

KINEXIN Convention Management Pvt. Ltd.
Operator of Yashobhoomi

Notice for Empanelment of Temporary Networking Agents.

Proposals are invited single application system.

Notice No.: A2025023767_N

Date: 24th Feb. 2025

The process for appointment/empanelment of **Temporary Networking Agents** for a period **from April 01, 2025, to March 31, 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 – 24th Feb. 2025

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 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 licenses, necessary licenses to operate their business activities in accordance with applicable laws and regulations
 - (ii) Experience (either)
 - a. Minimum 5 years' experience in temporary networking services at least for single area up-to 25,000 Sq. Mt.
 - b. Minimum 4 years' experience in temporary networking services & minimum 1 Yr. experience in MICE (Meeting, Incentives Conferences, and exhibitions) Industry.
 - c. Minimum 5 years' experience in MICE (Meeting, Incentives Conferences, and exhibitions) Industry.
 - (iii) Having Networking and handling equipment
 - (iv) Proven financial capability and turnover from the MICE industry,
 - (v) With branches and warehouses in India (Delhi NCR specifically).
 - (vi) Annexure 1
- 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 by Post/Fax/hard copy submission shall not be considered. 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 of both parties 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). Please also refer to Annexure – 1
 - 1. Regular & valid licenses, necessary licenses to operate their business activities in accordance with applicable laws and regulations (for working in Delhi /NCR with validity as per the term)
 - 2. Experience - supported with Latest Work completion certificates or no dues certificate or 2 terms continues empanelment certificates.
 - 3. Having own equipment like annexure 1, adequate for handling exhibitions of any magnitude.
 - 4. Quantum of business handled in the exhibition.
 - 5. Turnover in the last 3 years. Having a sound financial background with min. turnover INR 1 Cr. continually in the last 3 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 BIS or International standard types of equipment.
 8. Membership/empanelment of Important Trade Associations.
 9. The annual non-refundable empanelment fee for each agency is Rs. 2,50,000/- (Rupees Two lakhs Fifty Thousand only) plus applicable Tax (payment in advance). Refundable Security Bank Guarantee (SBG)/ Performance Bank Guarantee (PBG) (interest-free) amounting to INR Five Lakhs (Rs. 5,00,000.00) by all applicants.
 10. Before undertaking any work in Yashobhoomi, 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.
- 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 Annexure -1 & 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 equipment for temporary networking should be adequate for handling large exhibitions/events 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 Yashobhoomi under their name at the site for any time audit.
- P. Equipment and services not satisfying the criteria in annexure - 1 will not be permitted for use on the premises of Yashobhoomi.
- Q. Self-declaration to be submitted that the applicant has not violated any govt. law (state & central) while carrying out their services
- R. The empanelled agency will not be permitted to set up a facilitation counter/site office in any area inside IICC. The ingress and egress of companies/goods 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, 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 requests for services only from bonafide exhibitors with photo badges issued by the organizer. No request shall be accepted from any unknown persons who are not exhibitors.
- U. Applicant should comply in all respects with the provision of all statutes, rules, and regulations applicable to it / and or staff, and in particular and without limitation, the applicant shall at all times during this Agreement have the requisite Licenses. 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. Shall comply under the Contract Labour (Regulation and Abolition) Act, 1970 / Workmen's Compensation Act 1923
 6. 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 Yashobhoomi 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.)*
 7. MSME Certificate etc.
 8. and such other laws as may be applicable.
The Supplier should comply with all the applicable Labour Laws and shall provide an undertaking/indemnity letter to this effect. For example, compliance on minimum wages & should ensure that no worker who is working onsite in Yashobhoomi, shall be below 18 years of age.
- V. All equipments 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 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 has to be on site.
- Y. Agencies should provide basic advice to exhibitors about working in Yashobhoomi / 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 need to be filled before executing the works at Yashobhoomi.