



**OFFICE OF THE DIVISIONAL FOREST OFFICER &
WILD LIFE WARDEN, CITY FOREST DIVISION,**

AT: - GREENPARK NURSERY, PO: - SAHEEDNAGAR,
BHUBANESWAR- 751007, E-mail: - dfocity@gmail.com

Office Order 215 /1F (Acc.)- /2026
Bhubaneswar Dated the 14th Oct.2026

**TENDER DOCUMENT / REQUEST FOR PROPOSAL (RFP)
FOR ENGAGEMENT OF EVENT MANAGEMENT AGENCY**

**FOR ORGANISATION OF THE 19th STATE LEVEL KALINGA HERBAL
FAIR, 2026-27**

Bhubaneswar, Odisha

Tender Reference No.	
Estimated Contract Value	₹ 50,00,000.00 (Rupees Fifty Lakhs) Only including applicable taxes as approved.
Bid Security (EMD)	2% of estimated contract value, subject to applicable exemptions
Tender Document Fee	₹5,000/- (Nonrefundable)
Bid Validity	Up to the end of Current financial year.
Contract Period	From date of agreement/work order until completion of all contractual obligations


Divisional Forest Officer
City Forest Division, Bhubaneswar

PART I – NOTICE INVITING TENDER

Letter No.: _____/2026 Date: _____

The Divisional Forest Officer, City Forest Division, Bhubaneswar invites online bids in a single-stage, two-cover system from eligible and experienced Event Management Agencies/Firms for organisation and management of the 19th State Level Kalinga Herbal Fair, 2026–27 at Pradarsani-Padia, Unit-3 Bhubaneswar.

1. Mode of procurement: Advertised tender enquiry through the Odisha State IT Portal, subject to the applicable provisions of Rule 262 of OGFR, 2023, as amended from time to time. This draft assumes that the estimated value is ₹50.00 lakh and that the special provision for empanelled vendors for State Level Function venue set-up is not being invoked.

2. Bid system: Single-stage, two-cover Bid Paper-tender: Cover-I Technical Bid and Cover-II Financial Bid. Both covers shall be submitted at “**Office of the Divisional Forest Officer, City Forest Division**” within the prescribed deadline.

3. Tender documents: The complete tender/RFP shall be available for download from the [www.odisha.gov.in\(tenders.gov.in\)](http://www.odisha.gov.in(tenders.gov.in)), www.smpbodisha.in, www.odishaforest.in, Bidders shall rely only on the documents and corrigendum uploaded on the portal.

4. Critical dates: The dates and times shown below shall be populated in the e-Procurement Portal before publication and shall prevail in case of any discrepancy.

Activity	Date/Time
Publication of Tender/RFP	[16.10.2026]
Last date/time for submission	[05.11.2026] by 4.00Pm
Opening of Technical Bid	[06.11.2026] 11.00Am onwards
Technical presentation, if any	[06.11.2026] Only technically qualified bidders will be entertained.
Opening of Financial Bid	[06.11.2026] Only technically qualified bidders will be entertained.

5. Place of opening/presentation: Office of the Divisional Forest Officer, City Forest Division, Bhubaneswar, near- Green Park Nursery, Saheednagar, Dist- Khurda.

6. Contact: Divisional Forest Officer, City Forest Division, Bhubaneswar; E-mail: dfocity@gmail.com.

7. Right to accept/reject: Divisional Forest officer reserves the right to accept or reject any or all bids, cancel/annul the procurement process, or reject a bid in accordance with the tender conditions and applicable rules, without thereby incurring any liability to bidders.

PART II – INSTRUCTIONS TO BIDDERS

1. Applicable rules and documents: This procurement shall be governed by the Odisha General Financial Rules (OGFR), 2023, as amended from time to time, applicable Finance Department instructions, and the terms of this RFP/contract.

2. Classification of service: The assignment is treated as a Non-Consulting Service/Event Management Service involving measurable physical deliverables, venue set-up, logistics, catering, publicity, security, sanitation, technical arrangements and event coordination.

DIVISIONAL FOREST OFFICER CITY FOREST DIVISION, BHUBANESWAR



- 3. Eligibility – constitution:** The bidder shall be a legally constituted proprietorship/partnership/LLP/company/society/other eligible legal entity having authority to undertake the assignment and execute the contract.
- 4. GST:** The bidder shall have a valid GSTIN and shall comply with all applicable GST requirements.
- 5. PAN and statutory registrations:** Valid PAN and all applicable statutory registrations/licences shall be submitted.
- 6. Relevant experience:** The bidder shall have successfully managed at least three single events for a Government Department/Organisation, PSU, statutory body or Government institution of value not less than ₹40.00 lakh each during the last three financial years, including the current financial year, supported by work order and completion/client certificate. Divisional Forest Officer, City Forest Division may prescribe a different threshold in the final approved tender based on the estimate.
- 7. Turnover:** The bidder shall have a minimum average annual turnover of ₹5.00 crore during the last three financial years for which audited accounts are available. The bidder shall submit audited financial statements and/or a certificate from a Chartered Accountant showing turnover.
- 8. Experience evidence:** The bidder shall submit work orders, completion/performance certificates and other documentary evidence. Photographs/videos of relevant events may be submitted as supplementary evidence but shall not substitute mandatory certificates.
- 9. Bid security:** Bid Security/EMD shall be 2% of the approved estimated contract value, unless the competent authority approves another amount within the 2–5% range prescribed under Rule 212 of OGFR, 2023. EMD will be furnished through the forms/modes permitted under OGFR and Finance Department instructions, Bank Guarantee/DD/.
- 10. Validity of bid security:** The bid security shall remain valid for at least 60 days beyond the final bid validity period.
- 11. Performance Security:** The successful bidder shall furnish Performance Security equal to 3% of the contract value (including GST), in the forms permitted under OGFR. Performance Security shall remain valid for 60 days beyond completion of all contractual obligations.
- 12. Tender fee:** A non-refundable tender document fee of ₹5,000/- shall be payable through the Bank Demand Draft, payable at Bhubaneswar.
- 13. Bid validity:** Bids shall remain valid for upto the end of the Financial Year. Extension, if required, shall be sought in accordance with the applicable rules.
- 14. Physical submission in Bid-Box:** Physical sealed-cover submission shall be entertained. Technical and Financial Bids shall be dropped in the respective covered in the Bid-Boxes available at the Office of Divisional Forest Officer (DFO), City Forest Division. Physical originals may be called for verification at the time of opening of the bid.
- 15. Late bids:** Bids submitted after the prescribed date and time shall not be accepted.
- 16. Modification/withdrawal:** Modification, withdrawal or resubmission shall not be permitted after the prescribed deadline.
- 17. Clarifications:** DFO may seek clarifications from bidders where necessary for evaluation, without permitting alteration of the substance of the bid or submission of a materially new proposal after the bid deadline.
- 18. Canvassing:** Canvassing in any form shall lead to disqualification.

19. False information: False statements, forged documents, suppression of material facts or misrepresentation shall lead to rejection/termination and may result in forfeiture of bid/performance security and debarment as per applicable rules.

20. Blacklisting/debarment: The bidder shall declare that it is not debarred/blacklisted by the Government of Odisha, Government of India, any State Government, PSU or statutory authority as on the bid submission date. Further, the bidder has to submit a self-affidavit protecting him/her from not listed as blacklisting/debarment. Any material concealment shall attract action under the applicable rules.

21. Conflict of interest: The bidder shall disclose any actual or potential conflict of interest and shall not participate where such conflict materially affects fair competition or contract performance.

22. Sub-contracting: No material part of the assignment shall be subcontracted without prior written approval of DFO. The main bidder shall remain fully responsible for all subcontractors and their acts/omissions.

23. Joint venture/consortium: Joint venture/consortium bidding shall not be permitted.

24. Taxes: All prices shall be quoted exclusive of applicable GST for evaluation. Applicable taxes shall be dealt with strictly as specified in the Financial Bid and contract. Bid evaluation shall exclude applicable taxes in accordance with Rule 204(xv) of OGFR, 2023.

25. Price completeness: Quoted rates shall include all costs required for complete performance of the scope, including manpower, transport, loading/unloading, erection/dismantling, consumables, permissions, insurance, statutory compliance and incidental expenses, except taxes expressly payable extra.

26. No price negotiation as a routine matter: Negotiation after opening of bids shall not be undertaken as a routine matter and, if permitted under applicable rules, shall be confined to the circumstances and bidder(s) authorised by the competent authority.

PART III – EVALUATION AND SELECTION

1. Preliminary scrutiny: Technical bids shall first be checked for responsiveness, eligibility, mandatory documents, EMD/tender-fee compliance or valid exemption, and compliance with the essential conditions.

2. Technical evaluation: Only responsive bidders meeting the mandatory eligibility conditions shall be evaluated on the technical criteria below.

Sl. No.	Criterion	Maximum Marks	Evidence/Method
1	Relevant experience in similar Government/PSU/statutory events	20	Documented completed assignments
2	Understanding of event, methodology, work plan, staffing and risk management	20	Technical proposal
3	Creative theme, innovation and visitor engagement plan	20	Presentation/proposal
4	Venue layout, décor, stall design, branding, sound/light and technical plan	20	Layout + presentation

5	Safety, fire, crowd, sanitation, emergency and statutory-compliance plan	10	Compliance plan
6	Presentation quality and demonstrated execution capability	10	Presentation
	Total	100	

3. Minimum technical score: A minimum technical score of 70 out of 100 shall be required for financial evaluation.

4. Selection method: QCBS shall be used only where justified and approved for this complex, quality-sensitive event-management procurement. The technical weight shall be 30% and financial weight 70%. The use of QCBS is subject to the applicable OGFR provisions and the current Manual for Procurement of Consultancy and Other/Non-Consultancy Services as applicable.

5. Financial score: The lowest evaluated financial proposal (Fm) among technically qualified bidders shall receive a financial score (Sf) of 100. Other scores shall be calculated as: $Sf = 100 \times Fm/F$, where F is the evaluated financial proposal of the bidder, excluding applicable taxes.

6. Combined score: Final score $S = (\text{Technical Score} \times 0.30) + (\text{Financial Score} \times 0.70)$. The bidder obtaining the highest combined score shall be ranked first.

7. Tie: In case of a tie in combined score, the bidder having the higher technical score shall rank higher. If the technical scores are also equal, the bidder with the lower evaluated financial proposal shall rank higher; any further tie shall be resolved by a transparent method approved by DFO.

8. Single bid: If only one responsive bid is received, it may be considered only in accordance with the conditions and approval requirements under OGFR, including recording that the procurement was adequately advertised, qualification criteria were not unduly restrictive and the price is reasonable compared with market value.

9. Presentation: Presentation and quality demonstration is required; no financial information shall be disclosed during the presentation. The presentation schedule shall be communicated through the portal.

PART IV – SCOPE OF WORK / SCHEDULE OF REQUIREMENTS

1. Ground preparation: Ground preparation, cleaning, levelling, site preparation and restoration after the event.

2. Venue infrastructure and stalls:

- 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).

- 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.

- 1 no. of AC VIP room for senior officials having size (20ftX14ft) with sofa, teapoy and an attached toilet with all facility like (24 hours water supply, health faucets, phenyl, bathroom freshener, hand wash, hand towel etc),

- Separate food court having 4 numbers of stall size 10X10 with 4ft height barricade, samiana, 4 nos. of round table and 16nos. of chair.

- SMPB Office-cum-Help Desk having size (20ftX14ft) with attached toilet with all facility like (24 hours water supply, health faucets, phenyl, bathroom freshener, hand wash, hand towel etc), and all official equipments like tables, chairs, computer/ Lap top with internet facility, Printer, sofa, sound system, microphone etc with 2 nos. of attendants with front samiana of required size.

- 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.

- A suitable A/c hall at the venue with appropriate logistics accommodating 200 to 250 guests and participants for conducting conference and workshop.

- Provision for plug point in stall as per requirement.

- 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.

- Provision of two nos. of Hygienic Food Court

(A) One no. of food court for all participants to have their breakfast, lunch & dinner in buffet mode.

(B) One no. of food court for around 60 nos. of resource persons / officials to have their lunch with 10 nos. of round table and 40 nos. of chairs, with 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.

- Medicinal Plants Photo Gallery (With 100 nos of Photos & Frames).

- 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.

- 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.

- Fire safety management and clearance as per Govt. rules and provision of law for entire 7 days.

- Sufficient entry and exist gates, out of which one ethnic gate.

- Provision of barricade around the venue.

- Flower decoration of Gate and Stage for both opening and closing ceremony.

- Separate provision of toilets and sufficient water provision for both gents and ladies.

- Provision for fire retardant solution spray.

. 3. Stall allocation and occupancy: 134nos stall capacity and category-wise allocation shall be as approved by DFO and annexed to the tender. The bidder shall assist DFO in booking/occupancy of stalls

strictly according to approved categories and participation charges. No participant outside the approved category or at an unapproved rate shall be permitted.

. 4. Participation charges: Participation charges shall be collected only at the rates approved by DFO, against proper receipts/records. The entire amount collected on behalf of SMPB shall be deposited with SMPB within the prescribed period, normally by the second day of the event, and shall not be retained or adjusted against the bidder's bills unless specifically authorised in writing by the competent authority.

. 5. Catering: Provide hygienic breakfast, lunch, dinner, snacks, tea and other approved catering as per the final menu and quantities in Annexure-IV. Food shall comply with applicable food-safety and hygiene requirements.

. 6. Publications and certificates: Design, printing and supply of brochures, invitations, certificates, VIP passes, folders, prescription pads, trophies, seals, uttariyas and bouquets as per approved quantities and designs.

- Event and Venue specific brochures: 3,000 nos
- Printing of 200 nos. of Invitation Card each both for opening and closing ceremony with programme and distribution
- 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
- Printing of 20 nos. of VIP pass for vehicles evolved with 19th KHF, 2026.
- 100 sets of paper folders containing Note Pad, Dot pen etc. for providing to press/ media and other dignitaries during the Inaugural ceremonies.
- 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 19th KHF.
- SEALS, TROPHY, UTTARYA etc. for 10 Awardees (As per approved design of SMPB should be submitted before 10 days of commencing of the fair)
- 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.

. 7. Publicity and media coordination: Hoardings, press meet, social-media publicity, TV/FM publicity, mobile publicity vehicle, creative development and all related permissions, as approved by SMPB.

After placement of work, the details to be submitted to SMPB before 3 days of commencement of the fair.

- For wide publicity of 19th KHF, 10 nos. of Hoardings (from approved advertising agency registered with BMC) size (10ft. X 10ft) in different prime locations of Bhubaneswar (Hoarding space as per advice of SMPB)
- Arrangement of Press Meet for wide publicity one day before Inauguration date.
- Publicity in social media platform like Facebook, Youtube, intagram, X etc..

- 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
- 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 & time etc be intimated to SMPB for approval.

Designing and development of all advertising and publicity material after due approval by SMPB.

. 8. Branding, flex, kiosks and I-cards: Design, print and install stall facias, conference banners, SMPB office signage, food-court signage, health-camp signage, kiosks, layout plan, cut-outs and I-cards as per approved specifications.

- 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.
- Framed flex banner for conference hall size 20ft X 4ft both in Odia and English.
- Framed flex banner for SMPB office size 10ft X 4ft both in Odia and English.
- Individual flex size 6ft X 3ft for Ayurvedic/ Homoeopathic Free Health Check-up camp and First Aid Camp.
- Framed flex for food court size 10ft X 4ft.
- 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.
- 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
- Framed Flex kiosks 10 nos of size 6ft x3ft.
- A proper size flex showing layout plan of KHF at the Entrance of the KHF of size 20ft x 10ft.
- 50 Cut outs fitted with flex banners minimum of size 6ft X 4ft in different location of Bhubaneswar with due permission of BMC/ authorities before 15 days of commencement of the fair.

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.

. 9. Conferences/workshops: Arrange venue, logistics, backdrops, folders, pens, note pads, refreshments/lunch, assistants and resource-person arrangements for approved conferences/workshops.

- 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.
- Cost towards remuneration @ Rs. 1,500/- per Resource Person for 5 days (5 days X 3 Resource person) during conference/workshop

. 10. Cultural programmes: Arrange approved cultural and entertainment programmes for the scheduled evenings, including required stage, sound and lighting support. Programme details shall be submitted for approval before commencement.

Appropriate Cultural and Entertainment Programmes for all evenings. (TOTAL 7 DAYS) Like traditional dance & melodious songs in consultation with SMPB. Programme of each to be submitted 7 days before commencement of fair.

The necessary stage and light arrangements as required by the troupe of Cultural programme are to be provided by the Event manager.

. **11. Sound, light, video and photography:** Provide professional sound system, microphones, mixers, amplifiers, lighting, projectors/screens, operators, complete video/photo coverage and backup equipment as required.

- JBL-SRX speakers - 8, JBL Monitors with matching amplifiers - 2, Cordless Microphones (Shure/Sony/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.
- Adequate, appropriate and spot-specific light system for ground, stage, conference hall, SMPB Office.
- Video and Photo coverage for all parts of events for 7 days.
- 2 nos. of LCD Projectors with Two large display screens and 2 nos. of operators.

. **12. Power backup:** Provide adequate silent/soundless generator backup, fuel, cabling, operators and electrical safety arrangements. Soundless generator for emergency power-shedding including fuel and operating charges of appropriate load capacity.

. **13. Herbal tea:** Supply the approved number of herbal-tea servings daily to visitors during the specified evening period under supervision of SMPB officials.

. **14. First aid:** Provide a functional first-aid/emergency medical facility for the full event period with qualified personnel as approved by the competent health authority, subject to statutory deployment requirements.

. **15. Accommodation and conveyance:** Provide approved accommodation and conveyance for participants/resource persons as specified by SMPB, subject to the final approved quantities.

- Moderate comfortable accommodation for two persons per stall for eight (8) days nearer to Venue.
- Providing conveyance to the participants from place of lodging to fair @ 2 Persons/Stall.

. **16. Sanitation and ground maintenance:** Deploy adequate assistants, housekeeping/safai personnel, drinking-water arrangements, dustbins, waste segregation/disposal, cleaning and continuous ground maintenance.

- Deployment of two assistants. One of them to the Help Desk and another for the Camp Office of SMPB.
- Deployment of adequate number of assistants for management of conference hall, stage, health check-up camp etc.
- 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.
- Provision of 2 nos of dustbins to each line of the stalls, conference hall, smpb office, health checkup -camp etc.

Adequate provision of *Safai Karmacharis* to keep the ground all along clean.

. **17. Fire safety and security:** Provide round-the-clock fire-safety arrangements, fire extinguishers, water, trained personnel, emergency exits and adequate security through legally compliant/reputed agencies, along with all required statutory clearances.

. **18. Permissions and statutory compliance:** Obtain and maintain all permissions/clearances applicable to the event, including venue authority, electrical utility, Fire & Emergency Services, local body/BMC, police/traffic, FSSAI/food permissions, advertising permissions, public liability/event insurance and any other statutory approval.

. **19. Insurance:** Maintain adequate event/public liability and property/participant insurance for the event period as approved by SMPB and submit policy copies before commencement.

. **20. Dismantling and restoration:** Dismantle and remove all temporary structures, advertisements, electrical installations, waste and materials immediately after the event and restore the venue to the satisfaction of SMPB/venue authority.

. **21. Event management and coordination:** Provide an experienced event manager and adequate supervisory/manpower support throughout planning, set-up, event execution, dismantling and post-event closure. All instructions of SMPB shall be complied with promptly.

- Providing one **Female Anchor** both for inaugural and closing ceremony.

PART V – PARTICIPATION CATEGORY / STALL SCHEDULE

The previous tender contained inconsistent totals. The following table is therefore intentionally left for final approval before publication.

Sl. No.	Category	No. of Stalls	Participation Fee per Stall (₹)
1	Traditional Healers (Vaidyas, Unani, etc.)	[65]	1,500
2	SHG/VSS	[15]	1,500
3	Pharmaceutical Companies/Manufacturers, etc.	[14]	3,000
4	Medicinal Plant Traders	[2]	3,000
5	NGOs	[4]	2,000
6	Government Departments/PSUs	[20]	2,500
7	Medicinal Plant Cultivators/Farmers	[5]	1,000
8	Any other category as approved by SMPB	[5]	500
9	Food Stalls	[4]	4,000
	TOTAL	134	

PART VI – COMMERCIAL TERMS AND CONDITIONS

1. Payment: No advance payment shall ordinarily be made. Payment shall be released against verified milestones/deliverables, submission of invoice and supporting documents, subject to deductions of statutory taxes and recoveries. Suggested milestones: 25% after successful inauguration; 15% after three days of fair; 20% after completion of fair; balance after satisfactory dismantling, site restoration, submission of completion report and clearance of all dues. The final milestone percentages shall be approved by the competent authority.

2. Actual occupancy:

- An Undertaking on non-stamped paper must be furnished by the Event Manager mentioning therein that: -
- **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.

3. Price variation: No price escalation shall be admissible during the contract period unless specifically provided in the tender and approved by the competent authority.

4. Variation in scope: DFO may increase/decrease quantities within the permissible contractual/rule-based limits. Any material variation shall be dealt with strictly under the applicable financial rules and with approval of the competent authority.

5. Quality and inspection: SMPB/DFO/authorised officers may inspect materials, structures, food, electrical installations, publicity materials and services at any time. Defective/non-conforming items shall be replaced immediately at the bidder's cost.

6. Labour compliance: The bidder shall comply with all applicable labour, wage, EPF, ESI, insurance, safety and other statutory requirements. The bidder shall indemnify SMPB against claims arising from its manpower or subcontractors.

7. Damage and indemnity: The bidder shall be responsible for damage to the venue, public property or third-party property caused by its acts/omissions and shall indemnify DFO against third-party claims arising from performance of the contract, subject to applicable law.

8. Safety: All temporary structures, electrical installations, stages, stalls, canopies, barricades and equipment shall be structurally and electrically safe and shall be installed by competent personnel.

9. Confidentiality and branding: SMPB's name, logo, designs, photographs and official material shall be used only with approval. No unauthorised commercial branding shall be displayed.

10. Records and audit: The bidder shall maintain attendance, stall occupancy, participation-charge collection, expenditure-related supporting records, invoices, statutory clearances, photographs/videos and completion records and shall produce them for audit/inspection.

11. Termination: DFO may terminate the contract for material breach, failure to perform within the stipulated period, non-compliance with statutory requirements, fraud, misrepresentation, insolvency, abandonment or repeated poor performance, after following the applicable contractual procedure.

12. Liquidated damages/penalty: Where measurable delay or failure occurs due to the bidder's default, SMPB may levy the contractual penalty/liquidated damages specified in the SCC, subject to applicable law. The final percentage/cap shall be inserted after approval.

13. Force majeure: Force majeure shall include events beyond the reasonable control of the parties such as natural disasters, epidemic/pandemic restrictions, war, civil disturbance, fire, flood, cyclone,

earthquake, government restrictions and similar events. The affected party shall notify the other party promptly and take reasonable mitigation measures.

14. Dispute resolution: Disputes shall first be addressed through the designated officers of SMPB. If unresolved, the dispute shall be dealt with in accordance with the Arbitration and Conciliation Act, 1996 and applicable Government contractual provisions. The jurisdiction shall be Bhubaneswar, Odisha, subject to law.

15. Applicable law: The contract shall be governed by the laws of India and applicable rules/instructions of the Government of Odisha.

PART VII – BID SUBMISSION CHECKLIST

- Signed and stamped Technical Bid/undertaking forms.
- Certificate of incorporation/registration, partnership deed/LLP documents, as applicable.
- PAN and valid GSTIN.
- Audited financial statements and CA turnover certificate for the required years.
- Relevant work orders and completion/performance certificates.
- Authorisation/board resolution for the signatory.
- Non-debarment/blacklisting declaration and conflict-of-interest declaration in the form of Affidavit.
- Bid Security/EMD or valid exemption documents, as applicable.
- Tender fee payment/proof or exemption, if applicable.
- Technical proposal including methodology, manpower deployment, risk/safety plan and event execution plan.
- Venue/layout plan and stall plan.
- Creative theme and presentation material, without financial information.
- Signed compliance sheet against scope of work.
- Any other document specifically required in the Tender Paper.
- Undertaking 100% booking and occupancy of stalls as per stall schedule.

ANNEXURE-I – BIDDER INFORMATION FORM

Name of Bidder/Organisation: _____

Legal status: _____

Registered/Principal office address: _____

Name _____ of _____ Proprietor/Partner/Director/Authorised _____ Signatory: _____

Mobile No.: _____

E-mail ID: _____

PAN: _____

GSTIN: _____

Udyam/Startup registration, if applicable: _____

Bank details: _____

Details of documents uploaded: _____

ANNEXURE-II – TECHNICAL COMPLIANCE / UNDERTAKING

I/We, _____, hereby certify that I/we have examined the complete tender/RFP document and all annexures/corrigenda and agree to comply with the scope, specifications, terms and conditions. I/We further certify that the information and documents submitted are true and complete and that no material fact has been concealed.

Place: _____ Date: _____

Signature of Authorised Signatory: _____

Name: _____

Designation: _____

Seal of Bidder: _____

ANNEXURE-III – DECLARATIONS

- Declaration of non-blacklisting/debarment.
- Declaration of absence of conflict of interest.
- Declaration regarding correctness/authenticity of documents.
- Declaration regarding acceptance of bid validity and contract conditions.
- Declaration that no unauthorised agent/commission has been engaged to influence the procurement.
- Declaration that the bidder shall comply with all applicable laws, safety requirements and statutory permissions.

19th State Level Kalinga Herbal Fair -2026, Bhubaneswar.
FOOD & BEVERAGES

DAY	NO. OF PERSONS AND GENERAL BREAK FAST	NO. OF PERSONS AND GENERAL LUNCH	NO. OF PERSONS AND OCCASION WISE / SPECIAL LUNCH	NO. OF PERSONS AND EVENING GENERAL SNACKS	NO. OF PERSONS AND EVENING SPECIAL SNACKS with tea/ coffee	NO. OF PERSONS AND GENERAL DINNER	TOTAL AMOUNT (IN RS.)
DAY -1 (Inaugural Ceremony)	130 Stalls x 2 = 260 no. participants	130 Stalls x 2 = 260 no. participants + 40 no. guests and supervising officials = 300 nos.	Nil	130 Stalls x 2 = 260 no. participants + 30 no. of cultural artists = 290 nos.	Guests, Press, Media and Officials etc. 150 nos.	130 Stalls x 2 = 260 no. participants + 30 no. of cultural artists = 290 nos.	
10-12-2026 Thursday	Menu – Suji Upama Ghuguni & Tea	Rice, Roti, Dal, Veg. mix, cabbage peas curry, Tomato khajur Khatta, Paneer masala, Green Salad, Papad	Nil	Menu – Samosa -1 Bara-2 Aloo chop – 1 Gulabjamun - 1	Menu – Samosa – 1, Sandwich -1 Steam cake -1 pc , Sandesh-1 Spring roll-1, Cashew-30 gm, cookies -2 pcs with mineral water bottle out of which 25 nos. @500 ml Per bottle balance with 200 ml bottle.	Menu - Rice, Roti, Dal, cabbage-peas curry, Mix Bhaja, Salad, Papad	
DAY -2 11-12-2026 Friday	130 Stalls x 2 = 260 no. participants	130 Stalls x 2 = 260 no. participants.	STUDENT'S MEET – 60 nos.	130 Stalls x 2 = 260 no. participants + 30 no. of cultural artists = 290 nos.	Guests and Officials = 50 nos	130 Stalls x 2 = 260 no. participants + 30 no. of cultural artists = 290 nos.	
	Menu – Idli, Vada, Ghuguni/ Sambar chatni and Tea	Menu - Rice, Roti, Dal, Chicken curry, Mushroom curry, Dahi Baigan, Papad	Menu – Veg Soup, Fried rice, Roti, Dalfry, Mushroom, Chicken Curry , Fish Dopiaja Paneer Mix Veg , Khata or Dahi-baigan , ,Papad, Payas , Rasogola	Menu – Samosa -1 Bara-2 Aloo chop – 1 Gulabjamun - 1	Menu – Samosa -1 Bara-2 Aloo chop – 1 Gulabjamun - 1	Menu – Rice, Roti, Dal, Mix –Veg curry, Egg curry , Green Salad Papad	
DAY – 3 12-12-2026 Saturday	130 Stalls x 2 = 260 no. participants	130 Stalls x 2 = 260 no. participants	SENIOR CITIZEN'S MEET 60 nos	130 Stalls x 2 = 260 no. participants + 30 no. of cultural artists = 290 nos.	Guests and Officials = 50 nos.	130 Stalls x 2 = 260 no. participants + 30 no. of cultural artists = 290 nos.	
	Menu – Chuda Upama (poha) Aloo-dum & Tea	Menu – Rice, Roti, Dal, Veg. mix, Fish curry, Mix bhaja, Salad, Papad	Menu – Veg Soup, Fried rice, Roti, Dal fry, Mushroom Masala, Fish curry, Papad, Tomato khajur Khatta or DahiBaigan, Gulabjamun or Rasogola , Fruit custard.	Menu – Samosa -1 Aloo chop – 1 Veg. Chop – 1 Vada-1 Sweet - 1	Menu – Samosa – 1, Veg chop-1 Vada - 1, Aloo chop – 1 Sweet -1 , Sauce (Chilly & Tomato) 1 pouch each .	Menu – Rice, Roti, Dal, Egg curry, Mix Bhaja, Salad, Papad	
DAY – 4 13-12-2026 Sunday	130 Stalls x 2 = 260 no. participants	130 Stalls x 2 = 260 no. participants	FARMER'S MEET- 60 nos.	130 Stalls x 2 = 260 no. participants + 30 no. of cultural artists = 290 nos.	Guests and Officials = 50 nos.	130 Stalls x 2 = 260 no. participants + 30 no. of cultural artists = 290 nos.	

	Menu – Suji Upama Ghuguni & Tea	Menu - Rice, Roti, Dal, Chicken curry - mutter curry, Khatta, Mix Veg, ,Salad, Papad	Veg Soup, Fried rice, Roti, Dal fry, Chicken curry, Paneer, Mix Veg,Papad, Dahi Baigan, Payas, Rasogola.	Menu – Samosa -1 Aloo chop – 1 Veg. Chop – 1 Vada-1 Sweet - 1	Menu – Samosa -1 Aloo chop – 1 Veg. Chop – 1 Vada-1 Sweet - 1	Menu - Rice, Roti, Dal, cabbage- peas curry, Khatta, Egg curry , Salad, Papad	
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DAY – 5 14-12-2026 Monday	130 Stalls x 2 = 260 no. participants	130 Stalls x 2 = 260 no. participants	STUDENT'S MEET = 60 nos	130 Stalls x 2 = 260 no. participants + 30 no. of cultural artists = 290 nos.	Guests and Officials = 50 nos.	130 Stalls x 2 = 260 no. participants + 30 no. of cultural artists = 290 nos.	
	Menu – Idli Ghuguni , Chatni & Tea	Menu - Plain Rice, Roti, Dal, Mix Veg, Mushroom masala, Mix Bhaja, Khatta, Salad, Papad,	Veg Soup, Fried rice, Roti, Dal fry, Paneer masala , Mushroom Curry , Papad, Khatta or DahiBaigan, Gulabjamun/Rasogola	Menu – Samosa -1 Aloo chop – 1 Veg. Chop – 1 Vada-1 Sweet - 1	Menu – Bread Chop - 1 Vada - 1 Aloo chop - 1 Sweet -1 (Chilly & Tomato) 1 pouch each	Menu - Rice, Roti, Dalma, Mix Bhaja, Tomato Khatta, Salad, Papad	
DAY – 6 15-12-2026 Tuesday	130 Stalls x 2 = 260 no. participants	130 Stalls x 2 = 260 no. participants + 30 no. supervising officials = 290 nos.	VAIDYAS' MEET 80 nos	130 Stalls x 2 = 260 no. participants + 30 no. of cultural artists = 290 nos.	Guests and Officials = 50 nos.	130 Stalls x 2 = 260 no. participants + 30 no. of cultural artists = 290 nos.	
	Menu – Idli& Vada Ghuguni , Chatni & Tea	Menu - Rice, Roti, Dal, Tomato khajur Khatta, Chicken Curry ,Sagamuga, Paneer Mix veg , Salad, Papad	Veg Soup, Fried rice, Roti, Dalfry, Mushroom, Chicken Curry , Fish Dopiaja Paneer Mix Veg , Khata or Dahi- baigan , ,Papad, Payas , Rasogola	Samosa -1 Aloo chop – 1 Veg. Chop – 1 Vada-1 Sweet - 1	Samosa -1 Aloo chop – 1 Veg. Chop – 1 Vada-1 Sweet - 1	Menu - Rice, Roti, Dal, Phol Kobi-curry, Khatta, Mix Bhaja , Salad, Papad.	
DAY – 7 16-12-2026 Wednesday	130 Stalls x 2 = 260 no. participants	130 Stalls x 2 = 260 no. participants + 30 no. supervising officials = 290 nos.	Nil	130 Stalls x 2 = 260 no. participants + 30 no. of cultural artists = 290 nos.	Guests, Press, Media and Officials = 150 nos.	130 Stalls x 2 = 260 no. participants + 30 no. of cultural artists = 290 nos.	
	Menu – Upama&Ghuguni Tea	Menu - Rice, Roti, Dal, Mix Bhaja , , Fish curry, ,Paneer Mix veg , Tomato khajur khata , Salad, Papad	Nil	Menu – Samosa -1 Aloo chop – 1 Veg. Chop – 1 Vada-1 Sweet - 1	Menu – Samosa -1 , Kaju 30gm, Kookies 2 pcs Lays -15 gm, Almonds 25 gm Sandwich -1, Steam cake -1 , Sandesh -1 with mineral water bottle out of which 25 nos.@500 ml Per bottle balance with 200 ml bottle.	Menu - Rice, Roti, Dal, Mix Veg curry, Bhendi/Bean bhaja, Khatta, Salad, Papad	Rs.....

N.B: Special evening snacks should be served in hot case with Tea & Coffee vending machine. Food and beverages to be served in time in consultation with SMPB officials. Good quality disposal plates, paper-packets, paper plates, napkins and glasses are to be used. Timely service of food and beverages to stalls, guests etc. is responsibility of the Event Manager. Food serving boys should in proper uniform, wearing disposable hand gloves and cooking cap.

ANNEXURE-V – FINANCIAL BID FORMAT

The bidder shall quote item-wise amounts. Financial evaluation shall be based on the total evaluated price excluding applicable taxes. The bidder shall not quote a single undifferentiated lump-sum amount without the required item-wise breakup.

Sl. No.	Description	Amount (₹)
1	Ground preparation, cleaning, levelling and site restoration	[•]
2	Venue infrastructure and participant/special stalls	[•]
3	VIP room and SMPB office-cum-help desk	[•]
4	Food courts, conference/workshop venue and stage/green room	[•]
5	Water, toilets, sanitation and waste management	[•]
6	Breakfast, lunch, dinner, snacks, tea and approved catering	[•]
7	Brochures, invitations, certificates, folders, passes, trophies, bouquets and related printing	[•]
8	Publicity, media, hoardings, social media, TV/FM and mobile campaign	[•]
9	Flex banners, facias, kiosks, cut-outs, layout boards and I-cards	[•]
10	Conference/workshop logistics and resource-person arrangements	[•]
11	Cultural and entertainment programmes	[•]
12	Sound, lighting, video, photography, projectors/screens and technical operations	[•]
13	Generator/power backup	[•]
14	Herbal tea distribution	[•]
15	First-aid/medical facility	[•]
16	Accommodation and conveyance	[•]
17	Manpower, security, fire safety and ground maintenance	[•]
18	Permissions, insurance and statutory compliances	[•]

19	Event management, coordination, dismantling and miscellaneous approved activities	[•]
20	TOTAL QUOTED PRICE (excluding applicable GST)	[•]
21	Applicable GST	[•]
22	TOTAL CONTRACT PRICE (including GST)	[•]
Amount in words (excluding applicable GST): Rupees only.		

Note: Applicable GST shall be shown separately. No claim for taxes other than those admissible under the tender/contract shall be entertained.

ANNEXURE-VI – BID SECURITY DECLARATION

I/We hereby declare that the bid submitted by us shall remain valid for the prescribed period and that, if we withdraw or modify the bid during its validity, or if we are selected and fail to sign the contract or furnish the required Performance Security within the prescribed time, the consequences specified in the tender document and applicable OGFR provisions shall apply.

Place: _____

Date: _____

Signature & Seal: _____





OFFICE OF THE DIVISIONAL FOREST OFFICER & WILD LIFE WARDEN, CITY FOREST DIVISION,

AT: - GREENPARK NURSERY, PO: - SAHEEDNAGAR,

BHUBANESWAR- 751007, E-mail: - dfocity@gmail.com

To be filled in and signed by the Bidder and uploaded along with the Technical Bid. The bidder shall indicate compliance against each requirement and clearly mention the relevant page number/document reference in the bid.

Name of Bidder / Agency		Tender / RFP Reference No.	
Registered Address		Contact No. / E-mail	
PAN		GSTIN	
Authorised Signatory		Date	

Sl. No.	Technical Requirement / Condition	Compliance (Yes/No)	Document / Page Reference	Bidder's Remarks
1	Duly filled and signed Tender / RFP Application Form as prescribed by DFO City Division.			
2	Technical Bid is submitted in the office of the Divisional Forest Officer, City Forest Division, Bhubaneswar within the stipulated date and time.			
3	Tender fee paper cost, shall be paid in the prescribed manner and proof is to be enclosed.			
4	EMD has been furnished in the prescribed form and amount, or valid exemption proof has been submitted, wherever applicable.			
5	Copy of valid PAN Card enclosed.			
6	Copy of valid GST Registration Certificate enclosed.			
7	Income Tax Returns / relevant financial documents for the prescribed period furnished.			
8	Audited financial statements / turnover certificate for the prescribed period furnished.			
9	Bidder meets the minimum annual turnover requirement prescribed in the RFP and documentary evidence is enclosed.			
10	Bidder has the required experience in organising/managing similar events, exhibitions, trade fairs or Government/PSU/statutory-body events as prescribed in the RFP.			
11	Copies of relevant Work Orders / Agreements and Completion / Performance Certificates, wherever prescribed, are enclosed.			
12	Bidder has submitted documentary evidence of experience for evaluation under the Technical Evaluation Criteria.			
13	Bidder has submitted the proposed event concept / creative theme / innovation proposal as required for technical evaluation.			
14	Bidder has submitted the proposed layout plan/design showing stalls, stage, food court, office/help desk, conference/workshop facilities, circulation, entry/exit and other required arrangements.			
15	Bidder has submitted details of proposed décor, props, branding, sound, lighting and allied event infrastructure as required.			
16	Bidder has submitted details of proposed manpower / event-management team and arrangements for supervision and coordination.			
17	Bidder undertakes to arrange all infrastructure and services included in the Scope of Work, including ground preparation, stalls and allied facilities.			
18	Bidder undertakes to provide food, refreshments and catering services as per the approved menu/quantity/quality requirements and instructions of SMPB.			
19	Bidder undertakes to provide publicity, media, social-media, banners, flex, kiosks, I-cards and other publicity materials as specified.			
20	Bidder undertakes to arrange conference/workshop facilities, resource persons/logistics and other associated requirements as specified.			
21	Bidder undertakes to arrange cultural/entertainment programmes and associated stage, light and sound requirements as specified.			
22	Bidder undertakes to provide sound, lighting, video/photo coverage, display screens/projectors and other AV facilities as specified.			
23	Bidder undertakes to provide generator / emergency power supply with fuel and operation as required.			

Sl. No.	Technical Requirement / Condition	Compliance (Yes/No)	Document / Page Reference	Bidder's Remarks
24	Bidder undertakes to provide first-aid/emergency medical arrangements as specified and comply with directions of competent health authorities.			
25	Bidder undertakes to provide accommodation and conveyance arrangements for participants/resource persons, wherever included in the Scope of Work.			
26	Bidder undertakes to maintain cleanliness, sanitation, drinking water, dustbins and housekeeping arrangements throughout the event.			
27	Bidder undertakes to provide adequate fire-safety arrangements, fire-fighting equipment/personnel and obtain required fire-safety clearance/permission.			
28	Bidder undertakes to provide adequate security arrangements through an eligible/reputed agency, wherever required.			
29	Bidder undertakes to obtain/pay for all permissions, licences, statutory approvals and deposits required for execution of the event, as applicable.			
30	Bidder undertakes to maintain valid event/public liability/participant/property insurance wherever prescribed or required by law/authority.			
31	Bidder confirms compliance with applicable labour laws, minimum wages, EPF/ESI and other statutory requirements for deployed personnel, as applicable.			
32	Bidder confirms that it is not blacklisted/debarred by the Government, Government organisation, PSU or other competent authority, as applicable under the RFP.			
33	Bidder confirms that the information/documents submitted are true, correct and verifiable and accepts liability for false or misleading information.			
34	Bidder confirms absence of conflict of interest and undertakes to disclose any actual/potential conflict as required by the RFP.			
35	Bidder undertakes not to engage in canvassing, undue influence or any practice prohibited under the tender conditions.			
36	Bidder accepts the prescribed bid validity period and agrees to keep the offer valid for the stipulated period.			
37	Bidder accepts the prescribed Performance Security / Security Deposit provisions and undertakes to furnish the same within the stipulated time if selected.			
38	Bidder accepts the payment terms, applicable deductions/taxes and requirement of submission of bills, supporting documents and completion/performance certification.			
39	Bidder accepts the provisions relating to inspection, monitoring, quality control and directions of SMPB during preparation and conduct of the event.			
40	Bidder accepts the provisions relating to liquidated damages / deductions / recovery / forfeiture / termination for failure or default, wherever prescribed.			
41	Bidder accepts the Force Majeure provisions and related notice/mitigation requirements.			
42	Bidder accepts the dispute-resolution / jurisdiction provisions contained in the RFP.			
43	Bidder has examined the complete RFP, Scope of Work, schedules, annexures and corrigenda/addenda, if any, and has no material deviation except those specifically disclosed in the bid.			
44	Bidder agrees that no condition, qualification or deviation contrary to the RFP has been inserted in the Technical Bid.			
45	All mandatory undertakings/declarations prescribed in the RFP have been duly signed and uploaded.			
46	All documents submitted are legible, complete, valid and properly indexed for verification.			
47	Bidder agrees to produce original documents for verification whenever called for by SMPB / Tender Inviting Authority.			
48	Bidder accepts that SMPB may seek clarification/documentary verification in accordance with applicable procurement rules and the RFP.			
49	Bidder accepts the right of SMPB to reject the bid for non-compliance with mandatory eligibility/technical requirements in accordance with the RFP and applicable rules.			
50	Overall Technical Bid Compliance: Bidder certifies that all mandatory technical and eligibility conditions of the RFP have been complied with.			

BIDDER'S DECLARATION

I/We hereby certify that the information furnished in this Self-Evaluation Sheet is true and correct, and that the documents cited against each requirement have been uploaded with the Technical Bid. I/We understand that any false statement, concealment of material information, forged/invalid document, or material non-compliance may render the bid liable for rejection and may attract action as per the tender conditions and applicable Government rules.

Name of Firm/Agency		Name of Authorised Signatory	
Designation		Signature	
Place		Date	
Seal of Firm/Agency		Mobile No.	
E-mail			