

STATE MEDICINAL PLANTS BOARD, ODISHA

(Forest & Environment Department, Govt. of Odisha)

Mayur Bhawan, Sahid Nagar, Bhubaneswar, Pin-751007

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Letter No:271 / 2017/SMPB_ (08/2017)

Dated: 29-08-2017

TENDER NOTICE

SMPB invites bids from interested persons / parties who can comply with the terms and conditions and scope of work, as detailed below to organise the 11th State Level (KHF)Kalinga Herbal Fair 2017-18 to be held from 05-11-2017 to 09-11-2017 with erection of 120 stalls at the IDCO Exhibition Ground, Unit-3, Bhubaneswar. The stalls and other constructions strictly to be erected as per SOP has to be completed two days before commencement of the KHF i.e. by evening of 3.11.17 to the satisfaction of SMPB and has to be dismantled by 11.11.17 positively.

General terms & conditions and instructions to bidders can be downloaded from www.odisha.gov.in (tenders.gov.in) and www.smpborissa.org.in.

GENERAL TERMS AND CONDITIONS AND INSTRUCTIONS TO BIDDERS

The bid document can be downloaded from the Government of Odisha Website www.odisha.gov.in (tenders.gov.in) or can be obtained from Office of the SMPB, Odisha. The Tenderer has to submit the following along with his bid (both Annexure I and Annexure II).

1. An A/c Payee Non Refundable Bank Draft of Rs. 5,000/- (Rupees five thousand) only towards the cost of tender papers and processing drawn in Favour of "State Medicinal Plants Board, Odisha" on any scheduled bank, payable at Bhubaneswar.
2. An A/c Payee Bank Draft of Rs. 2,00,000/- (Rupees two lakh) only drawn in Favour of "State Medicinal Plants Board, Odisha" on any scheduled bank, payable at Bhubaneswar towards the EMD / Financial Guarantee of the bidder. This draft will be returned to all unsuccessful bidders without any interest soon after opening of the tender and in case of successful bidder; the same will be retained till successful completion of KHF 2017 and will be refunded without any interest to the bidder. In case of any dislocation of work/ programme solely attributable to the tenderer, the said EMD will be forfeited to SMPB at the risk of the tenderer.
3. Two recent colour passport photographs and xerox copy of identity proof and residence proof.
4. A undertaking on non-stamped paper by the bidder to the effect that he has to carry out the job as per SOP (Standard Operating Procedure) and layout plan as per SMPB requirement detailed in the tender document. However, plan may subsequently be changed as per advice and as per the convenience of SMPB.
5. Financial bid in INR completely filled for each and every items (Annexure II)

6. Copies of photographs, work orders and other certificates etc. as proof of conducting any such events in the past anywhere in Odisha

Conditions of Bid

1. 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.
- 2.. Documents which are not submitted inside the bids will not be added or entertained at the time or after opening of the Bid
3. No reasons for delay in delivery of bids in SMPB Office shall be entertained.
4. 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.
5. 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 bids, they will have to produce all the original documents.
6. 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 15:00 Hrs of 14th September, 2017 by registered post or speed post or by the bidder himself with valid I-Cards.**
7. **The bids will be opened at 16.00 Hrs on 14th September 2017** and the bidder may remain present at the time of opening of bid.
8. Normally the work shall be awarded to the bidder quoting the lowest amount but SMPB reserves the right to award the work to any other tenderer, who in their opinion can accomplish the assignment in the best possible manner. The budget provision for the purpose is approximately Rs 11.00 lakh.
9. 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.

10. 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.
11. 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.
 - (i) 25% on construction of stalls (to be completed two days 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.
12. Bidder will provide good quality Event Management Service, up to the mark as per scope of work/ schedule of requirement. For any deficiency proportionate amount of funds will be deducted
13. 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.
14. 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 or undertaken departmentally as the case may be and the financial loss so sustained shall be recovered from the first highest bidder.
15. The bidder is expected to examine all instructions, formats, terms & conditions, and scope of work and physically verify the ground before submitting the bid document. Failure to furnish complete information or false information/ documents shall result in rejection of bid.
16. 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. The bidder may consult the Dy. Conservator of Forests during working hours on working days for any clarification on the interpretations of conditions of bid before submission of offer in his own interest.

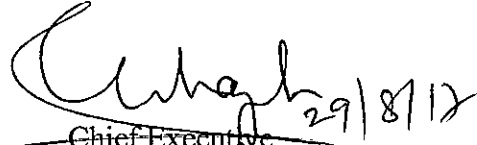
17. The bidder will have to furnish the requisite document as specified in the bid document, failing which the bid is liable to be rejected. The bids without EMD will be summarily rejected. The bids received after specified date & time shall not be considered. **The bids received through fax/ email or any other mode other than specified in the tender document shall not be considered.**

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

19. Company/ Firm / individuals, 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.

20. 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.


Chief Executive
29/8/12
State Medicinal Plants Board, Odisha

STATE MEDICINAL PLANTS BOARD, ODISHA
11th Kalinga Herbal Fair, 2017 at Bhubaneswar
TENDER APPLICATION FORM

Space for
Recent passport
size photograph
of the Tenderer
duly self
attested

1. Name of the Tenderer (Organisation / individual) :
2. Address for Communication :
(Please enclose the Electric Bill/Telephone Bill of your business address)
3. Contact Telephone No. and E-Mail ID :
4. PAN Card No if any. :
5. Service Tax Registration No. if any :
6. 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: -

11th KALINGA HERBAL FAIR 2017, 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 of dimension 10ftx10ft having new white cloths covering three sides with metallic/ wooden barrier in the back side for protection and platform, racks, wooden counter table with 4 nos of chairs per stall. • 3 nos. of Stalls for demonstration of equipments and free health check-up camp by department of AYUSH with infra-structure required. • 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. • Green mats of 30 ft. width in both sides of entry gate to KHF and of 15 feet width in front of all stalls. • A suitable A/c 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 nos of 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 for providing food to the participants by the caterer. • Medicinal Plants Photo Gallery (With 100 nos of Photos). • A well stocked fenced Demo Herbal Garden of 25ft x15 ft with minimum 50 important and flagship Medicinal Species mentioning necessity for different diseases and looking like natural garden. • 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. • Sufficient entry and exist gates as per approval of Fire Service authorities , out of which the entry gate should depict ethnic culture. 	

	<ul style="list-style-type: none"> • Provision of barricade around the venue. • Separate provision of toilets for both gents and ladies. 	
3.	<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 Stall participants =120 nos Awardees = 7 nos Correctional errors = <u>3 nos</u> Total=130 nos • 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. • 20 nos. of Prescription Pads of 22 cm x 13 cm size having 50 pages each with SMPB Official Logo for AYUSH Doctors attending Free Health Check up Camps • Seal, trophy and uttary etc. for 7(seven) Awardees. • Provision of guest specific flower bouquets for guests and resource persons attending Seminar/Workshop, Inaugural and closing ceremony 	
4.	<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. • 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 • 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). 	

5.	Supplying 1000 no of herbal teas free of cost to the visitors daily during evening hours in small disposable cups through direct supervision of the officers of SMPB.	
6.	(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). (b) Cost towards remuneration @ Rs. 700/- per Resource Person for 3 days (3 days X 3 Resource person) during conference/workshop	
7.	<u>CULTURAL PROGRAMMES</u> Appropriate Cultural and Entertainment Programmes for all evenings.(TOTAL 5 DAYS) Like traditional dance & melodious songs in consultation with SMPB. Programme of each to be submitted 3 days before commencement of fair	
8.	<u>LIGHT, SOUND, VIDEO ETC.</u> <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-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 5 days. • 2 nos. of LCD Projectors with Two large display screen and operators. 	
9.	<u>GENERATOR</u> Soundless generator for emergency power-shedding including fuel charges.	
10.	<u>FIRST AID</u> <ul style="list-style-type: none"> • First Aid Centre for emergency treatment with Doctor's availability. 	
11.	<u>ACCOMODATION & CONVEYANCE ETC.</u> <ul style="list-style-type: none"> • Moderate comfortable accommodation for two persons per stall for six (6) days nearer to Venue. • Providing conveyance to the participants from place of lodging to fair @ 2 Persons/Stall. 	
12.	<u>MAINTENANCE OF GROUND etc.</u> <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. 	

	<ul style="list-style-type: none"> • Provision of Drinking Water jars with disposal glasses to each line of the stalls, conference hall , smpb office, health checkup camp and at dining location etc. • Provision 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. 	
13.	<p><u>FIRE FIGHTING</u></p> <ul style="list-style-type: none"> • Round the Clock Fire fighting measures with devoted Service of Fire. 	
14.	<p><u>SECURITY</u></p> <ul style="list-style-type: none"> • Round the clock adequate Security guards deployment from Registered and Reputed Agencies. 	
15.	<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. 	

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

Place:

Date:

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

UNDERTAKING

I/Wehereby 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

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- **Advertised in 2 Leading Odiya and one National News dailies Published from Odisha .**
- **Notice Board of State Medicinal Plants Board office at Sahid Nagar**
- **At the website of: www.odisha.gov.in (tenders.gov.in)**
- **Contact Telephone Numbers and E-Mails:**

SMPB Odisha Office: Tel. (Land Line): +91674-2543911, Fax-+91674-2544911

E -Mail: smpborissa@gmail.com

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