

KINEXIN Convention Management Pvt. Ltd.
(Operator of Yashobhoomi)

Notice for Empanelment of On-Site Handling Agents.

Proposals are invited single application system.

Notice No.: A2025023767_L

Date: 24th Feb. 2025

The process for appointment/empanelment of **On-Site Handling Agents** for a period **from April 01, 2025, to 31st March 2026** - 'TERM' will be as per the following details, in the Phase -1 area of Yashobhoomi which comprises of Convention Centre, Exhibition Hall-1 & 2 as well as foyer and other area as directed by KINEXIN.

INDICATIVE CRITICAL DATE SHEET

Notice Date –

Query latest discussion by – 27th Feb. 2025 (1600 hrs.)

Application/Bid Submission by – 10th Mar. 2025 (1800 hrs.)

Contact Details

Kind attention: Mr. Nitin Gupta

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KINEXIN Convention Management Pvt. Ltd. invites online single applications from experienced agencies for empanelment for the 'TERM' **period from April 01, 2025, to 31st March 2026.** Only those companies having

- (i) Regular & valid CHAs license
 - (ii) minimum 5 years' experience in MICE Industry (handling exhibition cargo)
 - (iii) having approved material handling equipment
 - (iv) Proven financial capability and turnover from the MICE industry,
 - (v) with branches in India (Delhi mandatory) and counterparts abroad need only apply.
- A. An incomplete proposal/application may be rejected summarily. Use additional sheets, wherever necessary to provide complete information. Each sheet has to be signed and numbered.
- B. No modification or substitution of the submitted application shall be allowed.
- C. Proposal documents need to be clearly scanned in pdf format. The application submitted only by Post/Fax/hard copy submission shall be submitted before submission deadline. No correspondence will be entertained in this matter.
- D. Not more than one proposal shall be submitted by one company/entity/group having a business relationship. Under no circumstance will the father and his son(s) or other close relations (biological / non-biological) who have a business relationship with one another (i.e. when one or more partner(s)/director(s)/shareholders(s) are common in the submitted bid [5 yr. company credentials]) be allowed to apply for the same as separate competitors. A breach of this condition will render the applicant liable to rejection.
- E. It is advisable to check closely prior to the date of submission of the application for any modification /corrigendum/addendum/ amendment.
- F. Selection of Agencies for empanelment will be done by KINEXIN and its decision would be treated as final & binding. KINEXIN reserves the right to accept or reject any or all the applications without assigning any reason whatsoever.
- G. KINEXIN reserves its right to decide the eligibility criteria for the selection of Agencies for empanelment. The criteria included, but are not limited to the following: (Details need to be submitted)
1. Regular & Valid CHA License.
 2. Minimum of five years' experience in site handling of exhibition cargo. (supported with Latest Work completion certificates or no dues certificate or 2 terms continues empanelment certificates each from operators/owners of exhibition venues and shows organizers appointment in India or abroad - 2 each)
 3. Having own material handling equipment (MHE) like trucks, pallet trucks, containers, forklifts, cranes and pneumatic tools, etc., adequate for handling exhibitions of any magnitude. ICC is in a green zone therefore electric equipment like forklifts, hand pallets, cargo vehicles, etc. are recommended for shows having a cargo of max. 2000 kg (single piece), and in other shows a hybrid model can apply with a combination of electric (20%) and rest non-electric equipment.
 4. Quantum of the exhibition cargo handled.
 5. Turnover in the last 5 years only from MICE Industry. Having a sound financial background with min. turnover INR 7.5 Cr. continually in the last and every 5 years (excluding FY 2020-21 & 2021-2022 or any or none are optional) (With supporting proof) Please provide audited Balance-sheets (duly certified by CA firm, CA details are mandatory)
 6. Having branches with warehouses in different parts of India, specifically in the Delhi NCR region.

7. Having international tie-ups/associates.
 8. Membership/empanelment of Important Trade Associations.
 9. The annual non-refundable empanelment fee for each agency is Rs. 10,00,000/- (Rupees Ten lakhs only) plus applicable Tax (payment in advance). Refundable Security Bank Guarantee (SBG)/ Performance Bank Guarantee (PBG) (interest-free) amounting to INR Fifteen Lakhs (Rs. 15,00,000.00) by all applicants.
 10. Before undertaking any work in IICC, the agency is required to sign the agreement in advance with all payments. (copy enclosed)
- H. The Agency shall not assign or sub-contract to any third person or party including its subsidiary and/or sister concern or any related persons (blood relation).
- I. In case the application is received from a subsidiary/sister concern / related person of a company and in the event of both being considered suitable, KINEXIN will give the option to empanel any one of them. Under no circumstances two companies of the same Group or sister companies or related persons will be empaneled.
- J. Empanelment does not in any way entitle the Agency to have any exclusive rights and privileges.
- K. KINEXIN reserves its right to cancel the empanelment in the event of the agency not honoring terms & conditions or not providing satisfactory services to the Exhibition Organizers or being found to be in breach of terms and conditions of the agreement violating the Indian Government laws (Central & state), etc. Under such circumstances, no refund of the registration fee for the balance period shall be considered, besides KINEXIN reserves the right to forfeit the full amount of PBG/ SBG.
- L. KINEXIN reserves the right to ban the selected agency's services at any time during the term (and blacklist them for future engagements) if their performance is deemed unsatisfactory. Before taking such action, KINEXIN will issue three warnings to the selected agency regarding their performance. The name of the agency may be removed from the approved list of KINEXIN if the agency:
1. has one or more than one occasion failed to execute a job or executed it unsatisfactorily; or
 2. has proved to be responsible for delays; or
 3. fails to abide by the conditions of empanelment; or
 4. is found to have given false particulars at the time of empanelment; or
 5. is found that the applicant has hidden the information which may impact the decision of empanelment: or
 6. has indulged in any type of forgery or falsification of records; or
 7. changes the constitution of the firm or individual or the name of the firm without prior approval of the KINEXIN; or
 8. changes permanent address/business address without intimation to KINEXIN; or
 9. has declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved, or partitioned; or
 10. persistently violates the labor regulations and rules; or
 11. has been involved in complaints of serious nature received from other departments which, prima-facie, appear to be true; or
 12. defaults in settlement of tax dues like income tax, Contract tax, GST, Any other, etc., or
 13. has already been notified for other reason(s) by Govt. Dept.; or
 14. ceases to fulfill eligibility criteria based on which /revalidation was done, or
 15. is/are considered not required to be in the list of KINEXIN for any other reason considered fit by KINEXIN.
 16. Adhere to working manual of Yashobhoomi.
- M. Articles of Association/Memorandum of the company/Copy of Registration Certificate.

- N. Document pertaining to the shareholder pattern of the company and credentials of the boards of directors of the company.
- O. The material handling equipment like Forklifts, Cranes, Trucks, Pallet Trucks, Containers, vehicles, boom lift, scissor lifts, steel plates, etc., should be adequate for handling large exhibitions and will be available at all times in working condition. The agency should have the full details of each piece of equipment (provide neat and legible photocopies) running in the IICC under their name at the site for any time audit.
- P. Equipment/Commercial Utility Vehicles not satisfying the following criteria will not be permitted for use on the premises of IICC.
1. All equipment must not be older than 9 years old
 2. All equipment must have a valid PUC, HSRP (High-Security Number Plate) & Fitness certificate
 3. All equipment should have a proper locking system.
 4. All Drivers must have a valid Driving license and experience.
 5. Agent must have ESI & PF & medical of all drivers & Manpower
 6. FITNESS certificate of all Drivers and manpower from Government Doctors
 7. No handling tools & tackles, slings, etc. older than 5 years
 8. No oil leakage, flat/rub (low friction) tyre, or mechanical fault equipment allowed in any case at IICC.
 9. All indicators, lights, or reverse gear alarms must be in working condition as per Health & Safety standards.
 10. Agent should organize a health & safety briefing before each onsite activity
 11. All equipment should be insured
- All documents/certificates/licenses/receipts/renewals/test reports etc. proving above should be available for audit and KINEIXN has the right to disqualify MHE, tools, or manpower – if not as per the norms and Standards.
- Q. Self-declaration to be submitted that the applicant has not violated any govt. law (state & central) while carrying out their services
- R. Empaneled agency will not be permitted to set up a facilitation counter/site office in any area inside IICC. The ingress and egress of companies / or cargo/vehicles/ any other material shall be subject to the rules and regulations of KINEXIN.
- S. In case of violation of any terms and conditions, the selected applicant shall be penalized by way of penalties, forfeiture of 100% PBG/SBG, and/or dis-empanelment and termination and/or debarment from participation in the empanelment process of KINEXIN in the future for a period to be specified by KINEXIN. KINEXIN reserves the right to impose a penalty (if any) towards the deficiency in services offered.
- T. For security reasons, the selected agency will accept goods only from bonafide exhibitors with photo badges issued by the organizer. No stores shall be accepted from any unknown persons who are not exhibitors.
- U. Applicant should comply with the following statutory requirements. Self-Certified copies to be attached
1. Regular & Valid GST / PAN
 2. ESIC - Employees' State Insurance Corporation (<https://www.esic.gov.in/about-us>)
 3. Provident Funds (https://www.epfindia.gov.in/site_en/index.php)
 4. Medical Insurance for all employees who are not covered by ESIC
 5. Insurance - All agencies are requested to take necessary insurance and should hold KINEXIN / IICC harmless from any claims arising out of their operations during the term. The agency should also possess insurance for all the staff/manpower/ their equipment/surrounding property working for on-site and off-site duties, deployed in

IICC during the term. *(Any damage done by the agency or their associates has to be settled immediately and the decision of the KINEXIN will be final and binding.)*

6. MSME Certificate etc.

- V. All empty cases and MHE equipment have to be cleared from the exhibition venue
- W. Staff of the agency to wear proper uniforms with basic protective gear like gloves, safety shoes, helmets, etc. at the construction of the exhibition site.
- X. The officially appointed agency to have a full fledged logistics operation team during the expo consisting of a person not less than a General Manager (in large fairs) on-site assisted by other officers and men in all fairs. In small & medium-sized fairs, a manager must be on site.
- Y. Agencies should provide basic advice to exhibitors about working in IICC / importation in India (temporary/permanent) or any other details requested by Exhibitors/organizers/other entities though they may or may not take their services.
- Z. A Site working (risk) assessment form as per Annexure-1 need to be filled before executing the works at Yashobhoomi.