

Notice Inviting Tender (NIT)
For Event Management of International Herbal Fair, at Bhopal
17-23 December 2024
(Published in Dainik Bhaskar, News Paper, Bhopal Edition on 04/09/2024)

	M.P. STATE MINOR FOREST PRODUCE (T&D) COOPERATIVE FEDERATION LTD. A-Block, First Floor, Van Bhawan, Tulsi Nagar, Bhopal-462003 (M.P.) Phone : (0755) 2674349, 2675258, 2674202, Website : www.mfpfederation.org , E-mail : md.mfpfed@mp.gov.in , mmpmfrit@gmail.com
No./International Herbal Fair/2024/10685	Bhopal, Date : 03.09.2024
NOTICE INVITING TENDERS FOR EVENT MANAGEMENT INTERNATIONAL HERBAL FAIR AT BHOPAL (17th to 23rd DECEMBER, 2024)	
E-Tenders are invited for : Erection of furnished Domes, Stalls, Gates etc., for organizing International Herbal Fair, 2024 at Bhopal. Detailed instructions can be seen on https://www.mptenders.gov.in and www.mfpfederation.org as well. Tender's Documents will be available online from 04.09.2024 at 17.00 Hrs.	
IMPORTANT FACTS & SCHEDULE	
(i) Period of the Event	: 17th to 23rd December, 2024
(ii) Venue of the Event	: Lal Parade Ground, Bhopal (M.P.)
(iii) Pre-bid Conference	: 10.09.2024 from 15.00 Hrs.
(iv) Last date of Submission of Tenders	: 19.09.2024 by 15.00 Hrs.
(v) Opening of Technical Bids	: 20.09.2024 at 15.30 Hrs.
(vi) Presentation by Eligible Tenderers	: 25.09.2024 at 12.00 Hrs.
(vii) Intimation of results of Technical Bid	: 30.09.2024 at 15.00 Hrs
(viii) Opening of Financial Bids	: 04.10.2024 at 15.00 Hrs.
Tenders are to be submitted online on https://www.mptenders.gov.in Amendment to NIT, if any would be published on website only and not in newspaper. For stall booking : Contact on 0755-2674349, www.mfpfederation.org M.P. Madhyam/116236/2024 MANAGING DIRECTOR	

**TENDER DOCUMENT FOR
EVENT MANAGEMENT
OF
INTERNATIONAL HERBAL FAIR, BHOPAL-2024**

IMPORTANT FACTS & SCHEDULE		
1	Period of the Event	17th to 23rd December, 2024
2	Venue of the Event	Lal Parade Ground, Bhopal
3	Pre-bid Conference	10.09.2024 from 15.00 Hrs.
4	Last date of Submission of Tenders	19.09.2024 by 15.00 Hrs.
5	Opening of Technical Bids	20.09.2024 at 15.30 Hrs.
6	Presentation by Eligible Tenderers	25.09.2024 at 12.00 Hrs.
7	Intimation of results of Technical Bid	30.09.2024 at 15.00 Hrs.
8	Opening of Financial Bids	04.10.2024 at 15.00 Hrs.



**MADHYA PRADESH STATE MINOR FOREST PRODUCE
(T & D) COOPERATIVE FEDERATION LTD.**

A-BLOCK, FIRST FLOOR, VAN BHAWAN,

LINK ROAD NO- 2, TULASI NAGAR, BHOPAL- 462003

PHONE: (0755) 2674349, 2675258, 2674202

**Website: www.mfpfederation.org, Email: md.mfpfed@mp.gov.in,
mpmfpit@gmail.com**

List of Annexure

- Annexure - 1 : Scope of Works**
- Annexure - 2 : Technical Bid /Condition for bidders (attach documents)**
- Annexure- 3 : Financial Bid**
- Annexure- 4 : Broad summary of major items to be installed in the Mela
FairPremises**
- Annexure- 5 : Layout plan of the event premises**
- Annexure- 6 : Manager's Agreement**
- Annexure- 7 : Declaration as to capacity and representation**
- Annexure- 8 : Declaration for eligibility**

**CALLING TENDERS FOR EVENT MANAGEMENT OF
INTERNATIONAL HERBAL FAIR-2024**

Madhya Pradesh Minor Forest Produce (Trade and Development) Federation Ltd., Bhopal, hereinafter referred to as 'Federation' will be organizing an International Herbal FAIR-2024 from 17th to 23rd December, 2024 at Lal Parade Ground, Bhopal. Technical and Financial bids are invited for the following categories of activities from event managers having experience in organizing international/national events.

SCOPE OF WORKS: Erection of domes, stalls, stage, gates etc., along with furniture, carpeting, lighting, electrical fittings, sanitation and security at the venue are to be made available as per the details in **Annexure-1**

General Terms and Conditions and Instructions for Submission of Tenders:

1. Time schedule of tender process :

IMPORTANT FACTS & SCHEDULE		
1	Period of the Event	17th to 23rd December, 2024
2	Venue of the Event	Lal Parade Ground, Bhopal
3	Pre-bid Conference	10.09.2024 from 15.00 Hrs.
4	Last date of Submission of Tenders	19.09.2024 by 15.00 Hrs.
5	Opening of Technical Bids	20.09.2024 at 15.30 Hrs.
6	Presentation by Eligible Tenderers	25.09.2024 at 12.00 Hrs.
7	Intimation of results of Technical Bid	30.09.2024 at 15.00 Hrs.
8	Opening of Financial Bids	04.10.2024 at 15.00 Hrs.

2. Eligibility

- (i) The tenderer must have experience of organizing at least three international/national events during the last five years.
- (ii) The annual turnover during 2019-20 to 2023-24 of the tenderer should not be less than Rs.100 lakhs each year.
- (iii) Person or persons signing/uploading the tender form shall state in what capacity he or she or they are signing/uploading the tender form e.g. as the sole proprietor of the firm concerned or as Managing Director or Director or Secretary of limited company or the duly constituted attorney of the partnership firm to act on behalf of all the partners in all matters pertaining to the contract as recorded in the power of attorney or in the partnership deed.

True copy of the power of attorney shall be furnished along with the tender form failing which the tender shall be liable to be rejected. It shall be obligatory on the part of every partner of the firm, which enters into agreement to fulfill the terms and conditions of the agreement during the currency of the contract thereof, notwithstanding the dissolution of the partnership in the meantime. In the case of a limited company, the tender form shall be signed by a person empowered to do so by the company. Copy of Memorandum and Articles of Association of the company and the letter authorizing the person signing/uploading the tender documents shall be uploaded with the tender failing which the tender shall be liable to be rejected. In the case of Hindu undivided family, the name of the family members should be recorded in the tender and 'Karta', who can bind the family, should sign/upload the tender and indicate his status below his signature.

- (iv) The person signing/uploading the tender form on behalf of another or on behalf of a firm shall enclose with the tender form power of attorney or deed duly executed in his favour or the partnership deed giving him such powers showing that he has the authority to bind such other person or the firm, as the case may be, in all matters pertaining to the contract. If the person so signing/uploading the tender form fails to upload the said power of attorney or partnership deed, his tender shall be liable for summary rejection. The power of attorney should be signed by all the partners in the case of a partnership concern, by the proprietor in case of a proprietary concern and by the person who by his signature can bind company in the case of limited company. In the case of Hindu undivided Family, the power of attorney should be signed by the 'Karta' who, by his signature, can bind the family.
- (v) Tenders submitted by such persons who are minors, or insolvent or who have been blacklisted, shall be treated as invalid.
- (vi) Tenderer must upload the prove of GST Registration.
- (vii) Tenderer must upload the receipt of EMD and Tender Fee.

3. Downloading of Tender Documents:

Tenders documents can be downloaded from <https://mptenders.gov.in> or website www.mpfederation.org as well as www.mpintherbalfair.com from 04/09/2024

Submission of Tender:

Tender must be submitted ONLINE on or before 19/09/2024 till 1500 Hrs. by UPLOADING the tender document on the website <https://mptenders.gov.in>

The tender document Fee is Rs. 2,500/- (Rupees Two Thousand Five Hundred only) to be paid online mode through <https://mptenders.gov.in>

- (i) The tenderer shall sign all the documents and will put firm's stamp with date

on each page of the tender and upload it on the website <https://mptenders.gov.in>

4. Earnest Money Deposit (EMD)

The amounts of Earnest Money Deposit (EMD) shall be Rs. 5,00,000/- (Rupees Five Lakh only) to be paid online mode through <https://mptenders.gov.in>

5. Tenderers Agreement

The tenderer shall submit duly filled in event manager's agreement in the format annexed as **Annexure - 6** after award of tender.

6. Pre-bid Conference

There will be a pre-bid conference **on 10/09/2024 from 15.00 Hrs.** in the office of the Federation in which the intending tenderers may participate to clarify their doubts, if any, regarding submission of tenders.

7. Submission of Tender Forms

- (i) The tenders shall be uploaded on line on the website <https://mptenders.gov.in> in two parts Part-I Technical Bid and Part II-Financial Bid.

Part-I shall cover technical aspects of organizing events and 'Technical Bid' shall be submitted in the format annexed as **Annexure 2**

Part-II 'Financial Bid' shall contain the rate offered and shall be uploaded in the format annexed as

Annexure 3. The rate quoted should be inclusive of all taxes and surcharges etc.

- (ii) The **documents** related to 'Technical Bid' will be uploaded on-line on or before **19/09/2024 by 15.00 Hrs.**

8. Tender Evaluation Committee and Opening of Proposals:

The Managing Director of the Federation will constitute a 'Tender Evaluation Committee' to open Technical and Financial bids. The same committee shall evaluate the technical and financial bids.

The technical bid will be opened by committee, constituted by the Managing Director, Madhya Pradesh Minor Forest Produce Federation, in his office on-line **at 15.30 Hrs on 20/09/2024.** Tenderers who qualify the eligibility criteria as mentioned in Sr. No. 2 only, will be evaluated in accordance with the procedure laid down in **Sr. No. 9.** The Financial Bid will be opened after the evaluation of the technical bid. The date of opening of the financial bid will be notified later.

9. Technical Proposal:

The evaluation committee appointed by the Managing Director, M.P. MFP Federation will carry out its evaluation applying the evaluation criteria and point system. Tenders received will be evaluated and awarded marks based on the Quality and Cost Based System (QCBS)

The technical bid will be evaluated on a scale of 100 marks, and the breakup for each criterion (Submit documentary evidence) would be as follows:

S.No	Evaluation Criteria	Marking Criteria	Marks	Maximum Marks
1	Event of contract value Rs. 50 Lakh and above executed within India during the last five years ending 31.03.2024. (billed amount excluding taxes, levies etc.,)	2 Marks for each event of Rs. 50 lakh and above (Subject to maximum to 20 marks)	-	20 Marks
2	Total turnover in the relevant event management filed during last five financial years: 2019-20 Rs..... 2020-21 Rs..... 2021-22 Rs..... 2022-23 Rs..... 2023-24 Rs..... Total Turnover _____	(a) 8 Marks for total turnover minimum Rs. 4 Crores to Rs. 5 crores. and (b) 1 Mark for every additional turnover of Rs. 1 crore above Rs. 5 crores (subject to maximum of 12 marks).	-	20 Marks
3	Total Experience in the field of Event Management as on ending 31.3.2024	Experience for Five Years and above, 2 Marks for each year (subject to maximum of 20 marks)	-	20 Marks
4	ISO Certification obtained	At least once in the last 3 years	-	10 Marks
5	POWER POINT PRESENTATION The presentation should substantiate a complete understanding of the event, its profile, requirements, execution strategy, imperatives for ensuring a safe & secure event exercising economy etc. The maximum marks for the Power Point Presentation are 30. The presentation will be evaluated by the Evaluation Committee on parameters that include:-	The bidder has to make Power Point Presentation in front of evaluation committee of MFP Federation.	-	30 Marks

	➤ Understanding of the event, its profile, requirements etc plan; execution strategy etc.		10	
	➤ Execution plan & strategy that addresses imperatives of safety, security, success, improvements etc. while exercising economy.		10	
	➤ Measures proposed for cleanliness Public convenience, dust bins, sweepers in uniform		10	
Total Marks				100 Marks

1. Technical proposals scoring not less than 75% of the total points (St.) will only be considered for financial evaluation. Each responsive proposal will be attributed a technical score (St.)
2. Tenderers are required to upload the documents in accordance with the serial number on the document. There must be an indexing of the documents with proper page number. No other annexures require without demand.

10. Opening of Financial Bid:

- (i) The Tenderers scoring a minimum of **75% marks** in the Technical bid and above will be notified as the “Technically Qualified”.
- (ii) The Financial Bids of the “Technically Qualified” Tenderers only will be opened.

11. Opening of Financial Proposal:

- (i) Only those financial bids which are technically successful shall be opened. The decision of the Managing Director in respect of eligibility of technical and financial bids shall be final and binding on tenderers.
- (ii) The financial proposal shall be opened in the presence of the Tenderer/Tenderers’ representatives who choose to attend. The name of the Tenderer, the quality scores and the proposed prices shall be read out and recorded.

Evaluation:

The evaluation committee will determine if the financial proposals are complete in all respect and without any computational errors. The lowest financial proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores of all the proposals will be computed as follows:

$$Sf=100 \times Fm/F$$

(F= amount of financial proposal).

12. Final Score:

Proposals will finally be ranked according to their combined technical (St) and financial (Sf) scores using a weight of 75% for technical proposal and 25% for financial proposal.

$$S=St \times 0.75+Sf \times 0.25$$

13. The Successful Bidder:

The tenderer securing the **highest score will be invited for executing the agreement as per Annexure-6.**

SCOPE OF WORKS**List of activities to be performed by the Event Management.**

Erection of aluminum structures, octonorms stalls, stage, gate etc., along with furniture, lighting, electrical fittings, carpeting, sanitation and security etc.,

1. (a) Overall design, development and decoration of Mela premises as per the enclosed layout plan in consultation with the committee appointed by the Managing Director.
- (b) Designing and erection of **stalls of international standard** as per the measurements shown in the layout plan.
- (c) To erect stalls inside the Aluminum Structures / Aluminum Hanger and Piped Auditorium as shown in the layout plan.
- (d) Umbrella and central stalls as shown in the layout plan.
- (e) Erection of carpeted stage and covered Aluminum Structures in Auditorium with seating arrangement for 500 guests including 100 VIPs.
- (f) Erection of piped Auditorium in the food zone with 25 round tables in open and with seating arrangement for 250 in closed enclave.
- (g) Arrangement for opening and closing ceremonies including brass lamp in consultation with the committee members.
- (h) (a) Providing drinking water facility with 16 (Sixteen) mineral water dispensers along with paper disposable glasses two dispenser at each dome for stall holders, two at the reception counter and also two water dispensers at O.P.D counter throughout the mela time.
- (b) New waste bins **with lid** of 3' height along with bio degradable bags to be provided as follows:-
 - (1) **One in every stall, One** at conference hall
 - (2) **Two** at auditorium
 - (3) **Two** at VIP lounge
 - (4) **Ten** in Food Zone
 - (5) **Two** at VIP Food Area
 - (6) **Two** at the entrance of the main gate
 - (7) **20 big New waste bins** to be provided at proper distance throughout mela premises. All waste bins will be provided with logo of “Swachh Bharat Abhiyan” **on both sides. Failure to adhere to this will lead to replacement by the Federation. The cost incurred will be adjusted against the payment of the event manager.**
- (c) Maintenance of sanitation and cleanliness by engaging adequate numbers of safai karmacharies. Twenty mobile toilets with proper arrangement of illumination as per layout (separate for ladies and gents) with proper distance and

marking and Four VIP toilets(1 for ladies and 3 for gents) with proper marking, lock and lighting. Cleanliness of toilets **every 1-2 hours** during the melatime will be ensured. Three toilets each at back side of every dome (Two for gents and One for ladies) as per layout. This includes the use of disinfectants spray.

- (d) 20 cleanliness workers (male and female) with exclusive Blue/Green dress displaying the name and number of worker to be deployed throughout the mela premises till completion of the mela event. It should be ensured that the “Safai Karmacharies” are available before 8.00 AM every day and clean the premises before arrival of public. Continuous cleaning drive will be carried out. Murrum/red stone will be spread around each toilet in a width of five feet. A minimum of two flower pots will be placed at the entry gate of toilets.
 - (e) Food Zone: Utmost cleanliness to be maintained in the Food Zone. Arrangement of regular wiping out of tables after the use and disposal of used plates/glasses/wastes from the premises to be ensured.
2. (a) Making arrangements for close circuit TV system screens with 8 LED screens (3 in auditorium, 2 in conference hall, 2 in open area and one at main entrance gate with the size of 8’x6’).
(b) Complete high fidelity JBL sound system with two large public address sound systems with back up support. Ensuring safety and security arrangements in and around the Mela premises by engaging security guards during the period of the event with proper communication system. The uniformed security guard should be between 25-40 years of age.
 3. Providing two tables with table cloth and four chairs in each stall depending upon the size of stalls. In addition, adequate table and chairs should be made available as per the requirement of stall holders. **The cost of excess chair and tables will be paid by the stall holders.**
 4. Electrical fittings and sufficient lighting as per the attached plan in the Auditorium, stalls, conference hall, control room, camp office, main gate, inside gate etc. All the electrical cables should be properly placed and covered by inert pipe as per the norms of M.P. Electricity Board. Power back up must be provided with generators of adequate capacity. Special attention is required for stage lighting.
 5. Designing and erecting a conference hall for buyer-seller meet as per the measurements in the layout plan. Projector and PA system will be

installed with good quality cordless mikes.

6. Designing and erecting Green Rooms with 12'x12' one each for Gents and Ladies with direct entrance to the auditorium.
7. Designing and erection of VIP Pandal with sofa, central table with non-woven carpet with the dimension of 30'x20'. One Food stall near VIP Pandal a water proof & fire resistant stall of size 5 Mtrs. x 5 mtr to be erected for service of consumables, tea, coffee, snacks, mineral water bottles, juice, or soft drinks etc for VIPs. Sides of stall should be covered with a provision of door for safekeeping of consumables. Fresh decent plates, bowls, glasses, tray, and other utensils as per requirement of nature of snacks & consumables, managing & storing the same in pantry stall be part of scope of work. Refrigerators, tea & coffee makers or dispensers or stoves are also part of the scope. All measures for safety are to be STRICTLY followed.
8. Putting up display boards on both sides of the stage for displaying the names of the main sponsor, sponsor, co-sponsor and supporting organizations.
9. Closing the Mela premises from four sides with 8' high metal sheet covered with unblotted and unused white cloth partition (Kanath).
10. Designing, creation and decoration of the main entrance at main gate (Box) and two other entrances as shown in the lay-out. The approximate size of main gate (Box) will be 30' wide and 12' height and othertwo entrances with approximate size of 20' wide and 12' height. The pillars will be 4'x3'. The design of all the gates as well as the stage backdrop will be approved by the committee. Stage and main gate should depict the theme of the Mela as directed by Federation.
11. Erection of signage's showing sitting area for VIPs, Press, toilet and other utilities as shown in the layout including control room, conference room, commercial zone, food zone, recreation zone etc.
12. Event Management's office with proper signage should be functional throughout the mela period to meet the requirement of officers/stall holders as and when required in this office. Minimum 5 responsible persons from Event Management team with mobile number must be available all time at mela ground for contact as and when required. In this office these persons will be in proper uniform and their identity should be prominently visible. This team will be responsible for any repair of wear and tear replacement and to meet contingencies and unforeseen works (exigencies)
13. Provision for emergency exit and any other arrangements which are

necessary.

14. Providing portable firefighting equipment's in every dome stall and two in auditorium throughout the **Mela** period.
15. The tenderers have to specify the **material** they propose to use for erection of stage, Auditorium, stalls (standard, premium and extra premium) gates, conference hall, control room, camp office etc., and otherworks to be executed under this category **in the technical bid or information**.
16. Parking arrangements for 500 Four Wheelers and 1500 two wheelers along with special parking for VIP vehicles with proper arrangements of signboards and 5-6 guards.
17. Material to be used in the erection of Aluminum Structures, octonorm stalls, Auditorium, conference hall and **mela** premises etc.,
18. A helium balloon carrying the Logo of **International Herbal Fair 2024**.
19. A Kid Zone near the food court will be installed.
20. From very beginning the quality control committee constituted by the Managing Director, MP.MFP Federation will inspect the quality of work till completion of the works.
21. One stall each for staff in the dome will be provided with flower pots, Sofa for seating of Four and two coffee tables. This stall will be provided with description and lay out plan of stalls situated inside the dome.
22. Event Manager will specify the type of Sofa, furniture to be used on the stage/main hall/domes in the power point presentation.
23. Installation will be completed and made available for inspection 36 hours before the inauguration date.
24. Details of major works to be executed has been provided as **Annexure – 4** and **Mela** lay out in **Annexure-5**
25. Successful tenderer shall have to follow all the instruction and procedures laid down by the state and central Government.

26. Force Majeure Clause

"Notwithstanding anything contained in this Agreement parties shall not be liable for failure to fulfill any of its respective obligations, if such failure is due to a force majeure event.

Where the force majeure event occurs which prevents any of the parties from performing its respective obligations under this Agreement within the prescribed time, the time stipulated in the Agreement for the performance of such Obligation shall be extended for the same length of time for which the force majeure event subsists or by four (4) months whichever is higher.

1. Provided that Parties shall in writing notify each other of the force majeure event and after the abatement of the force majeure agree in writing of a new date which shall only be an extension of the time stipulated in the Agreement for the performance of such obligation by the same length of time for which the force majeure event subsists or by four (4) months whichever is higher.
2. For the purpose of this agreement, a force majeure event shall mean the occurrence of any one or more of the following events:
 - Acts of God or events beyond the reasonable control of the parties which could not reasonably have been expected to occur.
 - An act of war (whether declared or undeclared), invasion, armed conflicts or acts of foreign enemy, riots, insurrections, terrorists or military action, civil commotions, pandemic, epidemic, which prevents the parties from carrying out their respective obligations under this Agreement".

27. FAIR CONDUCT :

The tender of any person/registered firm/legal company, who indulges in misconduct or disturbs peace during the opening of the tenders at the venue fixed for the purpose, shall be declared as invalid and the Earnest Money Deposit enclosed by him with the tender shall be forfeited and any loss suffered by the Federation on account of declaration of such tender as invalid shall be recoverable from him.

28. EXTENSION OF EVENT PERIOD :

These tenders are being invited for organizing International Herbal Fair 2024 from 17th to 23rd December 2024. In case there is extension of event period beyond 24 December 2024, the successful bidder shall be paid 10% of bid amount per day for the extended period which shall not exceed more than three days beyond 24 December 2024.

Technical Bid (Upload documents on Online Portal)

S.No	Qualification Documents	Documentary Evidence
	Name of the tenderer	
1	Tender Documents signed & Stamped	Tender document digitally signed and stamped to be uploaded
2	Status of the tenderers	<ul style="list-style-type: none"> • Individual/HUF/Partnership Firm/ Proprietary Firm/Limited Company. • In case of Firm/Company upload copy of partnership deed/power of attorney/ Memorandum and Articles of Association. • In case of individual upload the PAN card / Aadhar card. • In case of Hindu undivided family upload the PAN card and registered copy of deed. • Upload the Status as per annexure-7.
3	Tender Fee (Non-refundable) Rs. 2,500/- deposit details	Upload Copy of Transaction Details
4	Earnest Money Deposit Rs. 5,00,000/- (Rupees Five Lakh Only)	Upload Copy of Transaction Details
5	The bidder has to submit self-certified letter indicating that they have not been blacklisted, declared insolvent, unsound mind, unsound body by any Government Department, Organization, Corporation and they are not minor.	Upload self-certified letter as per annexure-8.
6	Copy of PAN No	Upload copy of PAN Card
7	Proof of Registration with GST	Upload copy of GST Registration.
8	Proof of Registration with Employees Provident Fund	Upload copy of Provident Fund Registration

9	Organizational Structure of Firm, List of sister concerns, branch office details including office details. Name of Directors/Proprietor/Partners with technical staff & others related details needs to be provided	Upload information
10	Audited Balance Sheet from a firm of Chartered Accountants for the last 5 financial years:- For the Year 2019-20 For the Year 2020-21 For the Year 2021-22 For the Year 2022-23 For the Year 2023-24	Upload copies of audited balance sheets for last five financial years as indicated. For year 2023-24, if audited balance sheet is not available then a copy of self-certified provisional balance sheet may be uploaded.
11	Proof of minimum average annual financial turnover amounting to Rs. 100 Lakh in the relevant event management field from the firm of Chartered Accountant during 5 financial year-2019-20, 2020-21, 2021-22, 2022-23 & 2023-24.	Copy of certificate from a firm of Chartered Accountant to be uploaded for the last five years as indicted. For year 2023-24, if this certificate is not available then a copy of self-attested certificate may be uploaded.
12	Copy of the ITR for the assessment year -2019-20, 2020-21 2021-22, 2022-23 & 2023-24	The copy of ITR for 2019-20, 2020-21, 2021-22 2022-23 & 2023-24 to be uploaded. If ITR is not available for 2023-24, then upload ITR of 2018-19 along with 2023-24.
13	The bidder shall submit power of attorney authorizing the Signatory of the bid to sign and execute the contract in case the bid is signed by a person other than proprietor/partner/director.	Upload the document of Power of Attorney.
14	Details of infrastructure available with the tenderer to organize events.	upload the list of infrastructure
15	Events managed by the tenderer during last 5 years (Minimum three National/International are compulsory)	Upload the supporting documents as per Criteria - 1

Table – 1 (Criteria-1)

Sl. No.	Description of Event	Name, Address & Phone No. of the Organizer	Period of the event	Amount of Contract (billed amount excluding taxes, levies etc.,)

Note- Additional events may be added in the same format.

16	Annual business turn over during last five years	Upload supporting documents as per Criteria - 2
-----------	--	--

Table – 2 (Criteria-2)

Sr. No.	Year	Total Turnover (in Rs.)
1	2019-20	
2	2020-21	
3	2021-22	
4	2022-23	
5	2023-24	

Note- Additional events may be added in the same format.

17	Total experience in the field of Event Management as on ending 31.3.2024	Upload supporting documents as per Criteria - 3
-----------	--	--

Table – 3 (Criteria-3)

S.No.	Name of event	Duration	Year	Amount (in Rs.)
1				
2				
3				
4				
5				

Note- Additional events may be added in the same format.

18	ISO Certificate	Attach supporting documents Criteria - 4
-----------	------------------------	---

Financial Bid

**TENDER INVITING AUTHORITY: Managing Director Madhya Pradesh
State Minor Forest Produce (T&D),
Cooperative Federation Limited, Bhopal**

NAME OF WORK: Event Management of International Herbal Fair– 2024

Tender Notice No. International Herbal Fair/2024/10685, Dated: 03/09/2024

<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px; background-color: #4a86e8; color: white; border-radius: 5px;">Validate</div> <div style="border: 1px solid black; padding: 2px 10px; background-color: #4a86e8; color: white; border-radius: 5px;">Print</div> <div style="border: 1px solid black; padding: 2px 10px; background-color: #4a86e8; color: white; border-radius: 5px;">Ra</div> <div style="border: 1px solid black; padding: 2px 10px; background-color: #4a86e8; color: white; border-radius: 5px;">Help</div> </div>		
Tender Inviting Authority: Managing Director, M.P.State Minor Forest Produce (T&D), Cooperative Federation Limited, Bhopal (M.P)		
Name of Work: EVENT MANAGEMENT OF INTERNATIONAL HERBAL FAIR - 2024		
Tender Notice No. International Herbal Fair/10685, Bhopal, Dated: 03/09/2024		
Name of the Bidder/ Bidding Firm / Company :		
<u>PRICE SCHEDULE</u>		
<p>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</p>		
NUMBER #	TEXT #	NUMBER #
Sl.No.	Scope of Work	Amount (in Rs.)
1	2	3
1.01	Lump sum amount to be payable to the tenderer by the federation after successful execution of the contract of the EVENT MANAGEMENT OF INTERNATIONAL HERBAL FAIR - 2024 * price quoted is inclusive of all taxes payable by the tenderer to the respective Government departments.	
Quoted Rate in Words		INR Zero Only

Seal and Signature of tenderer

Annexure – 4

Broad summary of major items to be installed in the Mela premises

S.No	Particulars	Quantity	Unit
1	EXHIBITION AREA		
(i)	International German Aluminim hanger with 890 GSM Polyvinyl coated blackout fire retardant and waterproof fabric on top with Basic Lighting & Carpet (New). (80'x100') 8	64000	Sq.feet
(ii)	Octonorm System Stall – 7 Domes: Each 10'x10' stall required with following facilities: Table : 04 Nos. Chairs : 04 Nos. Dust Bin: 01 No. Spot Light : 04 Nos.Plug Point: 01 No. Power Board : 01 No.Facia 8th Dome will have OPD facility with 21 stalls of 10'x20' measurement	23000 (38 stalls per dome) 4200 (21 stalls)	Sq.feet Sq.feet
(iii)	Display Stall Octonorum System Stall –One Dome : Each 15'x15' stall required with following facilities: Table : 04 Nos. Chairs : 04 Nos. Dust Bin: 01 No. Spot Light : 04 Nos.Plug Point: 01 No. Power Board : 01 No.Facia	16 Stalls 3600	Nos

2	CENTRAL STALLS (Pagodas) 15'x15': Each stall required with following facilities: Table : 08 Nos. Chairs : 06 Nos. Metal Light : 02 Nos. Power Board : 01 No. Carpet used	10 Stalls	Nos
3	CENTRAL STALLS (Pagodas) 30'x30': Single Pagoda of 30'x30' or four pagodas of 15'x15' for each point: Each stall required with following facilities: Table: 20 Nos. Chairs: 10 Nos. Metal Light: 04 Nos. Power Board: 01 No. Carpet used	3 Stalls	Nos
4	(i) Carpet (10' wide) in passage area in front of exhibition domes. (ii) Remaining open area of inside the mela premises to be covered with new carpet.	20000	Sq.foot
5	Food Zone:		
(i)	Iron Structure with CGI Sheet on Top 15'x15' Table : 04 Nos. Chairs : 04 Nos. Metal Light : 01 Nos. Green Net	21 Stalls	
(ii)	Sitting Area 15'x15' Each stall required with following facilities: Table : 04 Nos. Chairs : 20 Nos. Metal Light : 01 Nos. Wooden platform in sitting area Lawn umbrella	6 Spots 1500 10	Nos Sq.ft No.
(iii)	MS Round Tables	20	Nos
(iv)	Fibre Chairs with arms	125	Nos

6	KID ZONE: Playing Area 30'x30': Table : 02 No. Chairs : 04 Nos. Metal Light : 01 Nos. Green Net Barricading	900 sq.ft.	No
7	Main Gate (30'x16') Pillars – (4'x4') : made with truss structure of 9"x9", truss plate of 2'x2', and ply cut work will be used on the gate. (Depending on the design and innovation minor deviation can be considered)	1	No
8	Inside Gates (20'x16') pillars - (4'x4')	3	Nos
9a	Conference Hall (80'x50') International German Aluminum hanger with 890 GSM Polyvinyl coated blackout fire retardant and waterproof fabric on top with Basic Lighting & Carpet: Stage - 30'x60' with 20 Executive chairs & 06 centre tables. Conference Hall will have twelve round tables with table cloth and 100-125 chairs 2 LED screens for presentation in the size 6'x8' Back drop, 2 micro phone system Rostrum – 2 Nos Flower decoration (mostly with orchid & gerbera): on the backdrop, stage & podium, Bouquet (app. 50 nos. in total of best quality for opening & closing day)	1	No.
9b	OPD Hall/Conference Hall (80'x50') International German Aluminum hanger with 890 GSM Polyvinyl coated blackout fire retardant and waterproof fabric on top with Basic Lighting & Carpet: will have 10 Octonorum stalls of 10'x10' measurement	1	No

10	<p>VIP Auditorium (Aluminum Hanger) – (100'x160') semi sound proof with proper VIP sitting & Stage(60'x30') with 2 tables & 06 VIP Chairs, 2 PA System, 2 LED Screens of 6'x8', digital screen 40' x 12' as backdrop, Brand new carpet, 10' x 8' platform for camera/video. Green Room – (15'x15') – 2 Nos Chairs – 800 Nos Flower decoration (mostly with orchid & gerbera): on the backdrop, stage & podium</p>	1	No
11	Bio Toilets	30	Nos
12	Flag Poles (18') with silk satin flags (4'x2')	50	Nos
13	“T” shaped structure fixed on 8' height iron tubular pole with (4'x2') fibre sheet	20	Nos
14	<p>Reception/Information Centre: Iron Structure with CGI Sheet on Top, cloth ceiling & Walling from inside, with 06 Office Tables , 10 Banquet/executive Chairs</p>	1	No
15	<p>Control Room: Iron Structure with CGI Sheet on Top, cloth ceiling & Walling from inside, with 06 Office Tables , 10 Banquet Chairs</p>	1	No
16	<p>VIP Lounge (20'x30'): Iron Structure with CGI Sheet on Top, cloth ceiling & Walling from inside, with 12 two seater sofas, 06 Centre Tables, 10 Executive Chairs.</p>	1	No
17	<p>VIP Food Area (30'x50'): Iron Structure with CGI Sheet on Top, cloth ceiling & Walling from inside, 20 MS Round Tables & 100 banquet chairs, Brand new carpet.</p>	1	No

18	VIP Office (30'x45'): Made with Iron Structure with CGI Sheet on Top, cloth ceiling & Walling from inside, with 10 two seater sofas, 10 Office Tables, 20 Banquet Chairs.	1	No
19	CCTV (30 Nos) with control panel and one LED TV for display	1	No
20	LED Screen (6'x8')	4	Nos
21	Complete JBL sound system with 2 large PA System + Light	2	Nos
22	House Keeping with 50+2+1 for 7 days	1	No
23	Security – (Day Shift 40+2+1) Night Shift 20+1) x 7 days	1	No.
24	Outside Lighting:		
(i)	Campus Area – Metal Lights (400W)	150	Nos
(ii)	Parking & Outside area – Metal Lights (400 W)	50	Nos
(iii)	Halogen lighting	50	
(iv)	Decorative lighting: at the entrance and in the campus area	JOB	1
25	Enclose entire Fair premises with 8' high metal sheet covered with unblotted, unused white cloth partition – 02 lac sqft	1	No
26	Firefighting equipment's	30	Nos
27	Drinking Water – 4 Bottles of 1 litre for each stall per day	1	No
28	Cover entire Fair area with new carpet excluding parking		LS
29	Insurance		LS
30	Power Supply		
	Gensets: 125 KVA (inclusive of cost of diesel)	4	Nos
31	Soundless Pedestal Fans	10	
32	Helium Balloon: minimum 10' with light	1	
33	Water Sprinkling: in the parking area.	JOB	
34	Dust Bins : Big size(3-4 feet high) for campus area	25	Nos
35	Food packet distribution area: area		

	60'x90' ,New green-net, pipe Pandal 15'x30', 20 Nos. MS tables, 100 nos. Chairs, 06 nos. metal lights		
36	FASCIA ON THE OCTONORM STALLS (Vinyl) (03 meters x 30 cm approx.)	300 approx	Nos
37	Sitting Area for public: 6'x2' (feet) width bench	10	
38	BACKDROPS		
	MAIN AUDITORIUM – 10'x60'	600	Sq.feet.
	CONFERENCE HALL – 8'x30'	240	Sq. feet
39	Outside entrance Gate (20'x16') Pillars- (4'x4')	1	
40	CUT OUTS – 8'x3', on the flex mounted on the iron frame.	25	Nos
41	Sitting Area for public: platform of 2 feet width.	320 approx	Sq.feet
42	photography- of all events, Includes aerial photography		
43	Videography- Includes aerial cinematography, bytes, feedback editing & compilation of 2 min.& 5 min. film		
43	Selfie Points (theme and design as decided)	2	Nos
44	Golf Cart (Vehicle)	6	Nos
45	Taxi (Swift Dezire with Driver and Diesel/Patrol) (16 to 24 December-2024)	10	Nos
46	Vanity Van for VIPs	4	Nos
47	Big Heaters with Stand	30	Nos

*Including all Taxes, Duties or any other charges.

NOTE:

- 1- All the Material used including outer surfaces must be clean and blot free. Use of blotted and used material may amount proportional forfeiture of earnest money.**
- 2- Minor changes may be done depending upon the circumstances, for which no extra cost will be paid.**
- 3- Event Manager shall maintain a register and after obtaining the duplicate money receipt for stall booking only, the additional furniture shall be provided to the stall holders as mentioned above.
- 4- Ensure to deploy the adequate number of housekeeping personnel so as to maintain the fair premises free from any litter/filth/garbage etc.

LAYOUT OF THE MELA PREMISE



EVENT MANAGER'S AGREEMENT

On Rs. 500/- Stamp Paper

(Condition 5 of Tender Notice)

This agreement made thisday of.....
.....(month)(year) between the Board of Directors (BOD) of
M.P. State Minor Forest Produce (T&D) Co-operative Federation Ltd,
Sports Complex, 74 Bungalow, Indira Nikunj Nursery, Bhopal acting
through the Managing Director of M.P. State Minor Forest Produce (Trade
& Development) Co-operative Federation Ltd
..... herei
nafter called

Managing Director (which expression shall, where the context so admits,
includes his successor in office) of the one part and Shri/M/s
..... Son ofresident
of

.....Villageand carrying on business in
partnership with (i) Shri.....(ii)
Shri.....(iii) Shri..... in the name
and style of..... a company registered under the Indian
companies Act, 1913 (Act VII of
1913), the companies Act, 1956 (Act 1 of the 1956) and
having its registered office at

..... hereinafter referred to as the "**Event
Manager**" (which expression shall, unless the context does not so admit,
include his heirs, executors, and administrators, their survivors or
survivors of them, the heirs, executors and administrators of the last
survivor, the partners for the time being of the said firm, its successors) of
the other part (strike out portions not applicable).

Whereas, the Federation is organizing the "International Herbal Fair,
2024" from 17 to 23 December, 2024 at Bhopal and the Managing
Director has decided to appoint him as Event Manager to perform the tasks
of "International Herbal Fair, 2024" for the period ending on 31-03-2025
which has been more fully described in the Annexure 1, 4 and 5 of the said
Tender Notice No. International Herbal Fair/..... Dated.....
in which the detailed terms and conditions are mentioned.

Now it is hereby mutually agreed between the parties hereto as follows:-

1. PERIOD OF AGREEMENT

This agreement will commence from (date) and shall
remain in force till 31.03.2025 unless terminated earlier, under the terms
and conditions of this agreement.

2. PARTS OF THE AGREEMENT

This agreement shall always be deemed to be subject to the terms and conditions of Tender Notice No. **International Herbal Fair/10685, Bhopal, dated 03/09/2024** including the General/other terms and conditions along with all annexure of the tender all of which shall form part of and shall be deemed to have become part of this agreement.

3. RATES etc.,

The event manager shall be paid a total sum of Rs.....
(Rupeesonly) inclusive of all taxes and surcharges for executing all the works as mentioned in the Scope of Works detailed in **Annexure-1**.

4. WORKS TO BE EXECUTED

The various works to be executed are as detailed in **Annexure – 1, 4 and 5**.

5. PAYMENT OF TAXES

- (i) Under this agreement the rates are inclusive of all taxes and surcharges.
- (ii) The event manager shall pay all taxes as imposed from time to time and other taxes/cess to the respective departments of the Government.
- (iii) The Income Tax with surcharges shall be deducted as per the relevant Act and Rules.

6. COMPLIANCE OF AGREEMENT

If the terms and conditions of tender notice and of this agreement are not fully complied with, it shall be considered as a breach of agreement.

7. PERFORMANCE SECURITY DEPOSIT

- (i) The **Event Manager** binds himself to perform all the Acts and duties as are required to be carried out and to restrain himself and his employees and agents from doing all those acts as prohibited by or under the provisions of any relevant Act and rules made there under, to the extent these are applicable to this agreement and for timely observance and compliance of the terms and conditions of this agreement and he has deposited with the Managing Director (5% of the tender value) a sum of Rs..... (Rupees

.....only) by way of performance security in accordance with the provisions of Tender Notice in form of Demand Draft No.....and date.....issued by bank.

- (ii) This security deposit can be adjusted either wholly or in part as the case may be, by the Managing Director towards any amount recoverable from the event manager.

8. EXECUTION OF WORKS

- (i) Event Manager/successful tenderer shall submit the plan and schedule of execution of works to the Managing Director within 7 days from the date of issue of work order.
- (ii) The Event Manager/successful tenderer shall have to discuss and get approved the theme, plan and the tasks to be executed. The Event Manager/successful tenderer shall execute the work as per the direction of committee of officers appointed by the Managing Director for this purpose.
- (iii) The Event Manager/successful tenderer shall maintain the quality of performance of each task assigned to him to the satisfaction of the Managing Director, or the committee appointed by him under provisions of condition mentioned and shall take necessary corrective measures if and when asked to do so by the Managing Director.
- (iv) The Event Manager/successful tenderer will plan and execute all the assigned tasks in such a manner that all the works are completed by the 5:00 PM of 15/12/2024.

9. INSURANCE

- (i) The successful tenderer will insure at his cost the whole event for rain, fire or other natural calamities and will submit the insurance cover to the Managing Director, Federation before commencement of the event.
- (ii) The bidder shall ensure that the employees engaged/are covered under Insurance scheme.

10. VIOLATION OF ACTs etc.,

The event manager shall ensure that he himself as well as his authorized/nominated person(s) shall abide by the provisions of various relevant Acts and Rules prevalent in the State of MP from

time to time. In the event of violation of these Acts/Rules by the event manager and/or his authorized/nominated person(s), the Managing Director may terminate the agreement in addition to any other punitive action taken under the provisions of the relevant Acts/Rules.

11. TERMINATION OF AGREEMENT

- (i) If the event manager fails to execute the assigned tasks within the prescribed time limit, the Managing Director, Federation may cancel the work order after giving him an opportunity of hearing. In such an eventuality, the agreement will stand terminated and the Performance Security Deposit will be forfeited.
- (ii) Under such an eventuality, the Managing Director, Federation shall be at liberty to assign the task(s) to other person(s)/agencies and excess expenses incurred, if any, due to payment at higher rates to the other person/agency shall be recovered from the event manager from the amount payable to him whose agreement has been terminated.

12. PENALTIES

- (i) Under such circumstances wherein it is not proposed to terminate the agreement, the Managing Director, Federation shall have the liberty to impose penalty up to Rs. 5,000/- for every lapse in execution after giving due notice to the event manager after duly considering his reply if received within the prescribed time limit.
- (ii) If the event manager fails to execute any of the works to the satisfaction of the Managing Director, Federation, the same work/works shall be executed by any other person and the amount incurred in such execution of works shall be deducted from the payments to be made to the successful tenderer or from the security deposit, as the case may be.
- (iii) The amount of penalties due under the terms and conditions of the Tender Notice and the terms and conditions of this agreement and the relevant Act and the rules, shall form first charge on the event manager.

13. PERFORMANCE OF DUTIES etc., BY EVENT MANAGER

The event manager shall perform all acts and duties with quality expected of him for successfully organizing the event and shall abstain from doing by himself or by his employees and agents any act prohibited by/or under the provisions of the relevant Acts and the Rules in so far as they are not inconsistent in the context of this agreement.

14. IDENTITY CARD

The event manager shall not allow any of his persons entering the mela premises without proper identity cards issued by the office of the Managing Director. The event manager shall submit the names and addresses including phone numbers and two photographs of each person to be engaged by him.

15. PAYMENT OF STAMP DUTY

The event manager shall at all times comply with the provisions of the Indian Stamp Act 1899 and Court Fee Act of 1870 and rules and regulations made there under, as applicable to Madhya Pradesh.

16. FORCE MAJEURE CLAUSE

"Notwithstanding anything contained in this Agreement parties shall not be liable for failure to fulfill any of its respective obligations, if such failure is due to a force majeure event.

Where the force majeure event occurs which prevents any of the parties from performing its respective obligations under this Agreement. within the prescribed time, the time stipulated in the Agreement for the performance of such Obligation shall be extended for the same length of time for which the force majeure event subsists or by four (4) months whichever is higher.

1. Provided that Parties shall in writing notify each other of the force majeure event and after the abatement of the force majeure agree in writing of a new date which shall only be an extension of the time stipulated in the Agreement for the performance of such obligation by the same length of time for which the force majeure event subsists or by four (4) months whichever is higher.
2. For the purpose of this agreement, a force majeure event shall mean the occurrence of any one or more of the following events:
 - Acts of God or events beyond the reasonable control of the parties which could not reasonably have been expected to occur.
 - An act of war (whether declared or undeclared), invasion, armed conflicts or acts of foreign enemy, riots, insurrections, terrorists or military action, civil commotions, pandemic, epidemic, which prevents the parties from carrying out their respective obligations under this Agreement".

17. LEGAL JURISDICTION

Any dispute arising out of this agreement, shall be subjected to the jurisdiction of courts in Bhopal only.

In witness whereof the Managing Director has hereto set his hand and affixed the seal of his office and the event manager above named has/have hereto set his/their respective hand(s) on the day and year first herein above Signed, sealed and delivered by Managing Director in the presence of following witnesses:-

WITNESSES:

For and on behalf of

1. Signature Board of Directors of MFP Fed.

Name.....

Full Postal Address.....

Managing Director

..... M .P. State Minor Forest Produce
(T&D) Co-op. Fed. Ltd, Bhopal

2. Signature

Name

Full Postal Address

.....

**Signed by the event manager
in the presence of following
witnesses**

WITNESSES:

1. Signature.....

Name.....

Full Postal Address

.....

2. Signature

Name

Full Postal Address

.....

DECLARATION AS TO CAPACITY AND REPRESENTATION

The tenderer, hereby, firmly declares that the boxes indicated below are marked and ticked appropriately in order to prove the status of tenderer as per eligibility criteria 2(iii), 2(iv) stating their official capacity and declaring who they are representing.

- Person
- Persons
- Sole proprietor
- Managing Director of firm
- Director or Secretary of limited company
- Attorney of partnerships deed
- Hindu Undivided Family (Karta)
- Attorney of partnerships firm
- Other (Specify if any)

To Prove the above status the relevant documents have been uploaded.

Note- Tick the blocks only applicable to tenderer and upload relevant documents.

Seal and Signature of Tenderer

DECLARATION FOR ELIGIBILITY

This is Certified that the tenderer company/ firm /person has not been blacklisted by any government, department, organization or corporation and declared insolvent/ of unsound mind and unsound body. If anything found contrary to my above statement, at any stage, my tender is liable to be summarily rejected with penalty as deemed fit.

This is further certified that the tenderer is not a minor.

Seal and Signature of tenderer