



# STATE MEDICINAL PLANTS BOARD, ODISHA

(Forest, Environment & Climate Change Department, Govt. of Odisha)

Aranya Bhawan, Chandrasekharapur, Bhubaneswar, Pin-751023

Tel - 0674-2954911, E-mail: [smpborissa@gmail.com](mailto:smpborissa@gmail.com),

Letter No: 331 / 2024/SMPB\_ (08/2024)

Dated: 06-09-2024

## TENDER NOTICE

SMPB invites bids in two bid system from interested Event Managers who can comply with the terms and conditions and scope of work, as detailed below for hiring services of an agency to organise the **17<sup>th</sup> State Level Kalinga Herbal Fair 2024-25** from **06.11.2024 to 12.11.2024** having 130 Stall Capacity at IDCO Exhibition Ground, Unit-III, Bhubaneswar.

General terms & conditions and instructions to bidders can be downloaded from [www.odisha.gov.in](http://www.odisha.gov.in) ([tenders.gov.in](http://tenders.gov.in)), [smpbodisha.in](http://smpbodisha.in) OR [www.odishaforest.in](http://www.odishaforest.in)

## GENERAL TERMS AND CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. The bid document can be downloaded from the Government of Odisha Website [www.odisha.gov.in](http://www.odisha.gov.in) ([tenders.gov.in](http://tenders.gov.in)) or [www.odishaforest.in](http://www.odishaforest.in) or can be obtained from Office of the SMPB, Odisha.

### 2. Tender process:

The Bid shall be submitted in **Two bid system** as specified below:

A) **Cover – 1 (Technical bid)** should contain the following:

- Duly filled in prescribed application form as per Annexue-1
- An A/c Payee Non Refundable Bank Draft of Rs. 5,000/- drawn in Favour of “State Medicinal Plants Board, Odisha” on any scheduled bank, payable at Bhubaneswar towards the cost of Tender papers and Processing.
- EMD / Financial Guarantee of the Bidder in the form of an A/c Payee Bank Draft issued by a Public Sector Bank (but not from any private bank) of Rupees Two Lakh and Fifty Thousand, (Rs.2.50 lakh) in favour of “Member Secretary, State Medicinal Plants Board, Odisha” Payable at Bhubaneswar. (This draft will be returned to all unsuccessful bidders without any interest and in the case of successful bidder; the amount will be refunded without any interest only after successful completion of the Kalinga Herbal Fair 2024-25 at Bhubaneswar by the bidder as per the Tender Criteria.)

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- Copy of the Income Tax PAN Card and Copies of the Income Tax Returns duly filed for the last 3 years ending 2023-24.
- Copies of work orders in respect of managing at least three single event of Govt. Organisations having minimum value of Rs.50.00 lakh in the last 3 years (including current year). Bidder must show and submit the Photo copies, CDs thereof showing credential of experience in organising/management of Exhibitions, Trade Fairs of Govt. Bodies /PSUs /Statutory Corporations in Odisha.
- Copies of the Annual Audited statements filed with Income Tax Deptt and Registrar of Companies (For Companies registered under Company's Act), showing a Minimum Annual Turnover of Rs.100.00 Lakhs in the last three financial years ending 2023-24 consecutively.
- Copies of Partnership deed / Incorporation certificate in case of Private limited companies.
- Authorisation letter/ copy of Resolution in order to authorise a particular partner / Director to sign the Tender and participate in the bid.
- A certificate by the bidder to the effect that the Firm/ Company/ Organisation has not been 'black listed' by Govt. or any Govt. organisation till date, and no criminal case is pending against the firm or its owners.
- Layout Plan (as per SMPB requirement) details in the tender document.
- **Undertaking as per Annexure-3.**
- An Undertaking on non-stamped paper must be furnished by the Event Manager mentioning therein that:-
  - A. Ensure 100% booking and occupancy of stalls as per the SMPB's Criteria shall be accomplished by the event manager on behalf of SMPB, Odisha. It is the sole responsibility of the firm.
  - B. Details of Participation charges collected shall be intimated to SMPB, Odisha before commencement of the Fair. This amount will be adjusted towards expenditure claims submitted by the successful bidder.

Number of participants and Participation charges per stall will be as follows. Preference should be given for ensuring required nos. of participants in different category as detailed below. No stall other than the category mentioned will be allowed. Deviation will be strictly viewed and if booking is done by the Event manager, it will be decided as non-occupancy at the risk of the Event Manager.

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SL No.	Category	No.of stalls	Fees for participation
1.	Traditional Healers ( <i>Vaidyas, Unani</i> etc)	65	1,500/-
2.	SHG/VSS	15	1,500/-
3.	Pharmaceuticals Co /Manufacturers etc	14	3,000/-
4.	Medicinal Plants Traders	2	3,000/-
5.	NGOs	4	2,000/-
6.	Govt / PSUs	20	2,500/-
7.	Medicinal Plants cultivators/ farmers	5	1,000/-
8.	Any other (As per decision of SMPB with 1 no. Yoga class @ Rs. 500/- stall rent	5	500/-  As per category and decision of CEO, SMPB
	Total	<b>130</b>	

C. Participation charges collected by the event manager from the participants shall not be more than the amount fixed by SMPB and the total amount obtained must be intimated by the 2<sup>nd</sup> day of the event period to SMPB Office.

D . Payment of the bills will be as per the actual occupancy of the stalls only on a proportionate basis and no payments shall be made towards the construction/ management of unoccupied or empty stalls and the deduction is in proportion to total cost of the Tender

B) **Cover – 2 (Financial Bid)** should contain the following:

Financial bid as per **Annexure -2**.

**3. Technical bid and Financial bid are to be placed in two separate sealed envelopes (clearly super scribing “Technical Bid for hiring services of Event Management” and “Financial Bid for hiring services of Event Management” respectively) which in turn are to be placed in one bigger (Wax/ Tape sealed only) cover super scribing on the cover as “Quotation for 17<sup>th</sup> State Level Kalinga Herbal Fair, Bhubaneswar - 2024”.**

**4.** The bids of the parties whose Financial Bid is not in a separate sealed cover or the rates quoted by them find mention in the Technical Bid shall be rejected forthwith. The financial bids of only those bidders shall be opened whose Technical Bids are found to be eligible.

**5.** Bid shall be submitted with a forwarding letter on the letter head of the bidder/ agency duly signed and stamped by authorised signatory on each page to ensure the

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the compliance of scope, services and general terms and condition of the tender under reference.

6. No overwriting, corrections and cutting is permitted.
7. The Bid validity should be for the financial year 2024-25.
8. The bidder shall submit the plan and design of the proposed area duly earmarking the arrangements along with the Technical Bid. However, plan may subsequently be changed as per advice and as per the convenience of SMPB. The scope and requirement of the work shall be increased or decreased by the Authority.
9. The selected bidder shall act in a transparent manner for the event and shall not in any way act in the manner that is detrimental to the interest and reputation of SMPB.
10. No undertaking or application shall be entertained in the bid for submitting any document at the time of opening of the bid or later.
11. Documents which are not submitted inside the bids will not be added or entertained at the time of opening of the Bids.
12. **The completely filled bid document, properly sealed should be addressed to “ The Chief Executive, State Medicinal Plants Board, Odisha, Forest , Environment & Climate Change Department, Ground Floor, Plot No.GD-2/12, Aranya Bhawan, Chandrasekharpur , Bhubaneswar- 751023, Odisha and should reach on/ or before 16:00 Hrs of 24.09.2024 (Tuesday) only by registered post or Speed post.**
- 13 **Technical bids will be opened at 11.00 AM on 25.09.2024 (Wednesday)** and only those financial bids which have Technically Qualified will be opened next.

#### **Opening and Evaluation of Technical Bid**

- 13.1 Technical Bids will be opened in the presence of the bidder/ representatives who have been authorised by the bidder to attend at the appointed place and time.
- 13.2 The Technical Bid of the bidder would be evaluated as per the evaluation criteria set out in the RFP document. Bids will be evaluated based on the information submitted by the bidders. However, SMPB reserves the right to seek clarification/documents from the bidders, if SMPB considers it necessary for proper assessment of the bid.
- 13.3 The Technical Bids will be evaluated based on eligibility criteria and only those Bidders whose Technical Proposals get a score of minimum 70 (seventy) marks or more out of 100 (one hundred) shall qualify for further consideration and shall be ranked from highest to the lowest based on their technical score (St).
14. **Opening of Financial Bid and Final Evaluation**
- 14.1 The Financial Bids of the technically qualified bidders shall be opened in the presence of such bidder/ representatives who have been authorised by the bidder to attend.
- 14.2 **The selection of the bidder shall be based on the CQCBS method in which weightage of the Technical score shall be 70% and weightage of the Financial score shall be 30%.**



- 14.3 The lowest quoted Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The financial scores of other Proposals will be computed as follows:  
 $Sf = 100 \times Fm/F$   
(F = amount of Financial Proposal)
- 14.4 Proposals will finally be ranked according to their combined technical (St) and financial (Sf) scores as follows:  
**S = St x 70% + Sf x 30%.**
- 14.5 The Bidder having the highest combined score shall be the Successful Bidder.
- 14.6 Failure of the Successful Bidder to comply with the requirements shall constitute sufficient grounds for the annulment of the LOA. In such an event, SMPB reserves the right to,
- Invite the second-ranked bidder and negotiate upon the following scenario, or
  - Take any such measure as may be deemed fit is the sole discretion of SMPB, including annulment of the Bidding Process.
15. No reasons for delay in delivery of bids in SMPB Office shall be entertained. Therefore all bidders are requested to submit their bid well in advance.
16. SMPB shall not be responsible for postal or any other delays. Bids received in an envelope that is damaged/ torn or merely stapled will be summarily rejected.
17. Bidders or their authorised representatives, duly authorised in writing on letter head of the company, will have to be present at the time of opening of the Bids. At the opening of the Technical Bids, they will have to produce all the original Credentials, copy of which have been enclosed with the Technical Bids, such as *Work Orders, Related Work Completion Certificates, Goods Service Tax ( GST) certificate & Income Tax Returns*, etc for verification. Failure to produce the Originals *shall* lead to the disqualification of Technical Bid.
18. If the date of tender opening, by any chance happens to be a holiday, the tender will be opened on the next working day at the stipulated time.
19. **Schedule of Bidding Process**

Office of SMPB, Odisha would endeavour to adhere to the following schedule:

C	Activity Description	Date
1.	Issue of RFP	06 <sup>rd</sup> September, 2024
2.	Last Date for Submission of Bids	24 <sup>th</sup> September, 2024, 4.00 PM
3.	The date for Opening of Technical Bids	25 <sup>th</sup> September, 2024, 11.00 AM
4.	The date for Presentation	25 <sup>th</sup> September, 2024
5.	The date for Opening of Financial Bids	25 <sup>th</sup> September, 2024

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**\*Venue of the Presentation & Opening of bid:**

**Office of The Chief Executive, State Medicinal Plants Board, Odisha, Forest , Environment & Climate Change Department, Ground Floor, Plot No.GD-2/12, Aranya Bhawan, Chandrasekharapur , Bhubaneswar- 751023, Odisha.**

**20. EVALUATION CRITERIA:**

Sl. No.	Criteria	Marks	Document/ Evidence Required
1	Relevant experience of Agency in undertaking similar work: One number of similar assignment - 10 marks Two number of similar assignments- 20 marks Three number of similar assignments- 30 marks More than three number of similar assignments- 40 marks	40	Work Order/ Client Certificate/ Completion Certificate/ Certificate from Statutory Auditor/
2	Technical Presentation: Evaluation of Creative Theme and Innovation	40	
3	Layout Design, Décor, Props, Sound & Lighting effects	20	
<b>Total</b>		<b>100</b>	
<b>Passing Marks</b>		<b>70</b>	

Note: Presentation should not include any financial details.

**21.** Any form of canvassing shall lead to disqualification in bidding. SMPB Odisha reserves the absolute right to hold the Fair as and when necessary and deciding the venue and timings and to accept or reject any/all bids without any further notice or intimation to the bidders, without assigning any reasons.

**22.** The selected bidder shall undertake to abide sincerely by all rules, regulations and laws of land regarding their responsibilities to manage the event and shall agree to be held liable and responsible for any such violation directly or indirectly related to their responsibilities for the event.

**23.** Event managers must have sound and wholesome experience in organising Exhibitions and Trade Fairs of Governments, PSUs, Statutory Govt. Boards / Corporations etc.

**24. Payment Terms:** The Final payment shall be made after submission of invoice and will be released through A/c payee cheque after deducting TDS as applicable. No advance will be given, however payments will be released on successful completion of work in the following manner after deduction of participation charges.

- (i) 25% on construction of stalls (to be completed one day before the day of inauguration of the function.)
- (ii) 15% on successful inauguration.
- (iii) 15% on completion of two days fair.
- (iv) 15% on completion of the fair

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25. SMPB reserves the right to reject any or all of the bids or accept them in part or to reject lowest bid without assigning any reason thereof.

26. Bidder will provide good quality Event Management Service, up to the mark as per scope of work/ schedule of requirement.

**27. Cancellation by default:**

SMPB may, without prejudice to any other remedy for breach of work order, by written notice of default sent to bidder, cancel the work order in whole or part-

(a) If the Bidder/ agency fails to provide services within the time period specified in the work order.

(b) If the Bidder/ agency fails to perform any other obligations under the work order.

**28. Forfeiture of EMD/ Security deposit etc.:**

If the successful bidder / agency refuses/ fails to accept Work Order issued by SMPB or the work order assigned to the agency/ bidder are not done as per the scope of work/ schedule of requirement, EMD/ Security Deposit will be forfeited. The work will then be allotted to second highest bidder and the financial loss sustained shall be recovered from the first highest bidder.

**29. Rejection of the bid:**

(a) The bidder is expected to examine all instructions, formats, terms & conditions, and scope of work in the bid document. Failure to furnish complete information or false information/ documents shall result in rejection of bid.

(b) In respect of interpretation/ clarification of this bid document and in respect of any matter relating to this bid document, the decision of SMPB authority shall be final.

(c) The bidder will have to furnish the requisite document as specified in the bid document, failing which the bid is liable to be rejected.

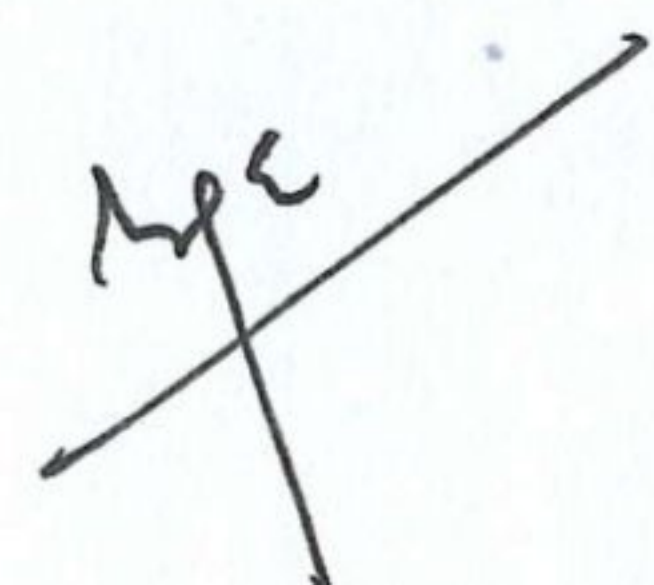
(d) The bids without EMD will be summarily rejected.

(e) The bids received after specified date & time shall not be considered.

(f) The bids received through fax/ email or any other mode other than specified in the tender document shall not be considered.

(g) Quoting a Bulk rate for the total fair without item -wise breakup shall lead to rejection.

**30. Blacklisting:** Company/ Firm blacklisted by Government/ PSU/ Corporate organisation are not eligible to participate in the bidding process. If at any stage of bidding process or during the currency of work order, such information comes to the





knowledge of SMPB, it shall have right to reject the bid or cancel the work order, as the case may be without any compensation to the bidder.

**31. Arbitration:**

All disputes or difference whatsoever arising between the parties out of or relating to the meaning and operation or effect of the work order or the breach thereof shall be settled by reference to the arbitration as per Indian Arbitration Act.

**32. Force Majeure:**

If at any time during the continuance of the agreement, the performance in whole or in any part by either party of obligation under the agreement shall be prevented or delayed by reasons of any war, hostile acts of the enemy, civil commotion, subrogate, fire, cyclone, floods, earthquakes, explosions, epidemics, strikes and quarantine restrictions by acts of God, (hereinafter reference to as eventualities), then provided notice of the happening of any such eventualities is given by either party to the other within two days from the date of occurrence thereon, neither party shall, by reason of such eventualities be entitled to terminate this contract agreement nor shall either party have any claim of damages against the other in respect of such non-performance or delay in performance. Performance of the contract agreement shall, however be resumed as soon as practicable after such eventuality has come to an end.

- **Contact Telephone Numbers and E-Mails:**

SMPB Odisha Office: Tel. (Land Line): +91674-2954911, Mob-9439804334

E-Mail: smpborissa@gmail.com

  
Chief Executive

State Medicinal Plants Board, Odisha





**STATE MEDICINAL PLANTS BOARD, ODISHA**  
**17<sup>th</sup> State Level Kalinga Herbal Fair, 2024 at Bhubaneswar**  
**TENDER APPLICATION FORM**

Space for  
Recent passport  
size photograph  
of the Tenderer  
duly attested by  
gazetted officer

1. Name of the Tenderer (Organisation) :
2. Name of the Owner/ Proprietor :
3. Name of the Authorised representative :
4. Business Address for Communication :  
(Please enclose the Electric Bill/Telephone Bill of your business address)
5. Contact Telephone No. and E-Mail ID :
6. PAN Card No. :
7. GST No. :
8. List of the documents submitted with Tender Paper :
  - a)
  - b)
  - c)

I declare that the particulars furnished above are true to the best of my knowledge and I accept all the terms & conditions of this tender without any objections.

Place:-

Full Signature of the Tenderer

Date: -

With Full Postal address and Mobile Number



17<sup>th</sup> STATE LEVEL KALINGA HERBAL FAIR 2024, BHUBANESWARFinancial Bid

Item Sl.No	Items-wise detailed Works in the Events	Amount quoted (in Rs.)
1.	<p><b><u>GROUND PREPARATIONS</u></b> Ground Preparations, cleaning &amp; Levelling charges etc.</p>	
2.	<p><b><u>INSTALLMENT OF INFRASTRUCTURE</u></b></p> <ul style="list-style-type: none"> <li>• 120 numbers of waterproof roof stalls for participants of dimension 10ftx10ft having and new white cloths covering three sides with wooden platform, racks, wooden counter table with 4 nos of chairs, tube lights ,sufficient no. for proper lights and 1 no. of ceiling fan per stall with front samiana ( up to 6ft).</li> <li>• 10 nos. of Special Stalls with front samiana of required size for demonstration of equipments and free health check -up camp by Department of AYUSH, Conducting Yoga show, Panchakarma treatment, Naturopathy treatment, Vaidyashala, Acupressure etc with infra-structure required.</li> <li>• 1 no. of AC VIP room for senior officials with attached toilet, sofa, teapoy facility.</li> <li>• Separate food court having 4 numbers of stall size 10X10 with 4ft height barricade , samiana, 4 nos. of round table and 16nos. of chair.</li> <li>• 2 nos. of stalls for SMPB Office-cum-Help Desk with attached toilet and all official equipments like tables, chairs, computer/ Lap top with internet facility, sofa, sound system, microphone etc with 2 nos. of attendants with front samina of required size.</li> <li>• Green mats of 30 ft. width in both sides of entry gate to KHF and of 15 feet width in front of all stalls in descent manner.</li> <li>• A suitable A/c hall at the venue with appropriate logistics accommodating 200 to 250 guests and participants for conducting conference and workshop.</li> <li>• Provision for plug point in stall as per requirement.</li> <li>• A stage of dimension 60 ft x 25 ft canopy with Bamboo and bullah structure , waterproof tarpaulin covering and cloth ceiling and decent backdrop for inaugural ceremony, cultural programmes and closing ceremony. Provision of a green room by the side or backside of the Stage for guests/ artists. Provision of 100 nos of chairs and public addressing system in front of the stage and ten in the green room. Two nos. of tower AC on the stage and provision of spot light for podium.</li> <li>• Provision of two nos. of Hygienic Food Court (A) One no. of food court for all participants to have their breakfast, lunch &amp;</li> </ul>	



	<p>good quality dining plates, drinking glasses, paper napkins, dustbin, 2 nos. of wash basin, 4 nos. of standing fan etc with good looking green mats on the floor.</p> <ul style="list-style-type: none"> <li>• Medicinal Plants Photo Gallery (With 100 nos of Photos &amp; Frames).</li> <li>• An iron structure of size 30 ft X 30 ft for Demo Herbal Garden with sand filled ply partition, platform, four side facia, Barricade, appropriate light, Entry and Exit gate.</li> <li>• Diagrammatic representation of drugs for different diseased body organs (size 7' X 6') with well covered roof and 3 side walls able to face normal wind flow.</li> <li>• Fire safety management and clearance as per Govt. rules and provision of law for entire 7 days.</li> <li>• Sufficient entry and exist gates, out of which one ethnic gate.</li> <li>• Provision of barricade around the venue.</li> <li>• Flower decoration of Gate and Stage for both opening and closing ceremony.</li> <li>• Separate provision of toilets and sufficient water provision for both gents and ladies.</li> <li>• Provision for fire retardant solution spray.</li> </ul>	
3.	<p><b><u>BREAKFAST, LUNCH, DINNER AND SNACKS ETC.</u></b></p> <p>Highly Hygienic, Modest but Sumptuous Food as detailed in Annexure – 4.(Day wise details of menu etc)</p>	
4.	<p><b><u>BOOKS , BROCHURES AND CERTIFICATE ETC</u></b></p> <ul style="list-style-type: none"> <li>• Event and Venue specific brochures:3,000 nos</li> <li>• Printing of 200 nos. of Invitation Card each both for opening and closing ceremony with programme and distribution</li> <li>• Printing of Certificate legible writing and distribution of certificates for all participants and awardees as under  Stall participants =120 nos  Awardees = 10 nos  Total=130 nos</li> <li>• Printing of 20 nos. of VIP pass for vehicles evolved with 17th KHF, 2024.</li> <li>• 100 sets of paper folders containing Note Pad, Dot pen etc. for providing to press/ media and other dignitaries during the Inaugural ceremonies.</li> <li>• 25 nos. of Prescription Pads of 22 cm x 13 cm size having 100 pages each with SMPB Official Logo for AYUSH Doctors attending Free Health Check up Camps duly approved by SMPB before 3 days of opening ceremony of KHF.</li> <li>• SEALS, TROPHY, UTTARY etc. for 10 Awardees ( As per approved design of SMPB should be submitted before 10 days of commencing of the fair)</li> <li>• Provision of GUEST-SPECIFIC FLOWER BOUQUETs for 12 nos. of guests for Inaugural , 12 nos. for closing ceremony and 5 nos.each for resource persons attending Seminar/Workshop for 5 days.</li> </ul>	
5.	<p><b><u>PUBLICITY MANAGEMENT AND COORDINATION OF EVENT</u></b></p> <p><i>After placement of work, the details to be submitted to SMPB before 3 days of commencement of the fair.</i></p>	



	<p><i>After placement of work, the details to be submitted to SMPB before 3 days of commencement of the fair.</i></p> <ul style="list-style-type: none"> <li>• 10 nos. of Hoarding with size ( 12ft. X 8 ft) in different prime locations of Bhubaneswar and Cuttack as per advise of SMPB.</li> <li>• Arrangement of Press Meet for wide publicity one day before Inauguration date.</li> <li>• Publicity in social media platform like Facebook, Youtube.</li> <li>• 50 Scrolls per day in 5 nos. Renowned Odia TV channels in prime time. Day and time etc be intimated before 3 days to SMPB for intimation and approval</li> <li>• FM Radio Jockey for total 7 days (3 days of commencement of fair and 7 days during the fair in prime time). Intimation regarding day, date &amp; time etc be intimated to SMPB for approval.</li> <li>• 1, 00,000 SMS in Mobile Networks &amp; E. Posters on Cable TV.</li> <li>• Designing and development of all advertising and publicity material after due approval by SMPB.</li> </ul>	
6.	<p><b><u>FLEX BANNERS, KIOSKS ,ADVERTISEMENT AND I.CARD ETC.</u></b></p> <ul style="list-style-type: none"> <li>• Flex Banners with their individual facia of 10 ftx4 ft for all 120 stalls and Free Health Check up Camp, Office-cum-Help Desk of SMPB etc. as per the prescription of SMPB including stall serial numbering.</li> <li>• Framed flex banner for conference hall size 20ft X 4ft both in Odia and English.</li> <li>• Framed flex banner for SMPB office size 10ft X 4ft both in Odia and English.</li> <li>• Individual flex size 6ft X 3ft for Ayurvedic/ Homoeopathic Free Health Check Up camp and First Aid Camp.</li> <li>• Framed flex for food court size 10ft X 4ft.</li> <li>• Conference Hall should be provided with public addressing system and displayed with flex banners of Medicinal plant species, previous year herbal fair photos and day-wise conference-specific banners in consultation with SMPB.</li> <li>• Mobile van campaign duly decorated with sound system in peripheral jurisdiction of Bhubaneswar town preferably in Municipality area for 9 days before a day of closing of fair covering a distance about 2000-2500 Kms</li> <li>• Framed Flex kiosks 10 nos of size 6ft x3ft.</li> <li>• A proper size flex showing layout plan of KHF at the Entrance of the KHF of size 20ft x 10ft.</li> <li>• 50 Cut outs fitted with flex banners minimum of size 6ft X 4ft in different location of Bhubaneswar &amp; Cuttack with due permission of respective Municipalities/ authorities before 15 days of commencement of the fair .</li> <li>• I-cards to all participants and official staff in consultation with SMPB (Approximately 260 participants + 30 others = 290 nos) duly signed by the Dy. CF of SMPB.</li> </ul>	
7.	<p>(a) Suitable venue to conduct 5 (five) conference /workshops involving 50-60 participants and resource persons each day with appropriate facilities, flower bookie and logistics. (Supply of one Paper Folder + one Pen + one Note Pad with SMPB Logo ) Lunch, Tea, Snacks and cost of assistant, 5nos. of Backdrops for each days seminar/ workshop must find place with good environment.</p> <p>(b) Cost towards remuneration @ Rs. 1,500/- per Resource Person for 5 days</p>	



	<ul style="list-style-type: none"> <li>• The cultural programme will be organised by Director, Culture on each day.</li> <li>• The necessary stage and light arrangements as required by the troupe of Cultural programme are to be provided by the Event manager.</li> </ul>	
9.	<p><b><u>LIGHT, SOUND, VIDEO ETC.</u></b></p> <ul style="list-style-type: none"> <li>• JBL-SRX speakers - 8, JBL Monitors with matching amplifiers - 2, Cordless Microphones (Shure/Soney/Senheiser/ Studiomaster) – 5( 3 for stage and 2 for conference hall), Effect Processor, Equalizer, Mixer, Digital Set up, Snake Cables, Sub-Woofer (Bass Bin) with QSC power and any other necessities for Sound System.</li> <li>• Adequate, appropriate and spot-specific light system for ground, stage, conference hall, SMPB Office.</li> <li>• Video and Photo coverage for all parts of events for 7 days.</li> <li>• 2 nos. of LCD Projectors with Two large display screens and 2 nos. of operators.</li> </ul>	
10.	<p><b><u>GENERATOR</u></b></p> <ul style="list-style-type: none"> <li>• Soundless generator for emergency power-shedding including fuel and operating charges of appropriate load capacity.</li> </ul>	
11	<p><b><u>SERVING EVENING HERBAL TEA</u></b></p> <p>Supply of 1000 no of herbal teas free of cost to the visitors daily during evening hours in small disposal cups through direct supervision of the officers of SMPB</p>	
12.	<p><b><u>FIRST AID</u></b></p> <ul style="list-style-type: none"> <li>• First Aid Centre for emergency treatment with 1 no. Allopathic Doctor and a Pharmacist for all 7 (Seven) days Doctor duly deputed by CDMO.</li> </ul>	
13.	<p><b><u>ACCOMODATION &amp; CONVEYANCE ETC.</u></b></p> <ul style="list-style-type: none"> <li>• Moderate comfortable accommodation for two persons per stall for eight (8) days nearer to Venue.</li> <li>• Providing conveyance to the participants from place of lodging to fair @ 2 Persons/Stall.</li> </ul>	
14.	<p><b><u>MAINTENANCE OF GROUND etc.</u></b></p> <ul style="list-style-type: none"> <li>• Deployment of two assistant's .One of them to the Help Desk and another for the Camp Office of SMPB.</li> <li>• Deployment of adequate number of assistants for management of conference hall, stage, health check-up camp etc.</li> <li>• Provision of Drinking Water jars with disposal glasses to each line of the stalls, conference hall, smpb office, health check-up camp and at dining location etc.</li> <li>• Provision of 2 nos of dustbins to each line of the stalls, conference hall, smpb office, health check up -camp etc.</li> <li>• Adequate provision of <i>Safai Karmacharis</i> to keep the ground all along clean.</li> </ul>	
15.	<p><b><u>FIRE FIGHTING</u></b></p> <ul style="list-style-type: none"> <li>• Round the Clock Fire fighting measures as per Govt. rules and regulations prevailing in the state with devoted Service of Fire and adequate water facility.</li> </ul>	



	prevailing in the state with devoted Service of Fire and adequate water facility.	
16.	<p><b><u>SECURITY</u></b></p> <ul style="list-style-type: none"> <li>• Round the clock adequate Security guards deployment from Registered and Reputed Agencies.</li> </ul>	
17.	<p><b><u>MISC ACTIVITIES</u></b></p> <ul style="list-style-type: none"> <li>• Permission from TPCODL by Official deposits for Ground lighting, decorative light fittings and appropriate Stall lighting.</li> <li>• Event Insurance (Public, Participants and Property etc)</li> <li>• All necessary permission and payment for getting statutory permissions from different government departments as required for organising the event.</li> <li>• Any other and all other related / miscellaneous Activities/Works pertaining to the event.</li> <li>• Ensuring attendance of participants and Resource persons for each conference during the Fair.</li> <li>• Event Management and Coordination charges.</li> <li>• Provision of female Anchor both for inaugural and closing ceremony.</li> <li>• Attend instruction(s) of SMPB management as and when required.</li> </ul>	

**NB: - A food court may be constructed by the Event Manager in consultation with SMPB at his cost.**

**For Bhubaneswar Amount Quoted (In Rs.): in words excluding all statutory tax payment . For statutory tax payment amount to be mentioned separately.**

**Place:**

**Date:**

**Full Signature and Address of the Bidder with Mobile No:**

*MCC*



**UNDERTAKING**

I/We ..... hereby undertake to abide sincerely by all rules, regulations and laws of land for the responsibilities assigned by SMPB to manage the event and shall agree to keep myself/ourselves liable and responsible for any violation directly or indirectly related to the responsibilities for the event.

**Date:**  
**Place:**

**Signature & Seal of the Bidder**