



STATE MEDICINAL PLANTS BOARD, ODISHA

(Forest & Environment Department, Govt. of Odisha)

Mayur Bhawan, Sahid Nagar, Bhubaneswar, Pin-751007

Tel:+91674-2954911, E-mail:smpliborissa@gmail.com

Letter No: 22 / 2021/SMPB_ (02/2021)

Dated: 04.02.2021

TENDER NOTICE

SMPB invites bids in two bid system from interested Event Manager who can comply with the terms and conditions and scope of work, as detailed below for hiring services of an agency to organise the **13th State Level Kalinga Herbal Fair 2020-21** from **16.03.2021 to 22.03.2021** having 120 Stall Capacity at IDCO Exhibition Ground, Unit-III, Bhubaneswar.

General terms & conditions and instructions to bidders can be downloaded from www.odisha.gov.in (tenders.gov.in) OR 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 (tenders.gov.in) or OR 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 KHF 2020-21 at Bhubaneswar by the bidder as per the Tender Criteria.)
- Copy of the Income Tax PAN Card and Copies of the Income Tax Returns duly filed for the last 3 years.

- Copies of work orders in respect of managing at least one single event of Govt. Organisations having minimum value of Rs.15.00 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 Dept and Registrar of Companies (For Companies registered under Company's Act), showing a Minimum Annual Turnover of Rs.50.00 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 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.
- **Proposal should be as per Covid -19 Guidelines issued by Government of Odisha.**
- 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 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.

SL No.	Category	No.of stalls	Fees for participation
1.	Traditional Healers(Vaidyas,Unani 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	10	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	As per category or decision of CEO, SMPB
	Total	120	

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 2nd day of the event period to SMPB Office.

- 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 13th State Level Kalinga Herbal Fair, Bhubaneswar - 2021”.**
- 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 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, duly sealed should be addressed to “ The Chief Executive, State Medicinal Plants Board, Odisha, Forest & Environment Department, Mayur Bhawan, Sahid Nagar – 751007, Bhubaneswar, Odisha and should reach the bid accepting desk of SMPB Odisha Office on/ or before 16:00 Hrs of 18.02.2021 (Thursday) 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.**
- 13 **Technical bids will be opened at 11.00 AM on 19.02.2021 (Friday)** 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 bidders’ representatives who choose 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’s representatives who choose 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:

$$S = St \times 70\% + Sf \times 30\%.$$

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,

- (a) invite the second-ranked bidder and negotiate upon the following scenario, or
- (b) take any such measure as may be deemed fit in 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.

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	February 5 th 2021
2.	Last Date for Submission of Bids	February 18 th 2021, 4.00 PM
3.	The date for Opening of Technical Bids	February 19 th 2021, 11.00 AM
4.	The date for Presentation	February 19 th 2021, 11.30 AM
5.	The date for Opening of Financial Bids	February 19 th 2021, 01.00 PM

*Venue of the Presentation & Opening of bid:

Office of the Project Director, WFP -cum- State Mission Director, Odisha Bamboo Development Agency, Odisha, Prakruti Bhawan, BDA Apartment, 4th floor, Nilakantha Nagar, Nayapalli, Bhubaneswar-751012.

20. EVALUATION CRITERIA:

Sl. No.	Criteria	Marks	Document/ Evidence Required
1	Relevant experience of Agency in undertaking similar work: 1. similar assignment - 10 marks 2. similar assignments- 20 marks 3 .similar assignments- 30 marks 4. More than 3 similar assignments- 40 marks	40	Work Order/ Client Certificate/ Completion Certificate/ Certificate from Statutory Auditor/
3	Technical Presentation: Evaluation of Creative Theme and Innovation	40	
5	Layout Design, Décor, Props, Sound & Lighting effects	20	
Total		100	
Passing Marks		70	

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

(v) Balance on removal of material (Infrastructure) from the ground.

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
13th State Level Kalinga Herbal Fair, 2021 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)
 - etc.

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

13th STATE LEVEL KALINGA HERBAL FAIR 2021, BHUBANESWAR**Financial Bid**

Item Sl.No	Items-wise detailed Works in the Events	Amount quoted (in Rs.)
1.	<p><u>GROUND PREPARATIONS</u> Ground Preparations, cleaning & Levelling charges etc.</p>	
2.	<p><u>INSTALLMENT OF INFRASTRUCTURE</u></p> <ul style="list-style-type: none"> • 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 and 1 no. of ceiling fan per stall • 15 nos. of Special Stalls 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. • 5 number of foodstall • 2 nos. of stalls for SMPB Office-cum-Help Desk with all official equipments like tables, chairs, computer/ Lap top 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 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 as per requirement. • 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 nos of chairs and public addressing system in front of the stage and ten in the green room. • Provision of a Hygienic Food Court with 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 nos of Photos & Frames). • A well stocked fenced Demo Herbal Garden of 25ft x15 ft with minimum 50 important and flagship Medicinal Species mentioning 	

	<p>necessity for different diseases and looking like natural garden with required no of attendants to meet propels query.</p> <ul style="list-style-type: none"> • 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 7 days. • Sufficient entry and exist gates, out of which one ethnic gate. • Provision of barricade around the venue. • Separate provision of toilets and sufficient water provision for both gents and ladies. 	
3.	<p><u>BREAKFAST, LUNCH, DINNER AND SNACKS ETC.</u></p> <p>Highly Hygienic, Modest but Sumptuous Vegetarian Food as detailed in Annexure – 4.(Day wise details of menu etc)</p>	
4.	<p><u>BOOKS , BROCHURES AND CERTIFICATE ETC</u></p> <ul style="list-style-type: none"> • Event and Venue specific brochures:3,000 nos • Printing of 200 nos. of Invitation Card with programme and distribution • Printing of Certificate legible writing and distribution of certificates for all participants and awardees as under <ul style="list-style-type: none"> Stall participants =120 nos Awardees = 20 nos Total=140 nos • Printing of 20 nos. of VIP pass for vehicles evolved with 13th KHF, 2021. • 100 sets of Plastic 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. • SEALS, TROPHY, UTTARY etc. for 20 Awardees • Provision of GUEST-SPECIFIC FLOWER BOUQUETs for guests and resource persons attending Seminar/Workshop, Inaugural and closing ceremony. 	
5.	<p><u>PUBLICITY MANAGEMENT AND COORDINATION OF EVENT</u></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"> • 1,00,000 SMS in Mobile Networks & E. Posters on Cable TV • 50 Scrolls per day in 5 nos. Renowned TV channels like OTV, ETV 	

	<p>Odiya, ZEE Kalinga, Kanak TV and News7 in prime time. Day and time etc be intimated before 3 days to SMPB for intimation and approval</p> <ul style="list-style-type: none"> • 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. • Cost of Auto stickers for 100 Auto and Charges for Auto owners before 10 days of commencement of fair i. e. from 06.03.2021. • Inserts in News papers for total 7 days : 1 day before the fair & 6 days during the fair days (leaf lets in total 10,000 nos) 	
6.	<p><u>FLEX BANNERS, KIOSKS ,ADVERTISEMENT AND I.CARD ETC.</u></p> <ul style="list-style-type: none"> • 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. • 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 in peripheral jurisdiction of Bhubaneswar town preferably in Municipality are for 8 days before a day of closing of fair covering a distance about 2300-2500 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. • 15 Cut outs fitted with flex banners minimum of size 6ft X 4ft in different location of Bhubaneswar & Cuttack with due permission of respective Municipalities/ authorities before 15 days of commencement of the fair (Annexure-5). • Printing 2000 nos. of A-3 coloured glued posters with fixing charges in different Enclaves/Apartments, Lifts, Offices both Govt. and Corporate offices, Cinema Halls and other public places etc. • I-cards to all participants and official staff in consultation SMPB (Approximately 240 participants + 30 others = 270 nos) duly signed by the Dy. CF of SMPB. 	
7.	<p>(a) Suitable venue to conduct 3 (three) conference /workshops involving 50-60 participants and resource persons each day with appropriate facilities, flower bookie and logistics. (Supply of one Plastic Folder + one Pen + one Pad with SMPB Logo) Lunch, Tea, Snacks and cost of assistant 3(three Backdrops for respective work of each day must find place with good cultural environment).</p> <p>(b) Cost towards remuneration @ Rs. 1,500/- per Resource Person for 5 days (5 days X 3 Resource person) during conference/workshop</p>	

8.	<p><u>CULTURAL PROGRAMMES</u></p> <ul style="list-style-type: none"> • Traditional folk dance duly well dressed with drum music prevailing Sambalpuri music in both inaugural & closing ceremonies. <ul style="list-style-type: none"> • Appropriate Cultural and Entertainment Programmes for all evenings.(TOTAL 7 DAYS) Like traditional dance & melodious songs in consultation with SMPB. Programme of each day with time to be submitted 5 days before commencement of fair for approval. 	
9.	<p><u>LIGHT, SOUND, VIDEO ETC.</u></p> <ul style="list-style-type: none"> • JBL-SRX speakers - 8, JBL Monitors with matching amplifiers - 2, Cordless Microphones (Shure/Soney/Senheiser/ Studiomaster) – 3, Effect Processor, Equalizer, Mixer, Digital Set up, Snake Cables, Sub-Woofers (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. 	
10.	<p><u>GENERATOR</u></p> <ul style="list-style-type: none"> • Soundless generator for emergency power-shedding including fuel and operating charges. 	
11	<p><u>SERVING EVENING HERBAL TEA</u></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><u>FIRST AID</u></p> <ul style="list-style-type: none"> • First Aid Centre for emergency treatment with 1 no. Allopathic Doctor and a Pharmacist for all 7 (Seven) days Doctor duly deputed by CDMO. 	
13.	<p><u>ACCOMMODATION & CONVEYANCE ETC.</u></p> <ul style="list-style-type: none"> • 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. 	
14.	<p><u>MAINTENANCE OF GROUND etc.</u></p> <ul style="list-style-type: none"> • 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. 	

	<ul style="list-style-type: none"> • Provision of 2 nos of dustbins to each line of the stalls, conference hall, smpb office, health check up -camp etc. • Adequate provision of <i>Safai Karmacharis</i> to keep the ground all along clean. 	
15.	<p><u>FIRE FIGHTING</u></p> <ul style="list-style-type: none"> • 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. 	
16.	<p><u>SECURITY</u></p> <ul style="list-style-type: none"> • Round the clock adequate Security guards deployment from Registered and Reputed Agencies. 	
17.	<p><u>MISC ACTIVITIES</u></p> <ul style="list-style-type: none"> • Permission from CESU 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. • Provision of female Anchor both for inaugural and closing ceremony. • Attend instruction(s) of SMPB management as and when required. 	

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

For Bhubaneswar Total Amount Quoted (In Rs.): in words & Figures

Place:

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

Date:

UNDERTAKING

I/We hereby undertake to abide sincerely by
all rules, regulations and laws of land for the responsibilities assigned by STPI 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

•

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)	120 Stalls x 2 = 240 no. participants	120 Stalls x 2 = 240 no. participants + 10 no. supervising officials = 250 nos.	Nil	120 Stalls x 2 = 240 no. participants	Guests, Press, Media and Officials etc. = 100 nos.	120 Stalls x 2 = 240 no. participants	
	Menu – Upama & Ghuguni Tea	Menu - Plain Rice, Roti, Dal, Mix Veg, Saga muga, Mix Bhaja, Khatta, Salad, Papad,	Nil	Menu – Samosa -1 Aloo chop – 1 Veg. Chop – 1 Vada - 1 Sweet - 1	Menu – Samosa – 1 Sandwich -1 Steam cake -2 Spring roll-1 Cashew, cookies with mineral water bottle out of which 25 nos.@1 ltr. Per bottle balance with 200 ml bottle.	Menu - Rice, Roti, Dalma, Bhaja, Khatta, Salad, Papad	
DAY -2	120 Stalls x 2 = 240 no. participants	120 Stalls x 2 = 240 no. participants + 20 no. guests and supervising officials = 260 nos.	VAIDYAS' MEET	120 Stalls x 2 = 240 participants	Guests, Press, Media and Officials = 50 nos	120 Stalls x 2 = 240 participants	
	Menu – Idli/ Vada, Ghuguni/ Sambar and chatni Tea	Menu - Rice, Roti, Dal, Paneer mix veg, Alu phulkobi curry ,Khatta, Salad, Papad, Payas	Nil	Menu – Samosa -1 Aloo chop – 1 Veg. Chop – 1 Vada - 1 Sweet - 1	Menu – Samosa – 1 Veg chap-1 Vada - 1 Aloo chop - 1 Sweet -1	Menu - Rice, Roti, Dal, cabbage-peas curry, Aloo-dum, Salad, Papad	
DAY – 3	120 Stalls x 2 = 240 no. participants	120 Stalls x 2 = 240 no. participants + 10 no. supervising officials = 250 nos.	BUYER-SELLER MEET - Guests, Press, Media and officials = 65 nos.	120 Stalls x 2 = 240 no. participants	Guests, Press, Media and Officials = 50 nos.	120 Stalls x 2 = 240 no. participants	
	Menu – Puri and Aloo-dum Tea	Menu - Rice, Roti, Dal, Paneer mix veg, Mushroom curry , Dahi Baigan, Papad	Menu – Soup, Fried rice, Roti, Dal fry, Mushroom Masala , veg mix, Paneer , Papad, Khatta/ Dahi Baigan, Payas, Jilabi	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	Menu - Rice, Roti, Dal,Cabbage-mutter curry Mix Bhaja, Khatta, Salad, Papad	

DAY – 4	120 Stalls x 2 = 240 no. participants	120 Stalls x 2 = 240 no. participants + 10 no. supervising officials = 250 nos.	AYURVEDIC DOCTORS' MEET - Guests, Press, Media and officials = 65 nos.	120 Stalls x 2 = 240 no. participants	Guests, Press, Media and Officials = 50 nos.	120 Stalls x 2 = 240 no. participants	
	Menu – Chuda Santoda and Aloo-dum Tea	Menu - Rice, Roti, Dal, Cabbage-mutter curry, Saga muga Khatta, Salad, Papad	Menu – Veg Soup, Fried rice, Roti, Dal fry, Paneer, Cauli flower curry, Papad, Khatta or Dahi Baigan, Payas, Gulabjamun	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	Menu - Rice, Roti, Dal, Khatta, Mix -Veg , Papad	
DAY – 5	120 Stalls x 2 = 240 no. participants	120 Stalls x 2 = 240 no. participants + 10 no. supervising officials = 250 nos.	CINIOR CITIZEN SPECIAL MEET (30 nos) Guests ,press , media & Officials. Total -65 nos	120 Stalls x 2 = 240 no. participants	Guests, Press, Media and Officials = 50 nos.	120 Stalls x 2 = 240 participants	
	Menu – Upama & Ghuguni Tea	Menu - Rice, Roti, Dal, Veg. mix, Chana Masala, Khatta, Salad, Papad	Veg Soup , Fried rice , Roti, dalfry,Mushroom , paneer mix veg, papad, Khata or Dahi-baigan , Payas , Gulabjamun	Menu – Samosa -1 Aloo chop – 1 Veg. Chop – 1 Vada-1 Sweet - 1	Menu – Samosa – 1 Sandwich -1 Steam cake -2 Spring roll-1 Cashew, cookies with mineral water bottle out of which 25 nos.@1 ltr. Per bottle balance with 200 ml bottle.	Menu - Rice, Roti, Dal, cabbage-peas curry, Khatta, Salad, Papad	
DAY – 6	120 Stalls x 2 = 240 no. participants	120 Stalls x 2 = 240 no. participants + 10 no. supervising officials = 250 nos.	Woman SHG's MEET (30 nos) Guests, press, media & Officials. Total -65 nos	120 Stalls x 2 = 240 no. participants	Guests, Press, Media and Officials = 50 nos.	120 Stalls x 2 = 240 participants	
	Menu – Upama & Ghuguni Tea	Menu - Rice, Roti, Dal, Veg. mix, Chana Masala, Khatta,Paneer masala, Salad, Papad	Veg Soup , Fried rice , Roti, dalfry,Mushroom , paneer mix veg, papad, Khata or Dahi-baigan , Payas , Gulabjamun	Menu – Samosa -1 Aloo chop – 1 Veg. Chop – 1 Vada-1 Sweet - 1	Menu – Samosa – 1 Sandwich -1 Steam cake -2 Spring roll-1 Cashew, cookies with mineral water bottle out of which 25 nos.@1 ltr. Per bottle balance with 200 ml bottle.	Menu - Rice, Roti, Dal, cabbage-peas curry, Khatta, Salad, Papad	

DAY – 7	120 Stalls x 2 = 240 no. participants	120 Stalls x 2 = 240 no. participants + 10 no. supervising officials = 250 nos.	AYURVEDIC DOCTORS' MEET on Woman Diseases - Guests, Press, Media and officials = 65 nos.	120 Stalls x 2 = 240 no. participants	Guests, Press, Media and Officials = 100 nos.	120 Stalls x 2 = 240 participants	
	Menu – Upama & Ghuguni Tea	Menu - Rice, Roti, Dal, Veg. mix, Chana Masala, Khatta, Saga muga, Salad, Papad	Veg Soup , Fried rice , Roti, dalfry, Mushroom , paneer mix veg, papad, Khata or Dahi-baigan , Payas , Gulabjamun	Menu – Samosa -1 Aloo chop – 1 Veg. Chop – 1 Vada-1 Sweet - 1	Menu – Samosa – 1 Sandwich -1 Steam cake -2 Spring roll-1 Cashew, cookies with mineral water bottle out of which 25 nos.@1 ltr. Per bottle balance with 200 ml bottle.	Menu - Rice, Roti, Dal, cabbage-peas curry, Khatta, Salad, Papad	Rs.....
<i>N.B. 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 the responsibility of the Event Manager.</i>							