure**

Neither TNHDC nor the Bidder shall be liable to the other for any delay or failure in the performance of their respective obligations except causes or contingencies beyond their reasonable control due to Force Majeure conditions such as:

- 1) Any act of lighting, earthquake, landslide, etc or other events of natural disaster of rare severity
- 2) Meteorites or objects falling from aircraft or other aerial devices, travelling at high speeds
- 3) Fire or explosion, chemical or radioactive contamination or ionizing radiation
- 4) Epidemic or plague
- 5) Act of war (whether declared or undeclared), threat of war, invasion, armed conflict or act of foreign enemy, unexpected call up of armed forces, blockade, embargo, revolution, riot, religious strife, bombs or civil commotion, sabotage, and terrorism

**A23. Arbitration**

- 1) Any dispute or difference whatsoever arising between the parties to the Contract, out of or relating to the construction, meaning, scope, operation or effect of the Contract or validity of the breach thereof, which cannot be resolved through negotiation process, shall be referred to a sole Arbitrator to be appointed –in accordance with the Arbitration and Conciliation Act, 1996. The Arbitration shall be held in Chennai, Tamil Nadu and the language shall be English only.
- 2) It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of invocation of arbitration and not thereafter.
- 3) It is also a term of the contract that neither party to the contract shall be entitled to seek interest and the arbitrator should not grant interest.



- 4) The Arbitral Tribunal shall give reasoned award and the same shall be final, conclusive and binding on the parties.
- 5) The venue of the arbitration shall be the Chennai and language English.
- 6) The fees of the arbitrator and expenses incidental to the arbitration proceedings shall be borne equally by the parties.
- 7) Subject to as aforesaid, the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment in lieu thereof shall apply to the arbitration proceedings under this clause.
- 8) Jurisdiction: Subject to the above, the Courts in Chennai, Tamil Nadu alone shall have jurisdiction in this matter.

#### **A24. Exit Clause**

- 1) At the time of expiry of contract period, as per the contract between the parties, the Bidder should ensure a complete knowledge transfer by their deployed professional to the TNHDC staff within a period of 2 weeks.
- 2) The Bidder at the time of exit shall submit all information relating to the services rendered including but not limited to documents, records, configuration, bugs/errors and its resolutions relating to the services reasonably necessary to TNHDC or any other agency identified by TNHDC to carryout due diligence in order to transition the provision of services or any other agency identified. All properties provided by the TNHDC shall be returned. Any authorisations or letters issued by TNHDC for using the name of TNHDC on the field shall be null and void. TNHDC and should be handover by the Bidder to TNHDC before exit of the contract. The Bidder shall not retain any copy of programs or contents in any form and a declaration to this respect shall be given by the Bidder to TNHDC

In Witness whereof the parties hereto have signed on the day, month and year above written in the presence of

For and on behalf of Bidder

For and on behalf of TNHDC

Witness:

Witness:

Witness:

Witness:

### Annexure-3 Marking System

Section	Scope Description	Scope Scale	Maximum score
Section A	The Bidder should have at least 3 years of experience in the field event management of handling large-scale Government/Trade/Expo events.	3-5 years	15
		<b>5 + years</b>	<b>25</b>
Section B	The Bidder should have experience in handling Government / PSU / large-scale public / private events	1 work Order	15
		<b>2 + work order</b>	<b>25</b>
Section C	<p>The Bidders shall be required to make a detailed technical presentation before the evaluation committee.</p> <p>The presentation shall include event concept, execution plan, safety measures, manpower deployment, timeline, and risk mitigation strategy.</p>	<b>Presentation as per Tender scope of work.</b>	<b>25</b>
Section D	A walk-through presentation (PPT / 3D layout drawings, video) of the proposed event setup.	<b>Presentation as per Tender scope of work.</b>	<b>25</b>

**Marks for Sections C and D will be awarded based on clarity, feasibility, innovation, compliance, and overall quality of presentation.**

The Bidder who scores 75 and above marks in the overall sections is mandatory and will be considered as a Technically Qualified Bidders.



## **Request for Proposal (RFP)**

### **Tender for Mega Handicrafts Expo(Exhibition-Cum Conference) in Chennai, 2026**

**Tender Ref.: TNHDC/866/DC/2025-26**

## **Technical Bid (Envelope-B)**

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**The Tamil Nadu Handicrafts Development Corporation Ltd (TNHDC)**

759 Anna Salai, Chennai – 600 002

Phone:(044) 2852 1271/1325/5094

Fax: (044) 2852 4231

Email: [tamilnaduhandicrafts@yahoo.co.in](mailto:tamilnaduhandicrafts@yahoo.co.in)

## Technical Bid (Envelope-B)

### T1. Furnish details for meeting the Eligibility Criteria

#### T1.1 Bidder's Legal Status

#	Description	Please fill up the details
1.	Name of the Bidder	
2.	Legal Status (Company/ Partnership/ Proprietary-ship)	
3.	Certificate of Registration or Firm Registration no. and date	
4.	Registered office address, contact person, Personal Telephone No. and Email	
5.	<b>Authorised Signatory of Tender</b>	
	Name	
	Designation	
	Office Address	
	Personal Telephone Number	
	Email Address	
	Please enclose Letter of Authorisation or Power of Attorney to sign and submit the Tender	
6.	Permanent Account Number (PAN) details and enclose copy	
7.	Please furnish GST registration no. and date and enclose copy	

#### T1.2 Bidder's Declaration Details

#	Descriptions	Please fill up the details
1.	Submission of technical presentation for technical evaluation, as part of the tender submission	Yes / No
2.	walk-through presentation (PPT / 3D / layout drawings) of the proposed event setup	Yes / No
3.	Self-declaration on Company Letterhead stating not blacklisted/debarred by any Central/State Government or PSU	Yes / No

#### T1.3 Bidder's Overall Experience

#	Description	Please fill up the details
1.	No. of years in Event Management field	From Year: _____ To Year: _____ No. of Years: _____
2.	Please furnish details of work orders executed	

**Tender for Mega Handicrafts Expo (Exhibition-cum-Conference) in Chennai, 2026 –  
Tender ref. TNHDC/866/DC/2025-26**

#	Description	Please fill up the details
3.	Enclose copy of the Work Order or Agreement or work completion issued by various organisations, showing a cumulative order value of 300.00 Lakhs for which the Bidder is submitting the tender.	Yes / No

**T1.4 Bidder's Annual Turnover**

#	Description	Please fill up the details
1.	Year 2022-2023	
2.	Year 2023-2024	
3.	Year 2024-2025	
4.	Average Annual Turnover for the last 3 Audited Financial Years	
5.	Please enclose Auditor's Certificate with IT return, Annual Report and Profit & Loss statement for the above Audited Financial years	

**T1.5 Bidder's local office details**

#	Description	Please fill up the details
1.	Bidder's should have an office in Chennai	
2.	Name of the representative and contact details	
3.	Copy of the Chennai office landline phone bill/ rent agreement/ rent receipt/ Electricity Bill / Property Tax Bill	

Signature of the Authorised Signatory of Tender:

Name of Authorised person:

Designation of Authorised person

Name and Address of Bidder:

Stamp of Bidder:



# **Request for Proposal (RFP)**

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## **Tender for Mega Handicrafts Expo (Exhibition Cum Conference) in Chennai, 2026.**

**Tender Ref.: TNHDC/866/DC/2025-26**

## **Price Bid (Envelope-C)**

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**The Tamil Nadu Handicrafts Development Corporation Ltd (TNHDC)**

759 Anna Salai, Chennai – 600 002

Phone: (044) 2852 1271/1325/5094

Fax: (044) 2852 4231

Email: [tamilnaduhandicrafts@yahoo.co.in](mailto:tamilnaduhandicrafts@yahoo.co.in)

<b>Price Bid (Envelope-C)</b>
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S.No	Item Description	Price
1	Fabrication Works, Infrastructure & Branding	
2	Decoration Works & Lighting	
3	Food & Beverage Services	
4	LED Wall & Sound System	
5	Hotel Accommodation	
6	Entertainment	
7	Kids Activity Corner	
8	Local Transport – Cab & Bus	
9	Cleaning & Housekeeping	
10	Security Services	
11	Protocol Arrangements	
12	Miscellaneous & Handling Charges	
13	Branding & Media Coverage	
Grand Total		