



OFFICE OF THE DIVISIONAL FOREST OFFICER, SAMBALPUR DIVISION  
E. Mail [dfo.Sambalpur@odisha.gov.in](mailto:dfo.Sambalpur@odisha.gov.in)

No. 910 /1F, Dated, Sambalpur the Dt. 09.03.2026

**TENDER CALL NOTICE**

Divisional Forest Officer, Sambalpur Forest Division 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 **Regional Kalinga Herbal Fair 2025-26** proposed to be held within the jurisdiction of Sambalpur Forest Division at Sambalpur (**probably from 07<sup>h</sup> April to 9th, April, 2026**) with a capacity of 60 stalls.

General terms & conditions and instructions to bidders can be downloaded from [www.odishaforest.in](http://www.odishaforest.in) / <https://sambalpur.odisha.gov.in> / [smpbodisha.in](http://smpbodisha.in)

**GENERAL TERMS AND CONDITIONS AND INSTRUCTIONS TO BIDDERS**

1. The bid document can be downloaded from the website [www.odishaforest.in](http://www.odishaforest.in) / <https://sambalpur.odisha.gov.in> / [smpbodisha.in](http://smpbodisha.in) or, can be obtained from Office of the Divisional Forest Officer, Sambalpur Division in working hours before the last date of receipt of bids.

**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. 2,000/- (Two thousand) drawn in Favour of “The Divisional Forest Officer, Sambalpur Forest Division” of any scheduled bank, payable at Sambalpur 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 Fifty Thousand, (**Rs.50,000/**) in favour of “The Divisional Forest Officer, Sambalpur Forest Division” Payable at Sambalpur. (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 Regional Kalinga Herbal fair 2025-26, Sambalpur Division by the bidder as per the Tender Criteria.)

- Copy of the PAN Card and Copies of the Income Tax Returns duly filed for the last 3 years.
- GST Registration Certificate and last 6 months up to date returns.
- Copies of work orders and expertise in the last 3 years (including current year) in respect of managing at least three single event Exhibitions, Similar Herbal Fairs/Trade Fairs of Govt. Bodies /PSUs /Statutory Corporations in Odisha of Govt. Organisations having minimum value of Rs.4.8 lakh (Rupees four lakh eighty thousand) OR Two similar works costing not less than the amount equal to Rs.6.00 Lakhs (Rupees Six Lakhs) OR One similar work costing not less than the amount equal to Rs.12.00 Lakhs (Rupees Twelve Lakhs). Bidder must show and submit the Photo copies, CDs thereof showing credentials of experience in organising/management of Exhibitions, similar Herbal Fairs/Trade Fairs of Govt. Bodies /PSUs /Statutory Corporations in Odisha.
- Copies of the Annual Audited Balance sheets filed with Income Tax Dept and Registrar of Companies (For Companies registered under Company's Act), showing a Minimum Annual Turnover of Rs.20.00 Lakhs in the last three financial years 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 detailed in the tender document.
- Undertaking as specified in item No.19 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 Divisional Forest Officer, Sambalpur Forest Division. It is the sole responsibility of the firm.
  - b) Stall rent collected shall be deposited with the Divisional Forest Officer, Sambalpur Forest Division before commencement of the Fair as per mandate of State Medicinal Plants Board (SMPB).

Number of participants and Fee towards stall rent 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 viewed strictly and if booking is done by the Event Manager, it will be decided as non-occupancy at the risk of the Event Manager.

SL No.	Category	No. of stalls	Fees for participation
1.	Traditional Healers (Vaidyas, Unani etc.)	40	1,500/-
2.	SHG/VSS	5	1,500/-
3.	Pharmaceuticals Co /Manufacturers etc.	4	3,000/-
4.	Medicinal Plants Traders	2	3,000/-
5.	NGOs	1	2,000/-
6.	Govt/PSUs	5	2,500/-
7.	Medicinal Plants cultivators/ farmers	2	1,000/-
8.	Yoga Stall	1	500/-
	<b>Total</b>	<b>60</b>	

- c) Stall rent collected by the Event Manager from the participants shall not be more than the rate fixed by SMPB as above and the total cost obtained must be deposited by the 1st day of the event period with the DFO, Sambalpur Forest Division SMPB account.
- d) Payment of the bills will be as per the actual occupancy of the stalls only on a proportionate basis and no payment 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 cover (Wax/Tape sealed only) super scribing on the cover as **“Quotation for Regional Kalinga Herbal Fair, Sambalpur Forest Division -2025-26”**.
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 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 90 days from the specified date of closing.
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 the DFO, Sambalpur Forest Division. The scope and requirement of the work shall be increased or decreased by the said Authority as per requirement given by SMPB from time to time.
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 the office of the Divisional Forest Officer, Sambalpur Forest Division.
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, duly sealed should be addressed to “The Divisional Forest Officer, Sambalpur Forest Division” and should reach the Office on/or before 16:00 Hrs of 24<sup>th</sup> March, 2026 by registered post or Registered Couriers or by the bidder himself with valid I-Cards or through Authorised Person of the bidder with an Authorisation Letter and valid I-Card. First the Technical bids will be opened at 16.00 Hrs on 25<sup>th</sup> March, 2026 and only those financial bids which have qualified technically will be opened next.**
13. No reasons for delay in delivery of bids in DFO, Sambalpur Forest Division Office shall be entertained.

14. DFO, Sambalpur Forest Division Office 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.

15. 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) & Income Tax Returns* etc. for verification. Failure to produce the Originals shall lead to the disqualification of Technical Bid.

16. 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.

17. **Award Criteria:** The work shall be awarded to the technically qualified bidder/agency quoting the lowest amount in the **Financial Bid**. In case the lowest amount thus quoted is identical in case of more than one bidder, then the contract will be awarded to the bidder whose experience in conducting such event is more.

18. Any form of canvassing shall lead to disqualification in bidding. The DFO, Sambalpur Forest Division 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.

19. 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.

20. **Budgetary limit:** Rs.12.00 Lakh. (including GST 18%).

21. Event Managers must have sound and wholesome experience in organising such Exhibitions and other such Herbal Trade Fairs of Governments, PSUs, Statutory Govt. Boards/Corporations etc.

22. **Payment Terms:** The Final payment shall be made by the DFO, Sambalpur or his sub disburser after submission of invoice and will be released through RTGS/NEFT after deducting IT, GST & TDS as applicable. No advance will be given; however, payments will be released on successful completion of work in the following manner,

(i) 50% on construction of stalls (to be completed one day before the day of inauguration of the function).

(ii) 25% on completion of 1st day of the fair.

(iii) Balance 25% on removal of material (Infrastructure) from the ground.

23. The Divisional Forest Officer, Sambalpur Forest Division 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. **Unrealistic quotes of throw away prices without proper assessment and application of mind shall be rejected by the Committee.**

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

**25. Cancellation by default:**

The Divisional Forest Officer, Sambalpur Forest Division 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.

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

If the successful Bidder/Agency refuses/fails to accept the Work Order issued by DFO, Sambalpur Forest Division 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 the L2 bidder and the financial loss sustained shall be recovered from the L1 bidder.

**27. 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 DFO, Sambalpur Forest Division 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.

**28. Black listing:** 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 DFO, Sambalpur Forest

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

**29. 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.

**30. 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.

I have read and understood all terms and condition and agreed upon.

**Contact details: Mob-+919437018866 / 9348073289.**

**& e-mail- [dfo.sambalpur@odisha.gov.in](mailto:dfo.sambalpur@odisha.gov.in)**

  
09/3/26  
Divisional Forest Officer  
Sambalpur Forest Division  


**ANNEXURE- 1**

**OFFICE OF THE DIVISIONAL FOREST OFFICER, SAMBALPUR FOREST DIVISION**  
**AT/PO-Jail Chowk-768001, E. Mail dfo.sambalpur@odisha.gov.in**

**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 :  
(Registered Office & Branch Office)  
(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



**ANNEXURE-2**

**Letter Head of the firm  
Financial Bid**

<b>Items of Expenditure in KALINGA HERBAL FAIR 2025-26, Sambalpur Forest Division</b>		
<b>Sl. No</b>	<b>Items-wise detailed Works in the Event</b>	<b>Quoted Amount (Rs.)</b>
1	<b><u>GROUND PREPARATIONS</u></b>	
	Ground Preparations, cleaning & Levelling charges etc.	
2	<b><u>INSTALLATION OF INFRASTRUCTURE</u></b>	
	60 numbers of water-proof roofed stalls of dimension 10ft x10ft having new white cloth covering on three sides with metallic/wooden platform, racks, wooden counter table with 2 chairs per stall along with green mats 15ft wide in front of the welcome gate and every stall.	
	2 nos. of Stalls for demonstration of equipment and free health check-up camp by Department of AYUSH with infra-structure required.	
	An office room of 15' x 10' for SMPB Office-cum-Help Desk with all official equipment like tables, chairs, computer/Laptop with internet facility, sofa for VIP guests, sound system, microphone etc with 2 nos. of attendants.	
	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 hall at the venue with appropriate logistics accommodating 200 to 250 guests and participants for conducting conference and workshop.	
	A stage of dimension 40 ft x 20 ft with 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 Numbers of good type chairs and public addressing system in front of the stage and ten in the green room.	
	Provision of a Hygienic Food Court on the ground with adequate number of dining tables, chairs, dining plates, drinking glasses, paper napkins etc with good looking green mats on the floor.	
	Medicinal Plants Photo Gallery (With 100 Numbers of Photos & Frames).	
	A well-stocked fenced Demo Herbal Garden of 25ft x15ft with minimum 50 important and flagship Medicinal Species of Odisha mentioning necessity for different diseases and looking like natural garden with required no of attendants to meet people's query.	
	Diagrammatic representation of drugs for different diseased body organs (size 7'x6') with well covered roof and 3 side walls able to face normal wind flow.	
	Fire safety management as per Govt. rules and provision of law for entire 4 days.	
	Sufficient entry and exit gates, out of which one will be ethnic gate.	
	Provision of barricade around the venue.	
	Separate provision of toilets and sufficient water provision for both gents and ladies.	

3	<b><u>BREAKFAST, LUNCH, DINNER AND SNACKS ETC.</u></b>	
	Highly Hygienic, Vegetarian/Non vegetarian Food for 3 days	
4	<b><u>BOOKS, BROCHURES AND CERTIFICATE ETC</u></b>	
	Event and Venue specific brochures: 3,000 Numbers	
	Printing of 200 nos. of Invitation Cards with programme and distribution	
	Printing of Certificate with legible writing and distribution of certificates for all participants and awardees as under.	
	Stall participants = 60 Numbers	
	Awardees = 7 Numbers	
	Printing of 20 nos. of VIP pass for vehicles involved with the Regional KHF, 2025-26	
	100 sets of Biodegradable paper folders containing Note Pad, Dot pen etc. for providing to press/media and other dignitaries during the Inaugural and Closing 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 KHF.	
	Shields, trophy and uttariya etc. for 7 (seven) Awardees (one each out of category mentioned above).	
	Provision of guest specific flower bouquets for guests and resource persons attending Seminar/Workshop, Inaugural and closing ceremony	
5	<b><u>PUBLICITY MANAGEMENT AND COORDINATION OF EVENT</u></b>	
	After placement of work, the details to be submitted to SMPB before 3 days of commencement of the fair.	
	50 Scroll per day in 3 nos. Renowned TV channels	
	Inserts in Newspapers for total 3 days: 1 day before the fair & 2 days during the fair days (leaflets in total 10,000 Numbers) & Mic announcement before and during KHF.	
6	<b><u>FLEX BANNERS, KIOSKS, ADVERTISING AND I. CARD ETC.</u></b>	
	Flex Banners with their individual facia of 10ft x 4ft for all 60 stalls and Free Health Check-up Camp, Office-cum-Help Desk of SMPB etc. as per the prescription of SMPB including stall serial numbering.	
	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 as per mandate of SMPB.	
	I-cards to all participants and official staff (approximately 100 participants + 30 others= 130) duly signed by the DFO, Sambalpur.	
	(b) Cost towards remuneration @ Rs. 1500/- per Resource Person for 3 days. (3 days X 3 Resource Person) during conference/workshop	
7	<b><u>CULTURAL PROGRAMMES</u></b>	
	· Traditional folk dance duly well dressed with drum music prevailing Sambalpuri, Chhau & Local folk music and in both inaugural & closing ceremonies.	
	· Appropriate Cultural and Entertainment Programmes for all evenings. (TOTAL 3 DAYS) Like traditional dance & melodious songs in consonance with local culture. Programme of each day with time to be submitted 5 days before commencement of fair approval.	

8	<b>LIGHT, SOUND, VIDEO ETC.</b>	
	JBL-SRX speakers - 8, JBL Monitors with matching amplifiers - 2, Cordless Microphones (Shure/Sony/Senheiser/Studiomaster) – 3, 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 3 days.	
	2 nos. of LCD Projectors with Two large display screens and 2 nos. of operators.	
9	<b>GENERATOR</b>	
	Soundless generator for emergency power-shedding including fuel and operating charges.	
10	<b>SERVING EVENING HERBAL TEA</b>	
	Supply of 1000 no of herbal teas free of cost to the visitors daily during evening hours in small disposable/biodegradable cups through direct supervision of the designated staff of DFO, Sambalpur.	
11	<b>FIRST AID</b>	
	First Aid Centre for emergency treatment with 1 no. Allopathic Doctor and a Pharmacist for all 3 (three) days Doctor duly deputed by CDMO.	
12	<b>ACCOMODATION &amp; CONVEYANCE ETC.</b>	
	Moderate comfortable accommodation for two persons per stall for Three(3) days nearer to Venue.	
	Providing conveyance to the participants from place of lodging to fair @ 2 Persons/Stall.	
13	<b>MAINTENANCE OF GROUND etc.</b>	
	Deployment of two assistants. One of them to the Help Desk and another for the office room created.	
	Deployment of adequate number of assistants for management of conference hall, stage, health check-up camp etc.	
	Provision of Drinking Water jars with disposable glasses to each line of the stalls, conference hall, office, health check-up camp, dining location etc.	
	Provision of 2 Numbers of dustbins to each line of the stalls, conference hall, SMPB office, health check-up-camp etc.	
	Adequate provision of <i>Safai Karma Charis</i> to keep the ground all along clean.	
14	<b>FIRE FIGHTING</b>	
	Round the Clock Firefighting measures as per Govt. rules and regulations prevailing in the state with devoted service of Fire and adequate water facility.	
15	<b>SECURITY</b>	
	Round the clock adequate Security guard's deployment from Registered and Reputed Agencies. The security agency should ensure that no participants, visitors, officials etc. enter in to the venue without mask.	
16	<b>SANITIZATION</b>	
	Proper sanitizer should be made available at the entrance of the venue to all the participants, visitors etc. as per prevailing Government Rules.	
17	<b>MISC ACTIVITIES</b>	
	Permission from TPWODL by Official deposits for Ground lighting, decorative light fittings and appropriate Stall lighting.	
	Event Insurance (Public, Participants and Property etc)	

	All necessary and statutory permissions from government departments for organising the event.	
	Any other and all other related/miscellaneous Activities/Works pertaining to the event.	
	Ensuring attendance of participants and Resource persons for each conference during the Fair.	
	Event Management and Coordination charges. (to be given to Event Manager)	
	<b>GRAND TOTAL (in figures and words)</b>	

**Place:**

**Date:**

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



ANNEXURE-3

**UNDERTAKING**

I/We ..... hereby undertake to abide sincerely by all rules, regulations and laws of land for the responsibilities assigned by the Divisional Forest Officer, Sambalpur Division 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.

**Place  
Date**

**Signature & Seal of the Bidder**

**END OF THE TENDER DOCUMENT AT THIS 13<sup>TH</sup> PAGE**

  
09/3/26.  
**Divisional Forest Officer**  
**Sambalpur Forest Division**