



# STATE MEDICINAL PLANTS BOARD, ORISSA

(Forest & Environment Department, Government of Orissa)

Mayur Bhawan, Sahid Nagar, Bhubaneswar, Orissa, Pin - 751007

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(Society Registration No : 23098/105 of 2009-2010, Dated : 07.01.2010)

No: 108/ 2011/ 1 162 /SMPB-2011-12.

Dated: 29<sup>th</sup> October, 2011

## SHORT TENDER CALL NOTICE

(Last Date and Time of Tender Submission: 11.30 Hrs of 5<sup>th</sup> November 2011)

**Kalinga Herbal Fair 2011-12, Bhubaneswar - Calling Quotations /Expression of Interest from Registered Event Managers.**

Like past years, State Medicinal Plants Board, Orissa (SMPB) will organise 5<sup>th</sup> State level Kalinga Herbal Fair , 2011-12 at Bhubaneswar tentatively from 9<sup>th</sup> – 13<sup>th</sup> December, 2011 with a capacity of 120 Stalls and Multiple Exhibition Enclaves to show case various Products, Services related to Medicinal Plants Conservation, Utilisation, Marketing and Public awareness.

Interested event managers possessing sound and wholesome experience in organising Exhibitions and Trade Fairs of Government, PSUs, Govt. Boards /Cooperatives etcetera are invited to participate Under Fresh Bids to manage the entire Venue and Events of this Herbal Fair.

The event and venue shall be managed under the overall Guidance and Control of State Medicinal Plants Board, Orissa.

### **Bidding Criteria/Eligibility:**

1. Event managers must have past experience in organising Exhibitions and Trade Fairs of Governments, PSUs, Statutory Govt. Boards/Corporations etc.
2. Bidders shall have to prepare quotations in two separate envelopes, one for 'Technical' and another for 'Financial' bid super scribing in one as "Technical Bid for Kalinga Herbal Fair-2011-12" and on another as "Financial Bid for Kalinga Herbal Fair-2011-12". Both envelopes must be securely sealed.
3. And these two envelopes i.e - Technical Bid and Financial Bid, should be placed in one envelope super scribing on the envelope as "Quotation of Kalinga Herbal Fairs 2011-12". The Envelope must be securely sealed and is to be submitted.
4. Financial Bid must be in the Prescribed Format of this notice.
5. Only those Financial Bids which qualify the Technical Bid criteria will be taken into consideration.
6. Request for submission of any document at a later stage will not be entertained.

7. **Tenders are to be sent to the following address by registered Post or through Persons authorised by the firm:**

<b>Sl. No</b>	<b>Name of the Fair</b>	<b>Authority to Accept and Finalise the Tender</b>	<b>Tender to be Addressed and Submitted to</b>
1	5 <sup>th</sup> Kalinga Herbal Fair 2011-12 Bhubaneswar	CEO , SMPB Orissa , Bhubaneswar	Chief Executive Officer SMPB Orissa, Mayur Bhawan , Sahidnagar, Bhubaneswar-751007

The details of the Technical Bid Qualifying Criteria and the Item-Wise Works of the Fair/Event under Financial Bid are furnished below.

**Technical Bid Qualifying Criteria:**

**In order to be eligible in the Technical Bid, a bidder has to furnish the following credential papers:**

1. Tender Application Form, duly filled in and Signed, as per this notice.
2. Copy of Service Tax number, Valid Service Tax Certificate clearly mentioning Service Tax registration for Event Management.
3. Copies of receipts of Service tax payments made for the last financial years and the current year ( Fin. Yrs . 2010-11 & 2011-12).
4. Copy of the IT PAN Card.
5. Copies of the Income Tax Returns for the last 3 years (Fin. Year. 2008-09, 2009-10, 2010-11).
6. Copies of work orders in respect of managing at least one single event having minimum value of Rs.10.00 lakh in the last 3 years (including current year) and Photo copies/CDs thereof showing credential of experience in organising/management of Exhibitions, Trade Fairs of Govt. Bodies /PSUs /Statutory Corporations in Orissa.
7. 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.
8. Copy of Original Credibility certificate from at least one Nationalised Bank having their Branch at Bhubaneswar.
9. An Undertaking / Letter of Assurance on stamped paper towards arrangement of Sponsorship must be furnished mentioning therein that -  
A minimum sponsorship of Rs.2.00 Lakhs relating to Medicinal Plants Conservation/Utilisation/Trading /Promotion etc. for KHF 2011-12, Bhubaneswar will be arranged by the Event Manager, failing which Rs.2.00 lakh will be deducted from the Bills submitted by the event Manager.

10. An Undertaking / Letter of Assurance on stamped paper towards Stall Booking and Occupancy must be furnished by the Event manager mentioning therein that-
  - A. 100% booking and occupancy of stalls as per the SMPB's Criteria shall be accomplished by the event manager on behalf of SMPB, Orissa.
  - B. Stall rents for all 120 stalls shall be deducted at source (by SMPB Orissa from the bills submitted by the event Manager).
  - C. Stall rent for VSS,SHG & Registered Vaidya Sangha is Rs 500/- per Stall and for Govt.Institution/NGO/Trader & Manufacturer is Rs 1,000/- per Stall
  - D. Stall rents shall be fixed by SMPB Orissa and stall rents collected by the event manager from the participants shall not be more than the rate fixed by SMPB.
  - E. Payment of the bills will be as per the actual occupancy of the stalls only.
  - F. No payments shall be made towards the construction/ management of unoccupied / empty stalls deduction in proportion to total cost of the Tender.
11. Copies of Partnership deed/Incorporation certificate in case of Private limited companies.
12. Authorisation letter/ copy of Resolution in order to authorise a particular partner/Director to sign the Tender and participate the bid.
13. A certificate to the effect that till date the Firm/ Company/ Organisation has not been black listed by any Govt. Organisation and no criminal case is pending against him/them.
14. An A/c Payee Bank Draft of Rs. 5,000/- in favour of "State Medicinal Plants Board, Orissa" payable at UCO Bank, Orissa Secretariat Branch towards EMD.
15. Bidders who have participated in the Tender no 108/2011/1088/SMPB-2011-12, Dated: 19<sup>th</sup> October, 2011, are waived to deposit the EMD of Rs. 5,000/- but they have to bid afresh with all the necessary documents required in the Technical Bid.

**A. Tender Application Form:**

**STATE MEDICINAL PLANTS BOARD, ORISSA**

5<sup>th</sup> Kalinga Herbal Fair, Bhubaneswar, 2011-12

**Tender Application Form**

Space for  
passport size  
photograph of  
the Tenderer

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. Service Tax Registration 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.

Place:-

Date: -

(Full Signature of the Tenderer)

**B. Financial Bid Format:**

<b>Item Sl.No</b>	<b>Items-wise Works in the Events</b>	<b>Cost in Rs.</b>
1.	IDCO Exhibition Ground Preparations , cleaning /Levelling charges etc.	
2.	120 numbers of waterproof roof stalls of dimension 10ftx10ft having and new white cloths covering three sides with wooden platform, racks, wooden counter table with 2nos chairs per stall.	
3.	High Quality Flex banners with their individual facia of 10 ftx4 ft for all 120 stalls as per the prescribed design of SMPB.	
4.	3 numbers of Welcome and Exit gates with High Quality Flex banners.	
5.	Permission from CESCO, Official deposits, Ground lighting, decorative lights Appropriate Stall lighting.	
6.	A stage of dimension 40ftx20 ft with all arrangements for inaugural and closing ceremonies and Cultural Programmes, with Lighting and public addressing system.	
7.	Event and Venue Specific Brochures : 2,000 Nos	
8.	2 Nos. of LCD Projectors and Two Large Display Screens and operators.	
9.	Appropriate Cultural and Entertainment Programmes in the event venue for all evenings.	
10.	Press meet, Management and its coordination.	
11.	Local Advertising and publicity comprising the following items: A. E. Posters on Cable TV, Bulk SMS in Mobile Networks. B. Scroll in local cable Network, C. FM Radio Jockey, D. Framed Flex kiosks 10 nos, E. Inserts in News papers for 2/3 days.(leaf lets 10,000 nos) F. Advertisements in print media.	
12.	Video and Photo coverage of all parts of the Events, and submission of Digital Contents to SMPB, Orissa in a day-date wise Format.	
13.	Event Insurance (Public and Property)	
14.	Highly Hygienic, Modest but Sumptuous Vegetarian Food in Breakfast, Lunch, Evening Snacks and Dinner ; and Comfortable Accommodation for two persons per stall at a moderate rate for 6 days at Bhubaneswar.	
15.	Providing conveyance to the participants from place of lodging to Fair @ 2Persons/Stall.	
16.	Suitable A/C Venue to Conduct Conference and Workshops involving 150 participants and resource persons with appropriate facilities and logistics.	
17.	Demo Herbal Garden for a minimum of 50/60 important and flagship Medicinal Species.	
18.	Medicinal Plants Photo Gallery.	
19.	Stall for free health check up by Dept. of AYUSH (DIMH)	
20.	Round the Clock Fire fighting measures with devoted Service of Fire Department.	
21.	Round the clock adequate Security guards deployment from Registered and Reputed Agencies.	
22.	I-Cards to all participants and Photo Records of all participants.	
23.	First Aid and Emergency Room with Doctor and Paramedics.	
24.	Drinking water, sanitation and Garbage Disposal during the event.	
25.	Transportation and Conveyance to Supervising officials.	
26.	Cost of Communication, Printing and Stationeries while conducting the Fair.	
27.	All necessary and statutory permissions from government departments for organising the event.	
28.	Event Management and Coordination charges.	
29.	Any other and all other related / miscellaneous Activities/Works pertaining to the event.	

30.	Total amount Quoted:	
31	<b>Total Amount Quoted (In Rs.): in words &amp; Figures</b>	

**Terms and conditions**

1. The rate should and must be separately specified for each item, i.e. with **item-wise breakup**. **Quoting a Bulk rate for the Total Fair without item -wise breakup will lead to rejection of the bid forthwith.**
2. Only Securely Sealed quotations should reach the Bid Accepting Desk of SMPB Orissa Office through Registered Post or Registered Couriers or through Authorised Persons of the party with an authorisation Letter and Valid I-Card, **on or before 11:30 Hrs of 5<sup>th</sup> November. 2011**
3. No reasons for delay in delivery of bids in SMPB Office shall be entertained.
4. First, the **Technical bids will be opened at 11.40 Hrs of 5<sup>th</sup> November. 2011** and only those financial bids which have Technically Qualified will be opened next.
5. **Bidders or their authorised representatives must present all the Credentials submitted in the Technical Bids in Originals , i.e Original Work Orders and the Related Work Completion Certificates in Originals , Original Service Tax & Income Tax Returns etc. in a proper order for check at the time of opening the Technical bids. Failure to present the Originals at the time of Opening the Technical Bid, shall lead to disqualification of Technical Bid.**
6. Selected bidder should deposit Bank Guarantees from any Nationalised Bank of Rs. 2.00 lakhs for Kalinga Herbal Fair 2011-12 at Bhubaneswar as guarantee to conduct the event as per the terms and conditions of SMPB Orissa. The guarantee will be retained till completion of fair & settlement of accounts.
7. In case the tenderer fails to submit any of the documents as mentioned in the terms and condition of the technical bid is liable for rejection.
8. Forms incomplete on the ground of without bearing the signature of the tenderer and its receipt beyond the stipulated time shall be liable for rejection.
9. Income tax will be deducted at source as per the Income Tax Norms.
10. The authority reserves the Right to alter/modify any of the terms and condition at any time deemed proper in the interest of Government.
11. Any dispute arising out of this tender should be subjected to the Limitations of SDJM, Bhubaneswar only.
12. Any form of canvassing shall lead to disqualification in bidding. SMPB Orissa Reserves the absolute rights to hold the Fair as and when necessary and deciding the venue and timings and to accept or reject any of the bids without any further notice or intimation to the bidders assigning any reasons.

Contact Telephone Numbers and E-Mails:

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

E -Mail: smpborissa@gmail.com

- **Advertised in Leading News Papers Published from Orissa**
- **Notice Board of State Medicinal Plants Board office at Sahid Nagar**
- **At the website of: [www.smpborissa.org.in](http://www.smpborissa.org.in)**

-Sd-

Chief Executive –cum- Member Secretary  
State Medicinal Plants Board, Orissa.