



**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, Email: md.mfpfed@mp.gov.in, mpmfpit@gmail.com

No./International Herbal Fair/2026/ 8384

Bhopal, Date 24/09/2026

**NOTICE INVITING TENDERS FOR EVENT MANAGEMENT
INTERNATIONAL HERBAL FAIR AT BHOPAL
(18 th to 23rd DECEMBER, 2026)**

E-Tenders are invited for: Erection of furnished Domes, Stalls, Gates etc., as per scope of work, for organizing International Herbal Fair, 2026 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 28/09/2026 at 17.00 Hrs.

IMPORTANT FACTS & SCHEDULE

- | | |
|--|------------------------------------|
| (i) Period of the Event | : 18th to 23rd December, 2026 |
| (ii) Venue of the Event | : Lal Parade Ground, Bhopal (M.P.) |
| (iii) Pre-bid Conference | : 12.10.2026 from 15.00 Hrs. |
| (iv) Last date of Submission of Tenders | : 15.10.2026 by 15.00 Hrs. |
| (v) Opening of Technical Bids | : 16.10.2026 at 15.30 Hrs. |
| (vi) Presentation by Eligible Tenderers | : 23.10.2026 at 12.00 Hrs. |
| (vii) Intimation of results of Technical Bid | : 27.10.2026 at 15.00 Hrs |
| (viii) Opening of Financial Bids | : 28.10.2026 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

MANAGING DIRECTOR

**TENDER DOCUMENT FOR
EVENT MANAGEMENT
OF
INTERNATIONAL HERBAL FAIR, BHOPAL-2026**

IMPORTANT FACTS & SCHEDULE		
1	Period of the Event	18th to 23rd December, 2026
2	Venue of the Event	Lal Parade Ground, Bhopal (M.P.)
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5	Opening of Technical Bids	16.10.2026 at 15.30 Hrs.
6	Presentation by Eligible Tenderers	23.10.2026 at 12.00 Hrs.
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8	Opening of Financial Bids	28.10.2026 at 15.00 Hrs.



**MADHYA PRADESH STATE MINOR FOREST PRODUCE
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A-BLOCK, FIRST FLOOR, VAN BHAWAN,

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mmpmfrit@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
Fair Premisesdome**
- 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-2026

Madhya Pradesh Minor Forest Produce (Trade and Development) Federation Ltd., Bhopal, hereinafter referred to as 'Federation' will be organizing an International Herbal Fair-2026 from 18th to 23rd December, 2026 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: Installation 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	18th to 23rd December, 2026
2	Venue of the Event	Lal Parade Ground, Bhopal (M.P.)
3	Pre-bid Conference	12.10.2026 from 15.00 Hrs.
4	Last date of Submission of Tenders	15.10.2026 by 15.00 Hrs.
5	Opening of Technical Bids	16.10.2026 at 15.30 Hrs.
6	Presentation by Eligible Tenderers	23.10.2026 at 12.00 Hrs.
7	Intimation of results of Technical Bid	27.10.2026 at 15.00 Hrs
8	Opening of Financial Bids	28.10.2026 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 2021-22 to 2025-26 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 power 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.mfpfederation.org from -----/09/2026

4. Submission of Tender:

Tender must be submitted ONLINE on or before ----/09/2026 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>

5. 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>

6. Tenderers Agreement

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

7. Pre-bid Conference

There will be a pre-bid conference on **---/09/2026 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.

8. 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 **-----/09/2026 by 15.00 Hrs.**

9. 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 -----/09/2026.** 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.

10. **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 31.03.2026. (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 field during last five financial years: 2021-22 Rs..... 2022-23 Rs..... 2023-24 Rs..... 2024-25 Rs..... 2025-26 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 31.03.2026	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. The sequence of presentation will be in alphabetical order. If all the presentations cannot be done in the given date, then the remaining	-	30 Marks

		presentation will done in next day.		
	➤ 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.

11. 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.

12. 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.

13. 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)

14. 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.

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

15. 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, branding, designing, carpeting, sanitation and security etc.,

1. (a) Overall design, branding, 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 lay out 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) **50 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 mela time 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, 4 in open area and one at main entrance gate with the size of 12'x8') with LED screen stands of proper height and truss.
(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 other two 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 and conference 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 other works 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 2026**.
19. A Kid Zone near the food court will be installed. Attractive games facility for kids like Sliding, Jumping, bouncy, Mickey Mouse and obstacle course etc., to be provided by the tenderer.
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 2026 from 18th to 23rd December 2026. In case there is extension of event period beyond prior or the said dates, 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 26 December 2026.

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	• 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	Upload copy of Provident Fund

	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 2021-22 For the Year 2022-23 For the Year 2023-24 For the Year 2024-25 For the Year 2025-26	Upload copies of audited balance sheets for last five financial years as indicated. For year 2025-26, 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-2021-22, 2022-23, 2023-24, 2024-25 & 2025-26	Copy of certificate from a firm of Chartered Accountant to be uploaded for the last five years as indicted. For year 2025-26, 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 –2021-22, 2022-23, 2023-24, 2024-25 & 2025-26	The copy of ITR for 2021-22, 2022-23, 2023-24, 2024-25 & 2025-26 to be uploaded. If ITR is not available for 2025-26, then upload ITR of 2020-21
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
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Table – 2 (Criteria-2)

Sr. No.	Year	Total Turnover (in Rs.)
1	2021-22	
2	2022-23	
3	2023-24	
4	2024-25	
5	2025-26	

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

17	Total experience in the field of Event Management as on ending 31.3.2026	Upload supporting documents as per Criteria - 3
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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
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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-2026

Tender Notice No. International Herbal Fair/2026/-----, Dated: ---/09/2026

Validate Print Help		
<u>Item Rate BOQ</u>		
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 - 2026		
Tender Notice No. International Herbal Fair/---, Bhopal, Dated: ---/09/2026		
Name of the Bidder/ Bidding Firm / Company :		
<u>PRICE SCHEDULE</u> (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)		
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 - 2026 * 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

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

S. No	Item	Particulars	Quantity	Unit
1		EXHIBITION AREA		
1	Design, 3D visualisation, statutory approvals	2D AutoCAD layout to scale; stall numbering plan; electrical SLD with load calculation; water, drainage, fire-fighting and evacuation plans; signage plan. 3D renders of Main Gate, Auditorium, Conference Hall, typical stall, Food Zone, Kids Zone. Statutory: Fire NOC; Structural Stability Certificates; Electrical Safety Certificate; police, traffic, local body and drone permissions. All fees included.	1	Job
2	Site preparation, levelling, restoration	Joint record of existing levels before start. Clear grass, stones and debris; dress, level, murrum-fill depressions and compact to a firm, even, non-dusty surface. Set out all structures and service lines per the approved layout, jointly verified. Water sprinkling min twice daily. Restoration per GC-15.	33,000 Approx.	Sqm
3	Kanath 8ft— boundary enclosure	8'-0" high GI/CGI sheet min 0.45 mm on MS pipe framework, perimeter ~740 running M, anchored to the certified wind design. Both faces fully covered with brand-new, unblotted, unused white cloth min 90 GSM, machine-stitched, taut and wrinkle-free — patched or previously used cloth rejected.	19,500	Sq. feet
4	German Aluminium (9 domes 80'x100') hangar domes	Clear-span German aluminium hangar, no intermediate columns, clear height min 4.00M at eaves. Roof 890 GSM PVC coated polyester— blackout, waterproof, UV stabilised. Side and rear walls same fabric with roll-up or zip panels. Gutters discharging clear of walkways; leak-free in rain required. Floor base levelled, compacted and dust-free; build-up may be compacted murrum with carpet direct, or 9 mm ply on sub-frame. Internal lighting min 150 lux at floor level in circulation.	72000 Approx.	Sq. feet
5	Dome internal decor and greenery	Per dome: decorative hanging elements from the hangar truss with concealed warm-white LED strip, rigged on steel wire; decorative pendant lamps; decorative lanterns; live potted plants in min maintained daily; one central display podium dia with cove lighting. (as per requirement)	Sets	9
6	Octonorm stalls 10'x10'	wall height min 2.44 M, panels rigid enough not to flex visibly when leaned on. Pipe-and-cloth partitions not acceptable. Three sides closed, front open; corner stalls two sides open. Floor firm, level, non-deflecting, carpeted. Lighting min 4 fittings giving 250 lux at counter level. 1 No 5/15A socket, 1 No power board with MCB and ELCB. 4 tables, 4 cushioned chairs, 1 dust bin.	31000 Approx. (38 stalls per dome)	Sq. feet
7	Display stalls 15'x15'	Same modular system, finish, lighting performance and electrical requirement as the 10' x 10' stall, at 15' x 15'. Fascia ~5.00 M x 0.30 M in printed vinyl. 4 tables, 4 chairs, 1 No dust bin, 1 No plug point, 4 spot light, 1 No power board.	3600 (16 Stalls)	Sq. feet
8	Central pagodas 30'x30'	Pyramid-roof aluminium pagoda, clear height min 3.50 M at eaves, self-supporting and anchored. Roof PVC coated polyester min 850 GSM—blackout, waterproof, FR—with valance and gutter. Floor firm, level, carpeted with skirting. 20 tables with cloth, 10 chairs. Lighting min 250 lux at table level plus display accent. 1 No power board with MCB, ELCB and adequate sockets. Printed fascia all four faces with lighting. 1 No dust bin.	3 Stalls	Nos
9	Central pagodas 15'x15'	Same pagoda system and fabric performance, clear height min 3.00 M. Floor firm, level, carpeted. 8 tables with cloth, 6 chairs. Lighting min 250 lux at table level plus accent. 1 No power board with MCB, ELCB and adequate sockets. Printed fascia with lighting. 1 No dust bin.	10 Stalls	Nos
10	Cenbal Kiosk 10'x10'	Cenbal Kiosk 10'x10'	10	No
11	Conference hall hangar + stage + backdrop	Clear-span aluminium hangar. Roof 890 GSM PVC coated polyester — blackout, waterproof, FR. Sound proofing as performance: usable for a buyer-seller meet with outside noise not intruding. Fall ceiling and new carpet on a firm level floor. Climate by air coolers and fans. Lockable entrance door. 2 exits with illuminated signage. STAGE ~40' x 15' at 600 mm, rigid and non-deflecting, carpeted and skirted, with step units and railing; 20 executive chairs, 6 centre tables, 2 rostrum. BACKDROP ~30' x 8' on braced frame with 3D letters and backlighting. Fresh flower decoration daily.	1	No

S. No	Item	Particulars	Quantity	Unit
12	Conference hall tables, chairs, AV, mics	12 round tables 1.50 M dia with fresh cloth, frill and overlay. 125 cushioned banquet chairs with covers and bows. Registration desk 3.00 M with 2 chairs. 2 LED screens 12' x 8' for presentation with processor, media player and operator. 1 No 75" LED TV as speaker confidence monitor. Sound: 8 speakers, 2 sub-bass, 16-ch digital mixer, DSP, amplifier rack. Mics: 4 SHURE handheld cordless, 2 podium, 4 collar, with spare batteries. 1 No 10,000 lumen projector with 12' x 8' screen as back-up, laptop and wireless presentation system. Full-time AV operator; proceedings recorded and handed over. 2 dust bins, 1 No water dispenser.	10	Set
13	Food stalls 15'x15'(MS+ CGI)	MS framed structure, framing at the contractor's design, on a levelled compacted base. CGI roof with adequate slope, ridge and gutter — fully waterproof. Sides and rear closed, front open with service counter. (No timber, bamboo or fabric in the cooking area — not relaxable.) Fascia with stall number and outlet name, lit. 4 tables with cloth, 4 chairs. Lighting adequate for food service and hygiene inspection. Power board with MCB and ELCB, adequate sockets, three-phase where required. Green net over the zone. Per stall: 2 ABC 5 kg, 1 CO2 4.5 kg, 1 fire blanket, 1 sand bucket, 1 dust bin.	21	Nos
14	Food zone sitting spots 15' x 15'	Platform 15' x 15' at 300 mm, anti-skid with edge skirting. 4 tables with genuine marble tops on stable bases. 20 chairs. 1 No lawn umbrella 4.00 M dia or 4 of 2.50 M dia in FR fabric. 1 No metal light. 4 planters, 1 No dust bin, wooden platform in sitting area. Tables wiped clean after every use.	6 Spots	Nos
15	Kids Zone— games, barricading, operators	Playing area 100' x 80'. Table: 02 Nos. Chairs: 04 Nos. Metal Light: 01 Nos. Green Net Barricading	Attractive games facility for kids like sliding, jumping, bouncy, mickey mouse and obstacle course etc, to be provided by the tenderer.	No
16	MAIN GATE (30' x 16', pillars 4' x 4')	30' x 16' with 4' x 4 pillars on braced MS truss framing with guy support. Ply cut-work cladding in enamel or laminate wrap to the approved colour scheme, with printed flex panels. 3D acrylic letters INTERNATIONAL VAN MELA 2026, min 450 mm. Wall washers and uplighters. Clear opening kept unobstructed for pedestrian and fire-tender access. 1 No bi-directional digital footfall counter.	1	No
17	Inside gates 20' x 16'	Gate structures 20' x 16' with pillars 4' x 4' on braced and anchored framing at the contractor's certified design. Cladding in ply or MDF cut-work in enamel or laminate wrap to the approved colour scheme, with printed panels and 3D acrylic lettering. Lighting adequate for the gate to read clearly after dark. Bi-directional digital footfall counter at each gate with daily and cumulative reports. Clear opening unobstructed at all times.	3	Nos
18	Back gate + security cabin	9.00 M wide service and vehicle entry. MS framed lockable gate with reflective markings and lighting. 1 No security cabin 2.00 x 2.00 M with chair, table, register and light. Vehicle entry log maintained.	1	No
19	Reception/ Information centre + campus PA	MS framing at the contractor's design, CGI roof with slope and gutter, fully waterproof. Cloth ceiling and internal walling in brand-new white cloth, taut. Floor firm, level, carpeted. 6 office tables, 10 Banquet/executive chairs. CAMPUS PA (JBL system with 2 mics) — PERFORMANCE: an announcement made here must be clearly audible and intelligible at every point of the premises incl. parking, with emergency override from the Control Room; speaker count and placement. Illuminated site-map board, help desk, lost-and-found and lost-child desk. 2 water dispensers with paper glasses and dust bins. DB with MCB and ELCB, air cooler, lit name board, 1 dust bin.	1	No
20	Control room	5.00 x 5.00 M as the Reception block. 6 office tables, 10 Banquet chairs. CCTV console with the 75" LED TV, NVR rack and 2-hour UPS with operators. All statutory certificates, the evacuation plan and emergency contact list displayed. Complaint, inspection and attendance registers maintained here and open to the Federation at anytime.	1	No
21	VIP Lounge 40' x 30'	Fall ceiling and internal walling; floor firm, level, premium carpet. 12 two-seater sofas, 6 centre tables, 10 executive chairs—make and model specified in the technical bid and approved before procurement. 1.5 TR split AC per 20 sqm. Water dispenser, fresh	1	No

S. No	Item	Particulars	Quantity	Unit
		flower arrangement daily, dust bin, ABC extinguisher. Access to VIP toilets. Lockable door with closer; keys to the Federation.		
22	VIP Lounge & sitting area 45' x 15'	At the Main Entrance Gate, with partition separating the VIP lounge from the general sitting area. Constructed as the VIP Lounge. 12 two-seater sofas, 6 centre tables, 10 executive chairs. Air cooler or AC as directed, water dispenser, dust bin, ABC extinguisher.	1	No
23	VIP Food Area 30' x 60'	(Fall ceiling, walling and new carpet over the full area. 20 SS-glass round tables, 100 banquet chairs with clean ironed covers.) Sofa and central table with non-woven carpet in a 30' x 20' portion. Air coolers or AC as directed, hand-wash station, 2 dust bins, 2 ABC + 1 CO2 extinguisher, 1 fire blanket.	1	No
24	Federation Office 30' x 45'	Fall ceiling, walling and carpeted floor. 10 two-seater sofas, 10 office tables, 20 banquet chairs. Air cooler. Water dispenser, dust bin, ABC extinguisher, notice board, stationery. Adequate lighting; DB with MCB and ELCB.	1	No
25	MD Office 30' x 26'	As the VIP Lounge with premium finishes and premium carpet. 10 two-seater sofas, 10 office tables, 20 banquet chairs. 1.5 TR split AC. Water dispenser, fresh flower arrangement daily, dust bin, ABC extinguisher. Access to VIP toilets. Lockable door with closer.	1	No
26	Office food area 45' x 45'	Fall ceiling, walling and carpeted floor. 10 two-seater sofas, 10 office tables, 20 banquet chairs. Air coolers, 2 water dispensers, 2 dust bins, ABC extinguisher.	1	No
27	Kitchen block 20' x 30'	As the admin blocks but with non-combustible flooring and wall lining behind the cooking line. 4 SS work tables, 2 SS sinks with running water and drainage. 2 ABC + 1 No CO2 extinguisher, 1 No fire blanket, 2 sand buckets.	1	No
28	Carpet—dome passage 10' wide	New unused carpet, FR treated, weight to suit a 7- day life, over a levelled compacted stone-free base. Performance: taut, flat and free of rucks, lifted edges or exposed joints throughout; fixing method and jointing. Full 10'-0" width maintained continuously in front of every dome. High-traffic spines inspected daily and patched or replaced the same day.	20000	Sq.feet
29	Carpet-dome floor incl. stall footprints	New carpet, FR treated, weight to suit a 7- day life, over a levelled base, covering the full dome floor incl. the stall footprints. Taut, flat and free of rucks or lifted edges throughout.	72000	Sq.feet
30	Carpet—auditorium+ conference (premium)	New premium carpet, FR treated, weight to suit a 7-day life, over a firm and level build-up, across the full floor of the Auditorium and Conference Hall incl. aisle runners and stage carpet. Taut and flat throughout.	20,200	Sq.feet
31	Carpet—remaining open area	New carpet, FR treated, weight to suit a 7-day life, covering the central plaza and remaining circulation inside the premises, excluding parking. Base levelled, compacted, stone-free and dust-suppressed. Performance: the walking surface must stay firm, flat and free of trip hazards throughout, and must not become slippery or soggy after rain. Daily inspection with same-day patching. Payment on joint actual measurement.	1,31,700	Sq.feet
32	Red carpet for VIP movement	Heavy-duty red carpet 2.00 M wide, new, with edge binding and anti-skid backing, from the VIP drop-off through the Main Gate to the Auditorium and Conference Hall.	500	R.Mt
33	DG sets + diesel + operators	Gensets 125KVA (inclusive of cost of diesel) Silent or acoustic-canopy DG sets of the stated rating, any reputed make, CPCB compliant, not exceeding 75 dB(A) at 1 M, with AMF panel and automatic changeover. DIESEL for the full period INCLUDED IN THE RATE; log book of running hours and fuel countersigned daily. Spill tray, ABC and CO2 extinguishers, fire bucket and separate earthing at each set. Operator round the clock. PERFORMANCE: the Auditorium, Conference Hall, Control Room, CCTV and all LED screens must stay powered with one set out of service — met by any combination the contractor proves in the load calculation.	4	Nos
34	Decorative lighting	Decorative lighting at the entrance and campus: string and rope lighting along the main axis and gates, ground uplighters, and floodlighting of gates and dome facades. Weatherproof IP65 connectors. Parking & Outside area- Metal Lights (400W)	1	Job
35	Emergency and exit lighting	Illuminated EXIT signage with min 3-hour battery back-up at every exit of every enclosed structure. Emergency lights with battery back-up in all domes, the Auditorium, Conference Hall and offices. Illuminated pathway marking on primary evacuation routes. Assembly point marking at 4 locations and the evacuation plan displayed at 20 locations.	1	Job

S. No	Item	Particulars	Quantity	Unit
36	LED screens 12 'x 8'	LED video screens 12' x 8'. Pitch and brightness to suit viewing distance and location — legible and artefact -free from the nearest seat indoors, legible in direct day light and weather-rated outdoors. On certified truss or ground support with safety bonds, at a height clearing the audience sightline. Processor, media player, cabling, content operator throughout Mela hours, spare modules at site. Live camera feed, event content and approved branding.	9	Nos
37	CCTV 30 cameras + NVR +operators	30 IP cameras min 2 MP, fixed and PTZ as suits the coverage, night vision, weather proof housings outdoors. Retention min 15 days; storage and channel count. UPS back-up min 2 hours. PERFORMANCE: a person must be identifiable at the entry line of every gate and at every cash or registration counter; placement reviewed jointly at the pre-event inspection and adjusted within the same rate.	1	Nos
38	Backup PA systems	2 complete high-fidelity JBL large PA systems, each with independent power and console, the second as full back-up, for the Auditorium and the open area. Failure of the primary must not interrupt the programme; changeover.	2	Sets
39	Photography incl. aerial	Min 2 professional photographers with full-frame equipment plus 1 No licensed drone operator, covering all events on all days from set-up through the closing ceremony, with statutory drone permission. Delivery: edited high-resolution images with complete RAW files on external hard disk and cloud link within 7 days of closing. Copyright vests with the Federation.		
40	Video graphy incl. aerial + films	Multi-camera coverage (min 3 cameras) with aerial cinematography by a licensed drone operator. Recorded bytes and feedback of dignitaries, exhibitors and visitors. Editing and compilation of one 2-minute and one 5-minute film with graphics, subtitles and licensed score, to an approved cut. Live streaming of the inaugural and closing ceremonies if directed. Delivery: all raw footage and edited outputs on external hard disk within 10 days of closing. Copyright vests with the Federation.		
41	Signage and wayfinding package	Zone and utility name boards (VIP Sitting, Press, Toilet, Control Room, Conference, Commercial Zone, Food Zone, Kids Zone, Auditorium, Reception, OPD, Parking, First Aid) 1.20 x 0.90 M— 40 Illuminated toilet signage — 40 Photo-luminescent or illuminated EXIT and ASSEMBLY POINT signage — 40 Directional arrows — 60 Dome-wise stall directory boards 2.40 x 1.20 M — 9 Illuminated site-map boards 3.00 x 2.00 M — 4 All securely mounted; substrate and print to suit a 7-day life.	1	Job
42	Fascia vinyl on octonorm stalls	Digitally printed vinyl or star flex on the fascia beam, ~3.00 M x 0.30 M, UV resistant, legible from across the aisle. Stall number and exhibitor name, approved house style, consistent across every dome.	300 approx	Nos
43	Backdrops (conference; auditorium is LED)	Conference Hall backdrop 8' x 30' = 240 sq.ft on a braced MS frame with 3D backlit acrylic letters and LED backlighting. Artwork as approved, depicting the theme of the Mela, with Federation and Government logos. Frame independently braced and anchored clear of the stage working area. The Auditorium backdrop is executed as the 40' x 12' digital LED screen.	240	Sq.feet
44	Flag poles 18' with silk satin flags	GI or aluminium poles 18'-0" with base plate, ballast and halyard, grouted or ballasted against wind. Flags in silk satin 4' x 2', double-sided digital print to approved artwork.	50	Nos
45	"T" shaped directional signage	"T" shaped structure on an 8' -0" iron tubular pole with weighted or grouted base. 4' x 2' fibre or ACP sheet, printed both faces, with directional arrows to zones, utilities, toilets, first aid, parking and exits.	20	Nos
46	Cut-outs 12' x 4' on flex	Digitally printed star flex, UV resistant, mounted taut on a braced MS pipe frame, anchored or ballasted against wind. 2 LED floodlights 50 W per cut-out. Artwork as approved.	25	Nos
47	Selfie points	Design and theme as decided by the Federation. Sculptural element in FRP, MDF or metal, weather-proof, lit, safely anchored, on a platform with railing where required. Hashtag and logo panel with QR code. LED spotlights for evening use.	3	Nos
48	Helium balloon with light	min 3.00 M (10') diameter PVC or nylon balloon with the INTERNATIONAL VAN MELA 2026 logo printed both sides, internally or externally lit to read clearly after dark. Helium filled, tethered with min three anchor ropes with proper ballast; DAILY TOPPING-UP of gas to keep it fully inflated and illuminated. Local body and AAI permission as applicable and an anchorage stability certificate obtained by the contractor. Lowered and secured in high wind and re-flown when safe, without extra charge.	1	Nos

S. No	Item	Particulars	Quantity	Unit
49	Soundless Pedestal	Soundless Pedestal Fans	10	Nos
50	Live plants and landscaping	Live potted plants — palms, ferns, ornamental and medicinal species — min 900 mm high in decorative pots, healthy and disease-free. Daily watering, pruning and maintenance. Seasonal flower beds and planter boxes along the main axis.	1	Job
51	Bio toilets	Portable bio-toilet or bio-digester units 2.00 x 2.00 M with WC, wash basin, mirror, soap, coat hook, mug, and adequate water storage for continuous use between refills. Ventilation and lighting inside and outside. Illuminated Ladies and Gents signage, separately marked. Murrum or red stone spread five feet around each unit and min two flower pots at each entry. CLEANING EVERY 1-2 HOURS with disinfectant, deodorant and continuous water refilling; daily sludge disposal at an approved site with record. PERFORMANCE: no toilet found without water, without light or uncleaned during Mela hours. Register at each cluster, countersigned daily.	30	Nos
52	VIP toilets	Premium portable or porta-cabin type with western WC, washbasin with running water, mirror, exhaust fan, washable flooring, air freshener, lock, proper marking and good lighting. Adjacent to the VIP Lounge and MD Office. Cleaned after every use and at min hourly intervals. Attendant during Mela hours. 1 Ladies and 3 Gents.	4	Nos
53	Waste bins with lid (stall + campus)	Brand-new bins with lids, 3'-0" high for stalls and 3-4 ft for campus areas, with bio-degradable liners, segregated wet (green) and dry (blue), clearly marked. Liners replaced at least twice daily; campus bins emptied at least three times daily and washed daily.	450	Nos
54	Water dispensers + packaged water	Dispensers with 20 L jars of ISI/BIS certified packaged water, replenished continuously throughout Mela time. EVERY SPOT to carry PAPER DISPOSABLE GLASSES, continuously replenished and never allowed to run out, and ONE DUSTBIN. Spot kept clean and free of standing water.	30	Nos
55	Drinking water bottles for stalls	ISI/BIS marked packaged water in sealed 1 litre bottles, FOUR PER STALL PER DAY.	1	No
56	Housekeeping manpower + consumables	50 safai karmacharis, 2 supervisors, 1 manager for the full period. min 20 CLEANLINESS WORKERS (male and female) in exclusive blue or green uniform DISPLAYING THE NAME AND NUMBER OF THE WORKER. Available BEFORE 8:00 AM daily, premises cleaned before the public arrives; continuous cleaning drive during Mela hours; deep cleaning nightly. All consumables included. Dedicated Food Zone deployment for wiping tables after use and clearing plates, glasses and waste. Attendance register countersigned daily; shortfall attracts proportionate deduction.	1	Job
57	Water tankers, storage, sprinkling	min 10 tankers of 5,000 L per day or as required, for toilets, Food Zone, hand-wash stations and sprinkling. 4 storage tanks of 5,000 L with pumps and a distribution network to all consumption points, leak-free with no standing water. Sprinkling in parking and approach areas min twice daily.	1	Job
58	Waste collection and disposal	Segregated wet and dry collection with covered trolleys, min 3 cycles per day. Transport and disposal at a municipal-approved site with challan submitted daily; estimated 3-4 MT per day. No waste burnt or buried within or near the premises.	1	Job
59	Security manpower + equipment	DAY 40 guards + 2 supervisors + 1 officer; NIGHT 20 guards + 1 supervisor, for the full period. PSARA licensed agency; POLICE VERIFICATION of every guard before deployment. Guards uniformed and AGED 25 TO 40, with visible identity cards. Min 30 walkie-talkie sets with a Control Room base station. 10 hand-held and 4 door-frame metal detectors, torches, whistles, batons, raincoats. Min 8 LADY GUARDS for VIP and ladies areas and frisking. Deployment chart, roster and attendance submitted daily.	1	Job
60	Parking management	Capacity 500 four-wheelers and 1,500 two-wheelers, marked bays, lane marking, controlled entry and exit. VIP parking for min 50 cars near the Main Gate, separately barricaded and manned. 5-6 parking guards plus 2 supervisors during all hours. 20 signboards, 100 cones, 50 barricades, reflective jackets, light batons. Lighting and dust suppression per the respective items.	1	Job

61	Fire extinguishers, buckets, blankets	Quantities to IS 2190:2010 and NBC 2016 Part 4 —1 unit per 400 sqm OR 15.00 M maximum travel distance, whichever gives the greater number. ABC dry powder 5 kg and CO2 4.5 kg, ISI marked, valid pressure-test certificate, refill date not expiring during the Mela. Mounted on stands or brackets 1.00-1.20 M above floor, with photo-luminescent identification signage above each. Fire buckets with dry sand and water, and fire blankets at every food stall and cooking area. Water reserve with pump and hose reel as directed by the Fire Officer. 6.00 M fire-tender access lane kept clear at all times. Marked-up layout drawing to the Fire Officer before the pre-event inspection; min 2 persons per zone trained; fire drill conducted jointly before inauguration.	1	Job
62	Golfcartswith driver	Battery-operated 6-8 seater carts with driver, charging arrangement and battery back-up for full-day operation, for VIP, elderly and differently-abled movement during all Mela hours.	6	Nos
63	Taxi (Innova) 9 days	Innova or Innova Crysta with driver, fuel, tolls, parking and driver's allowance, 16 to 24 December 2026 (9 days) or as revised. Vehicles clean, not older than 5 years, with valid permit, fitness, pollution certificate and insurance. Drivers with valid commercial licence, in uniform, with mobile phone; details submitted before deployment. Duty slips countersigned daily.	10	Nos
64	Bouquets	~50 fresh bouquets of best quality, predominantly orchid and gerbera, delivered on the day of use, for the opening and closing days.	1	Job
65	Sitting Area for public	Platform of 2 feet width	320 approx	Sq.feet
66	Conference Hall (80'x50')	International German Aluminum hanger with 890 GSM Poly vinyl coated blackout fire retardant, sound proof and water proof fabric on top with fall ceiling. 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 12'x8' Backdrop, Rostrum-2 Nos 1 LED TV for stage & Sound System operators with laptop to be provided. Complete JBL Sound System (with 4 Cordless mic and 2 podium mic) Flower decoration (mostly with orchid & gerbera):on the backdrop, stage & podium.	1	Nos
67	VIP Auditorium	VIP Auditorium (Aluminum Hanger)– (100'x160') semi sound proof with proper VIP sitting & Stage (60'x30') with 6 tables & 20 VIP Chairs, 2 PA System, 2 LED Screens of 12'x8', digital screen 40'x12' as backdrop, Brand new carpet, 1 LED TV on the stage. 10'x8' platform for camera/video. Green Room–(15'x15')–2 Nos VIP sofa: 20 Nos Chairs–800 Nos Flower decoration: (mostly with orchid & gerbera): on the backdrop, stage & podium Sound System & Lights: JBLSRX-725 or RCFHDL 20: (8 Unit) JBLSRX-728: (4 Unit) JBLSRX-725 SIDE FILL: (2 Unit) JBLVTX F 18s or RCF 8004 (2 Unit) JBLVRX F 915m (6 Unit) Digital Mixer or Mixer Sound craft impact 32 Channel (1 Unit) Digital Signal Processor (1 Unit) Power Panel (1 Unit) ONLINE UPS (1 Unit) SHURE CORDLESS MICROPHONE (2 Unit) SHURE PODIUM MICROPHONE (2 Unit) SHURE MICROPHONE FOR INSTRUMENTS (6 Unit) SHURE DRUM MICROPHONE (Drum Kit) (6 Unit) BIG MICROPHONE STAND (4 Unit) SMALL MICROPHONE STAND (4 Unit) BSS DI BOX (4 Unit) SOUND ENGINEER: 1 LIGHTS: LED MULTICOLOR PAR (24 Unit) WARM WHITE LED PAR (12 Unit) SHARPY (06 Unit)	1	Nos

		AVOLITE MINI PEARL DIGITAL LIGHT CONTROLLER (1 Unit) SMOKE MACHINE (1 Unit) LIGHT STAND (2 Unit) LIGHT DESIGNER (1 Unit) Note: As per requirement Technical Rider (Instruments, Additional Sound System & other items) to be provided. All the above mentioned items should be of high quality.		
68	Event management team + maintenance crew	min 5 RESPONSIBLE PERSONS in uniform with visible identity, available at all times, with mobile numbers displayed at the Event Manager's Office. Maintenance crew: 4 electricians, 4 carpenters, 2 plumbers, 8 helpers in shifts, with tools and a buffer stock of spare panels, carpet, cable, lamps and fasteners. Event Manager's Office 30' x 30' with 6 tables, 12 chairs, 2 almirahs, notice board, printer, computer and stationery, functional throughout.	1	Job
Optional desired items				
1	"Forest Trail" QR awareness system[Gen-Z engagement]	40 QR plaques, weather-proof, in the theme palette, mounted at the wildlife cut-outs, dome entrances, selfie points, the Other States pavilion and on selected exhibitor stalls. Each QR opens a mobile-first page on a Federation-owned domain. CONTENT TO BE PRODUCED AND LOADED: species pages for every cut-out; a Minor Forest Produce page for each major produce shown at the Mela — mahua, tendu, harra, baheda, amla, honey, lac, sal seed, chironji — covering what it is, which districts it comes from, how it is collected, and what a collector family earns from it; and pages on tribal livelihoods, sustainable collection and the Federation's own role, matching the four theme icons of the brand wall. Bilingual Hindi and English throughout. Includes CMS, hosting for 12 months, scan analytics reported to the Federation daily, and handover of all content and the domain at the close of the event. NOTE: the awareness value here rests entirely on the CONTENT. A QR that opens a brochure PDF will be scanned once and ignored. The content must be written for a phone screen, in short blocks, with photographs.	1	Job
2	Interactive touch screen kiosks [Gen-Z engagement]	55" vertical touch screen kiosk in a theme-finished enclosure, with UPS-backed supply and a locked service door. Content: a short forest and wildlife quiz with an instant score; a 'where does your product come from' map of MP districts and their produce; and a tribal livelihood story reel. Attract-loop plays when idle. Placed at the Main Gate, the Other States pavilion, the Kids Zone and the Food Zone dining area. Daily scan and play analytics reported. Screen protected against direct sun; kiosk stable and non-tipping.	4	Nos
3	Reels and photo corners [Gen-Z engagement]	Dedicated short-video corners, each with a themed backdrop (giant Mahua flower, backlit leaf wall or forest canopy), a soft ring light on a stand with adjustable height, a phone tripod with universal clamp, and a marked standing spot at the correct distance. Power point with MCB and ELCB. Signage with the event hashtag and the QR to the Forest Trail. Positioned clear of circulation so a queue does not block the walkway.	3	Nos
4	Backlit hash tag frames and neon installations [Gen-Z engagement]	Backlit or LED-neon frames and word installations in the theme palette carrying the event hashtag, VAN MELA 2026, and the theme lines. Sizes 1.50 to 3.00 M. Weather-proof, on ballasted bases, at the Main Gate forecourt, the central plaza, the Food Zone and the Kids Zone. LED neon-flex only—no glass neon tube anywhere the public can reach.	6	Nos
5	Digital pledge wall with live counter[Gen-Z engagement]	Interactive wall of not less than 4.00 M x 2.50 M where a visitor scans a QR and adds a pledge—to buy forest produce from tribal collectors, to avoid single-use plastic, which appears on a live LED display with a running count of pledges taken. Moderation queue so nothing unapproved appears on screen. Daily pledge count and the anonymised pledge log handed to the Federation at close. This is the single best content generator for the Federation's own social channels during the event.	1	No
6	Tribal artisan live demonstration corners[Gen-Z engagement]	Covered demonstration corner of approx 4.00 M x 4.00 M with a work platform, seating for the artisan, storage, task lighting and 20 seats for onlookers. For live demonstration of forest-produce craft — mahua processing, honey extraction and bottling, lac bangle making, bamboo craft, sal leaf plate making. Includes artisan honorarium, travel, lodging and material for the full event period, coordinated with the Federation's district units. Name and district board for each artisan, with the QR to that produce's Forest Trail page. THIS IS THE ITEM THAT MAKES THE REST OF THE ADD-ON MEAN SOMETHING: cut-out sand neon frames draw a	4	Nos

		young visitor in, but it is watching a collector actually work that connects the photograph to the forest economy.		
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***Including all Taxes, Duties or any other charges.**

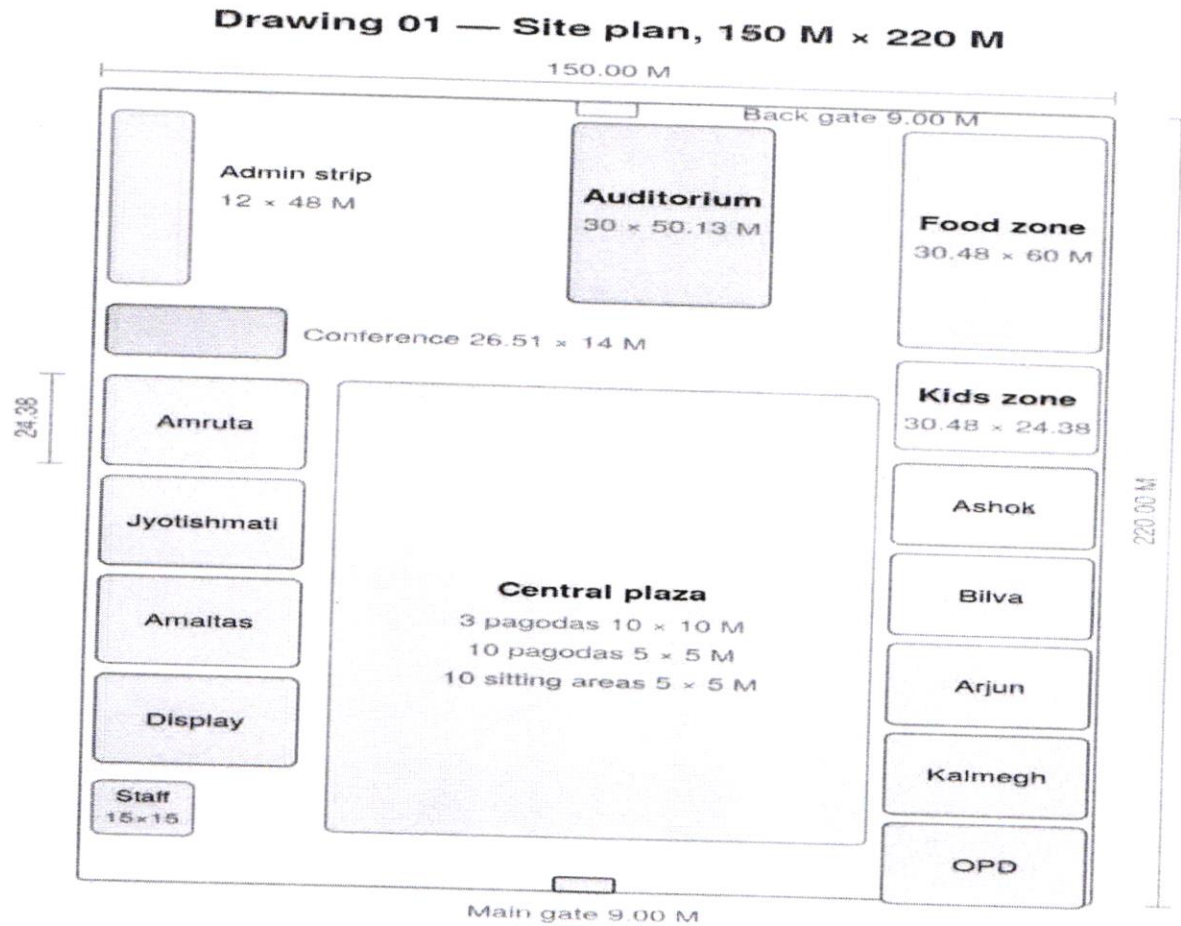
NOTE:

- 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.

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing 01—Site plan, 150M×220M



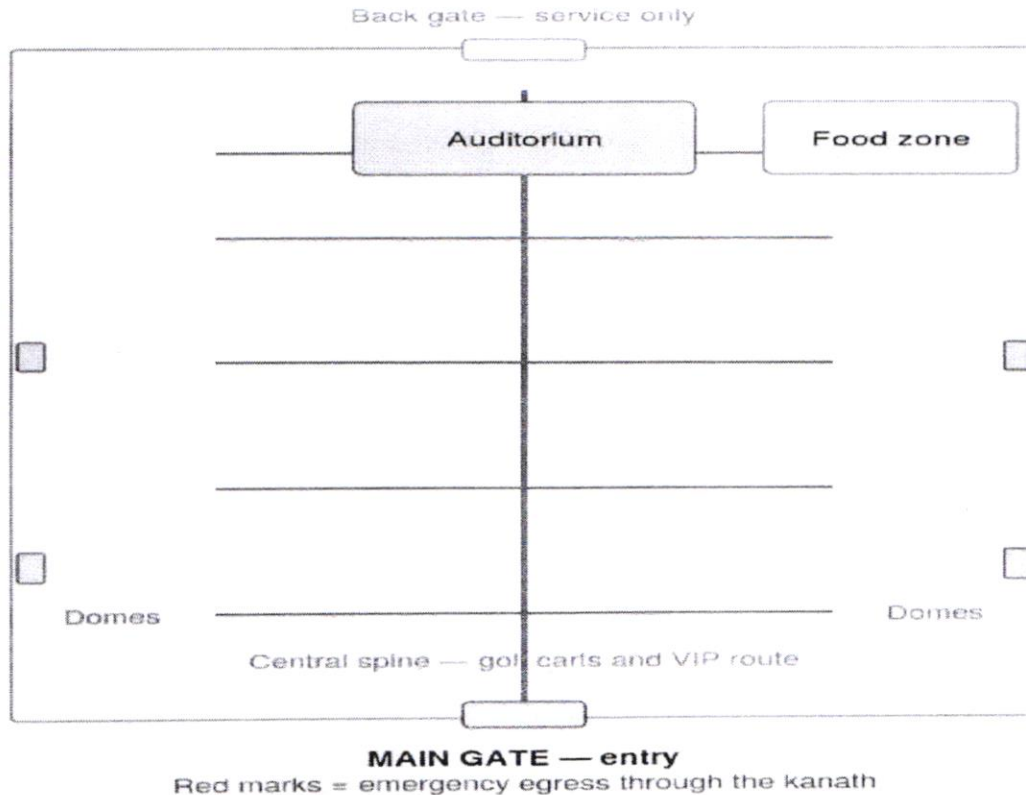
Nine domes, each 30.48 M × 24.38 M = 8.000 sq.ft
Toilet clusters on both perimeters, 3 at the rear of every dome

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing02—Visitor circulation and emergency egress

Drawing 02 — Visitor circulation and emergency egress



Assembly points at 4 locations outside the kanath

Evacuation plan displayed at 20 locations

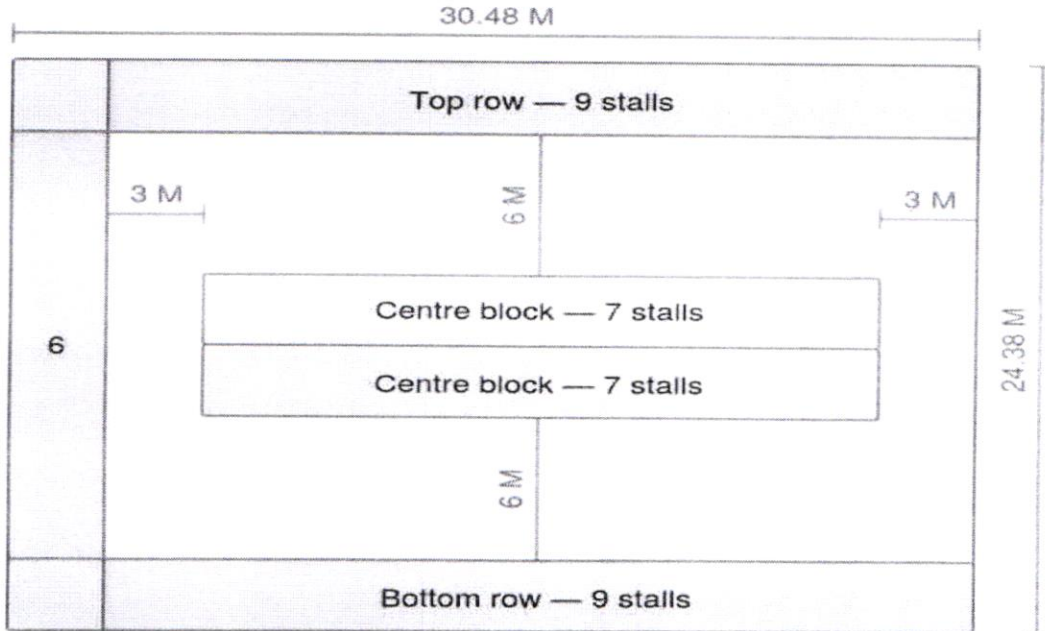
6.00 M fire-tender lane kept clear at all times

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing 03—Typical dome plan, 38 stalls

Drawing 03 — Typical dome plan, 38 stalls



Open front face to the central plaza

It fits

$9 + 9 + 6 + 14 = 38$ stalls · 342 sqm on a 743 sqm floor

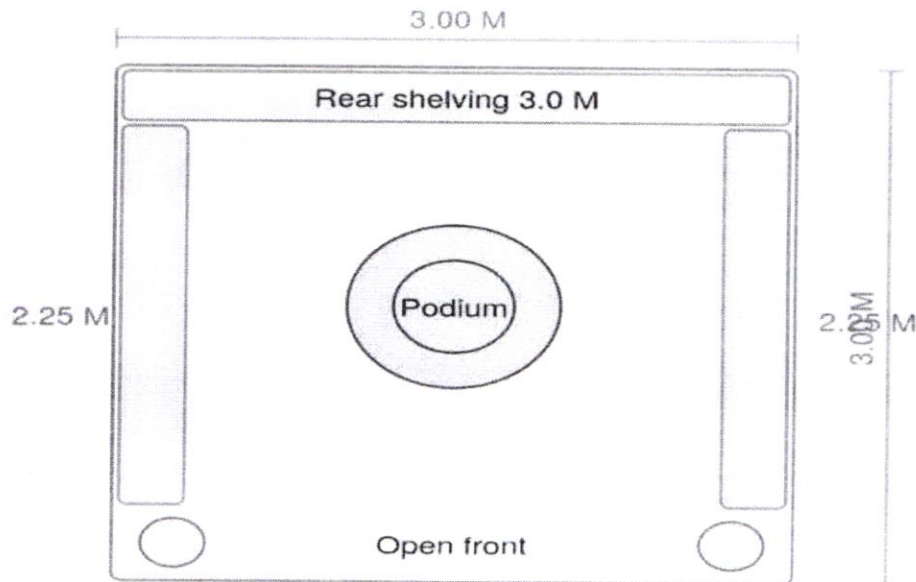
Corner squares are structure, not saleable stalls

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing04—Octonorm stall 3×3M, plan

Drawing 04 — Octonorm stall 3 × 3 M, plan



Shelving $\approx$ 7.5 running M - planters both front corners

Clear internal space after shelving $\approx$ 2.4 × 2.4 M

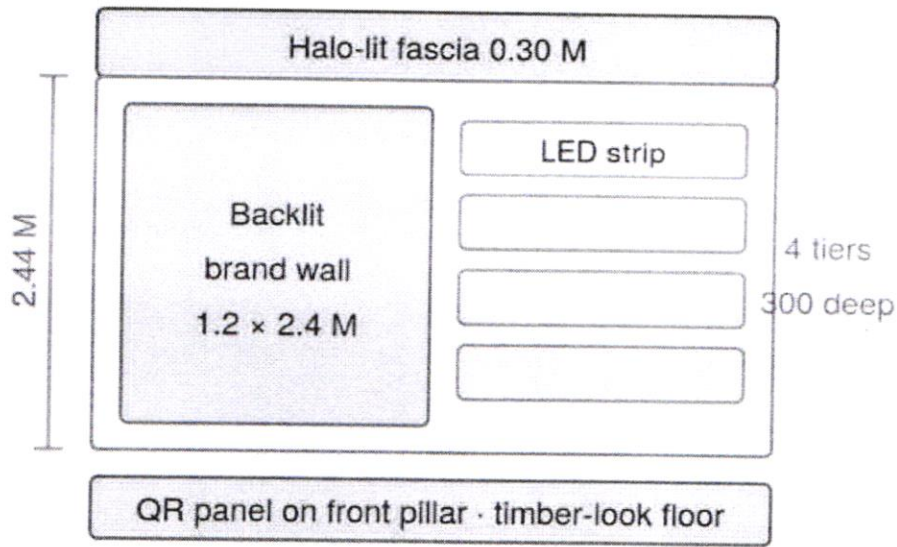
Podium sits in the middle of that. Mock-up must be approved before 380 stalls are fabricated.

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing 05—Octonorm stall, rear elevation

Drawing 05 — Octonorm stall, rear elevation



Panels deep forest green RAL 6009 with gold trim

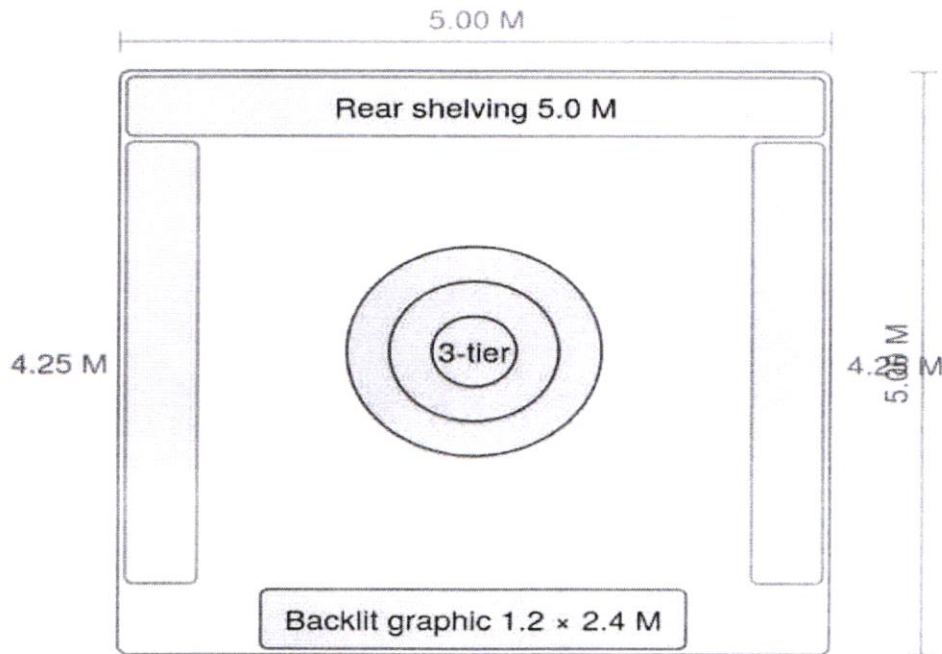
Fittings black or bronze, 3000 K warm white

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing06—Display stall 5×5M, plan

Drawing 06 — Display stall 5 × 5 M, plan



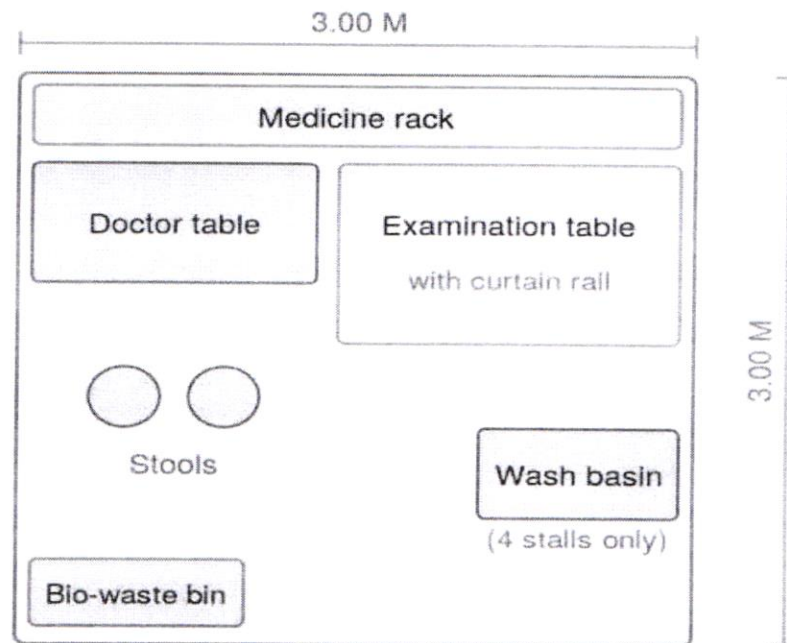
Shelving ≈ 13.5 running M · 2 pendant lamps
6 live planters · timber-look floor

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing07—OPD stall 3×3M, plan

Drawing 07 — OPD stall 3 × 3 M, plan



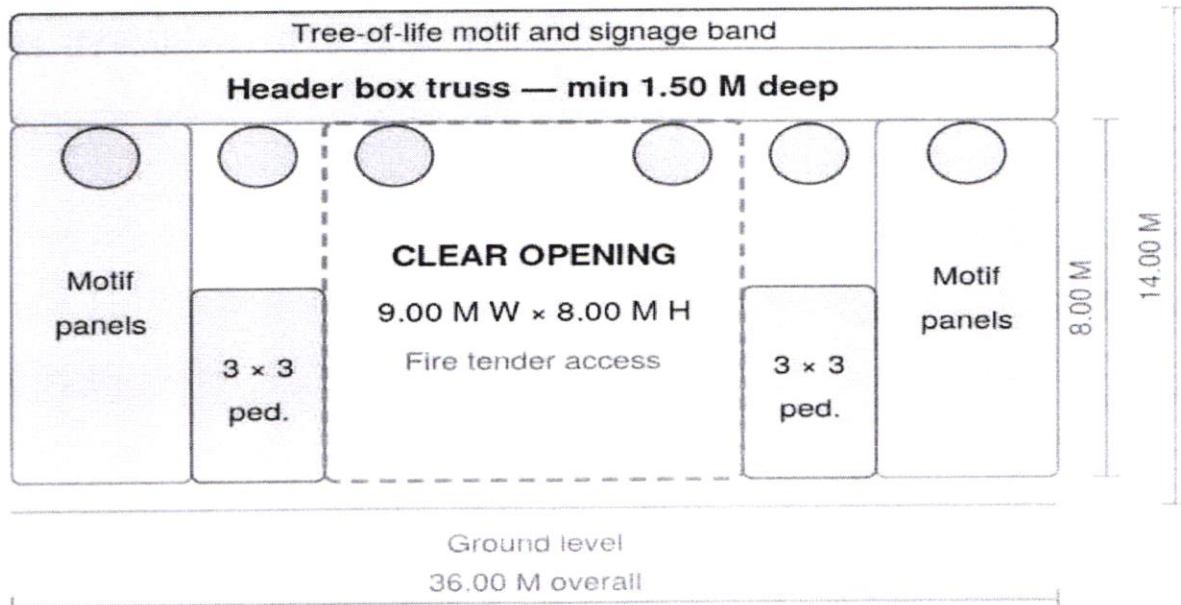
Lighter tonal variant of the theme — sage and gold
Rear backlit panel carries health and herbal messaging

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing08— Main gate elevation 36×14M

Drawing 08 — Main gate elevation 36 × 14 M



Nothing below the 8.00 M line

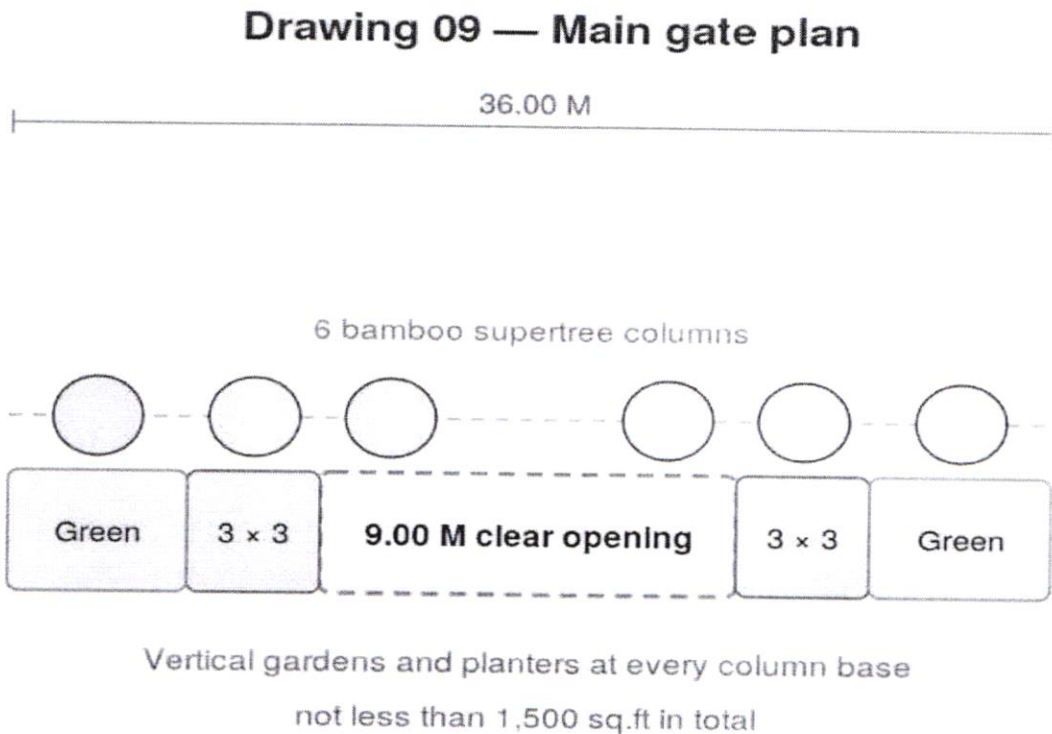
No truss member, cable, medallion or light fitting

Header is a spanning truss, not a decorative fascia

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing 09—Main gate plan



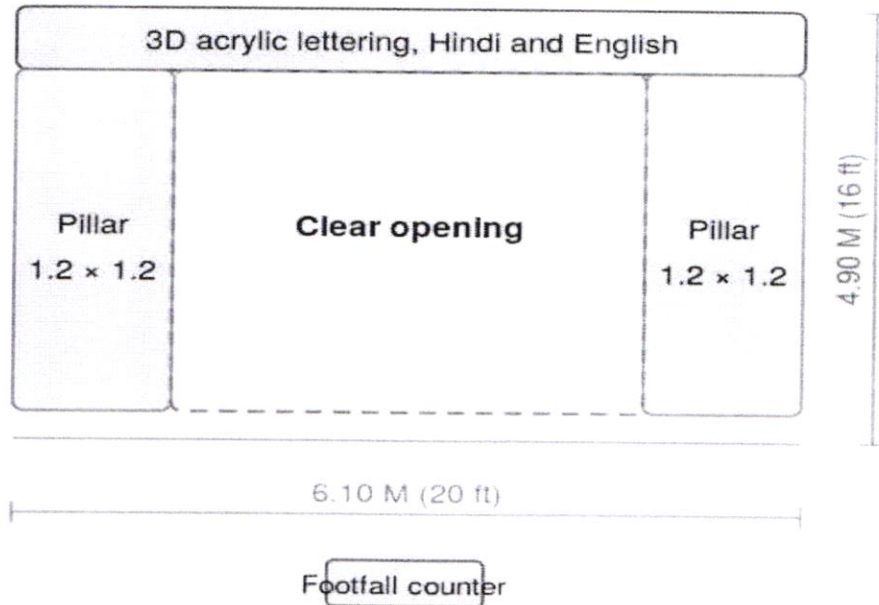
**Column foundations designed for overturning moment
of a 36 M wide, 14 M tall sail at 120 km/h wind**

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing10—Inside gate elevation, 3Nos

Drawing 10 — Inside gate elevation, 3 Nos



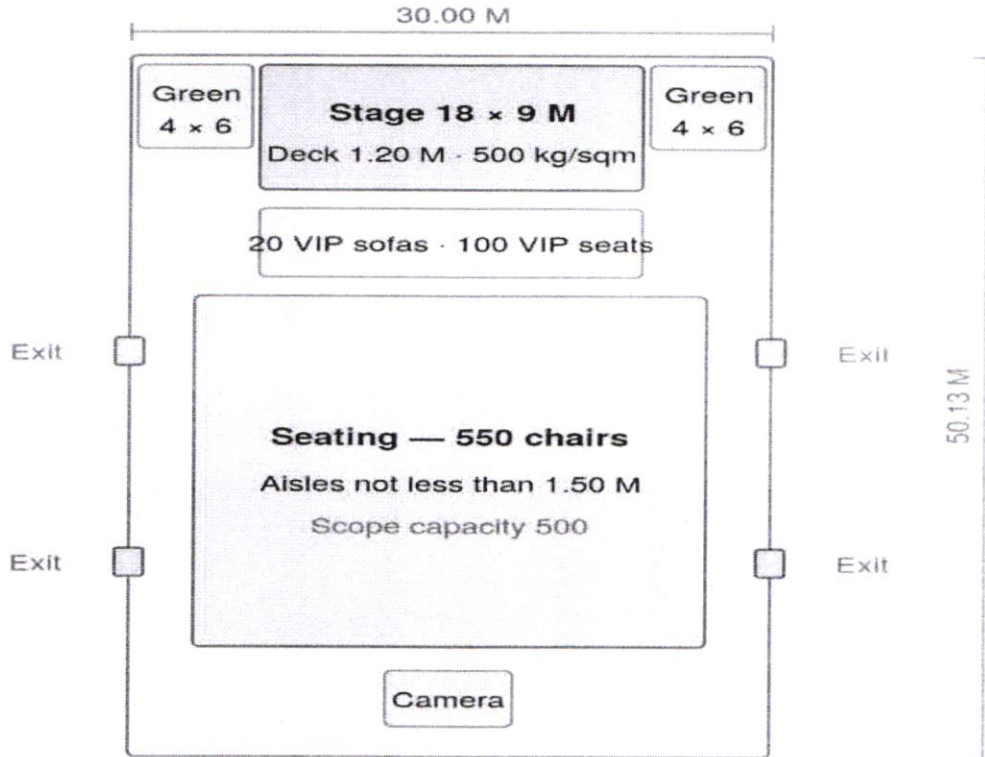
Bi-directional digital counter at each of the 3 gates
Daily and cumulative reports to the Federation

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing 11— Auditorium plan 30×50.13M

Drawing 11 — Auditorium plan 30 × 50.13 M

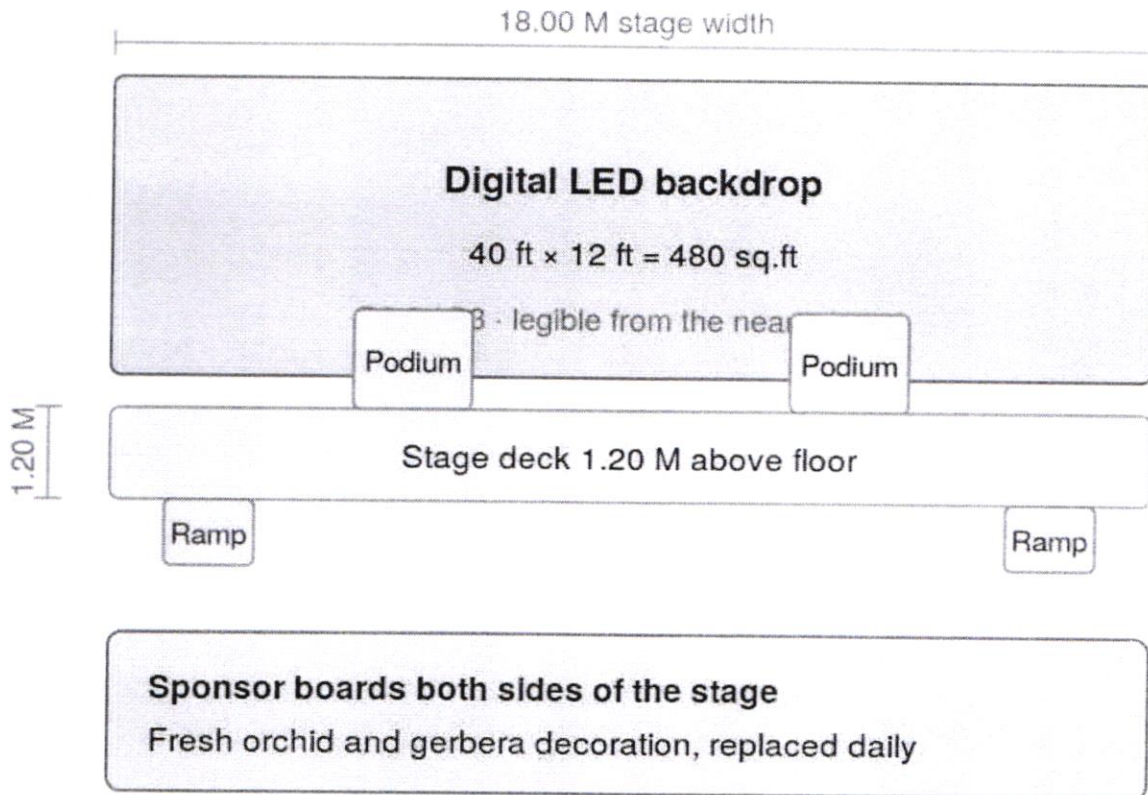


4 exits, each min 2.00 M, permanently clear
Illuminated signage on 3-hour battery back-up

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing 12 — Auditorium stage and backdrop

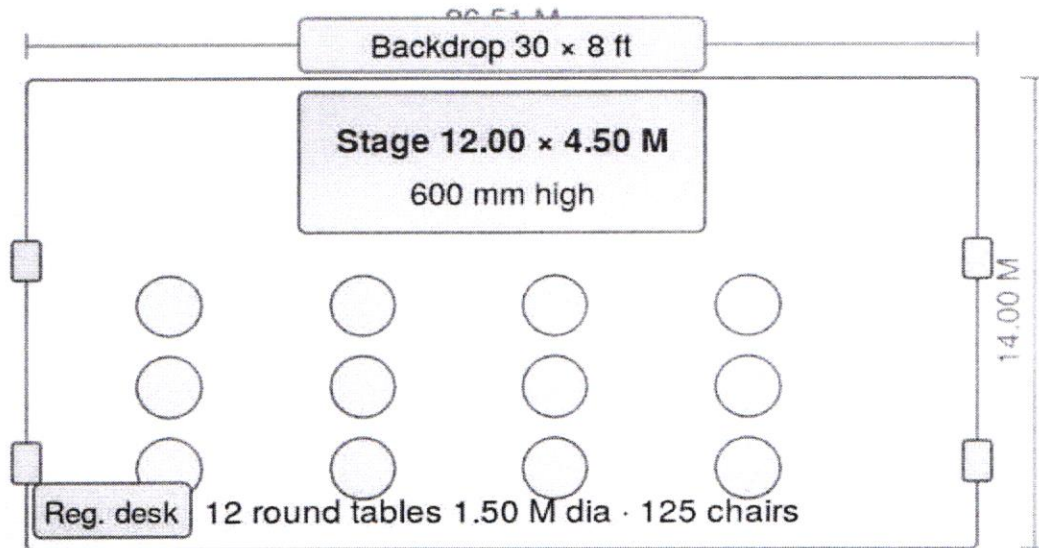


DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing 13—Conference hall plan

Drawing 13 — Conference hall plan



Check made — 26.51 x 9.50 M remains after the stage

12 tables with chairs need ≈ 108 sqm of 252 sqm.

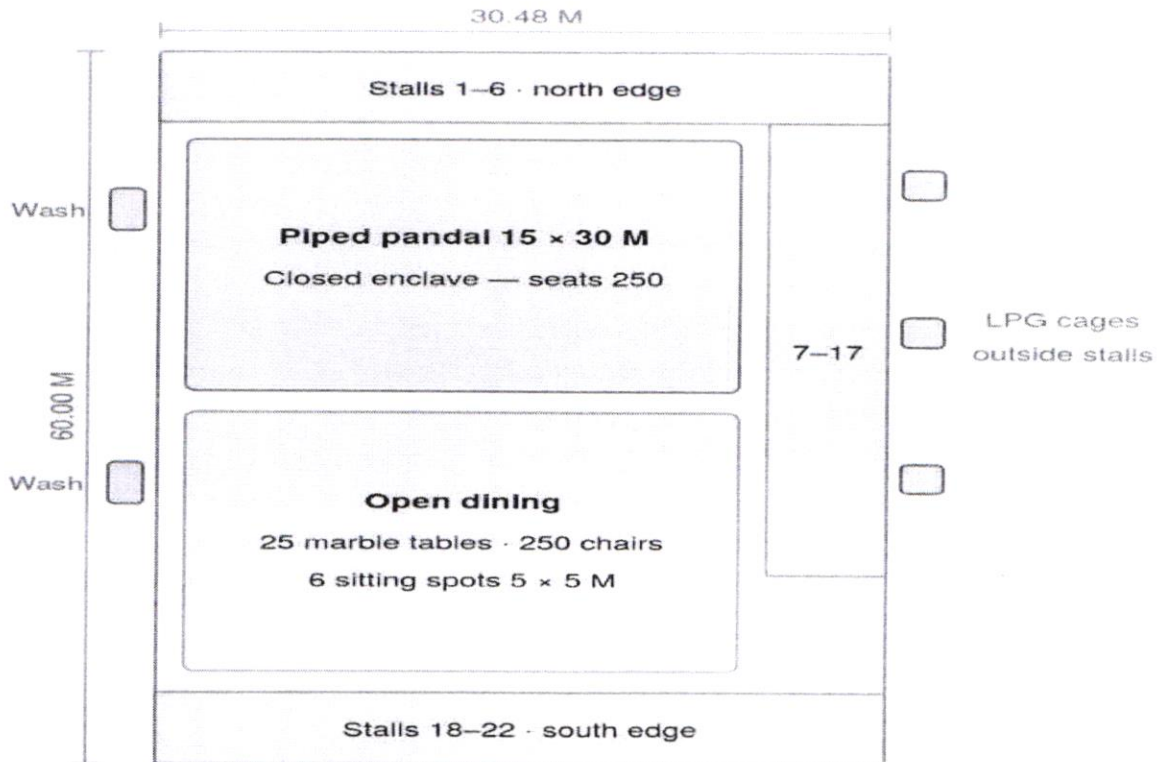
1.50 M gangway to both exits is preserved.

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing 14—Food zone plan, 22 stalls

Drawing 14 — Food zone plan, 22 stalls



Cooking areas — not event-graded, not themed

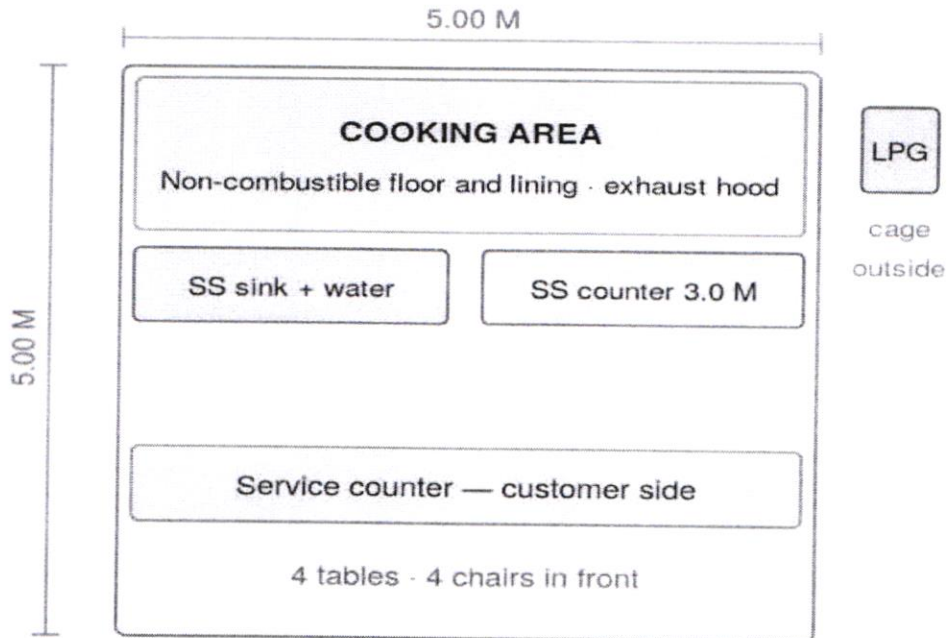
Non-combustible floor and lining, exhaust hood, LPG in a ventilated locked cage outside. No timber, bamboo or fabric.

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing15—Food stall 5×5M detail

Drawing 15 — Food stall 5 × 5 M detail



Per stall: 2 ABC 5 kg · 1 CO2 4.5 kg · 1 fire blanket · 1 sand bucket

Grey water to a collection line — never discharged on the ground

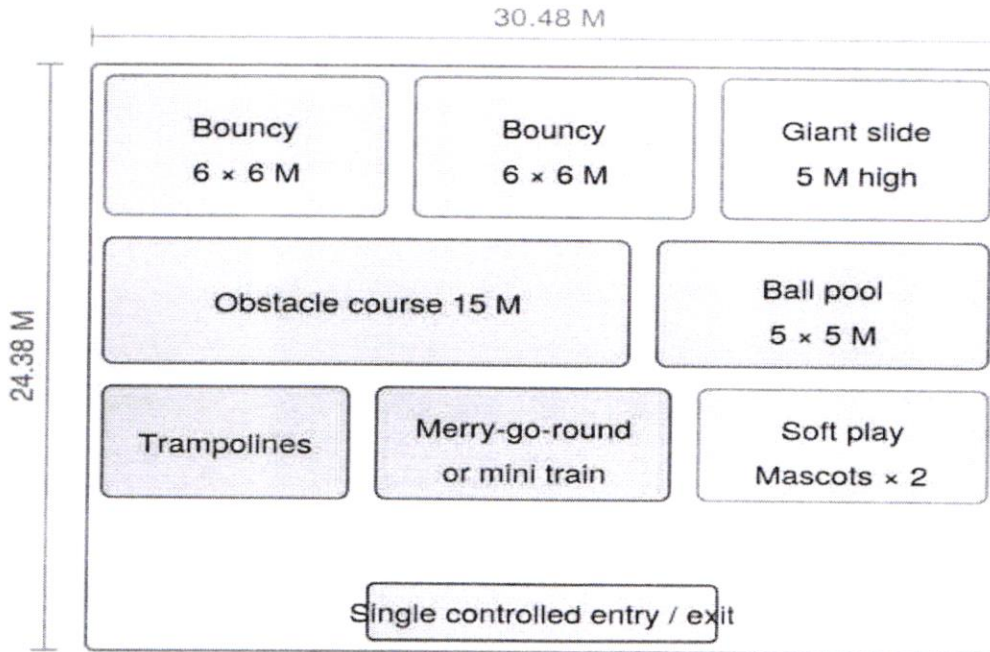
Theme treatment on the customer side only

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing 16—Kidszone plan

Drawing 16 — Kids zone plan



2 trained attendants per game plus 1 first-aid supervisor

Blowers on RCCB circuits, cables in covered ramps

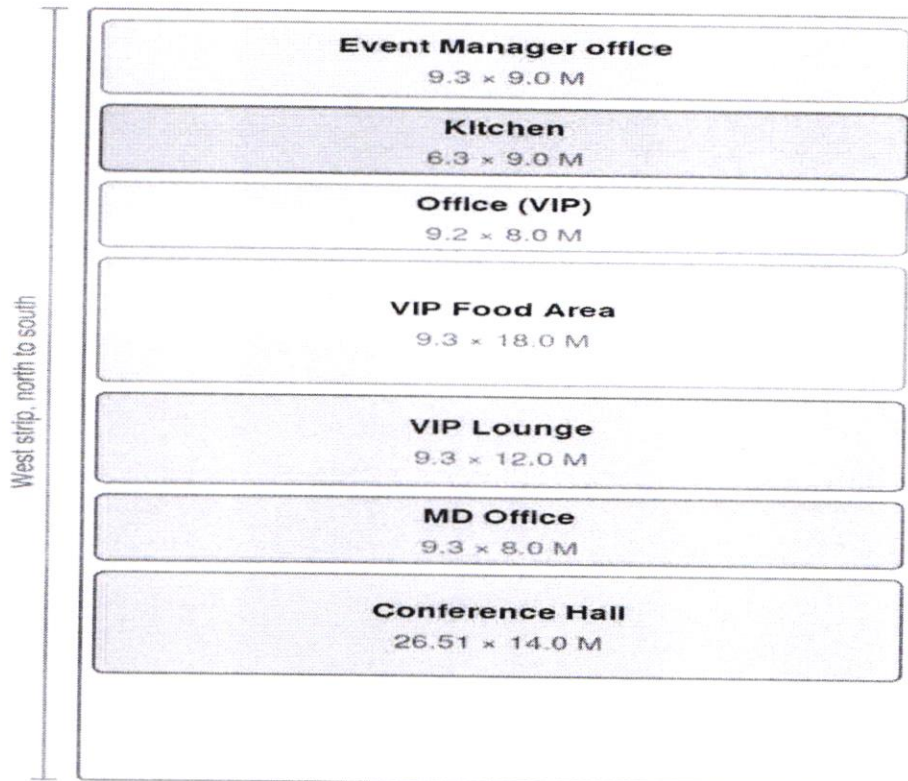
Child hand-band system linked to the Control Room

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing 17—Admin and VIP strip, westside

Drawing 17 — Admin and VIP strip, west side



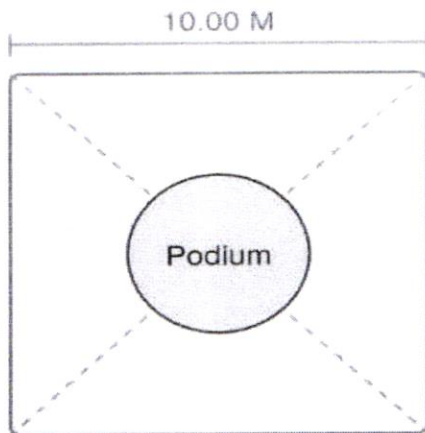
VIP toilets — 1 Ladies, 3 Gents — beside the VIP Lounge and MD Office
Kitchen has non-combustible lining and an outdoor LPG cage

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing18—Central pagodas and sitting areas

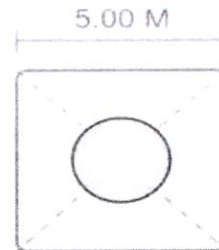
Drawing 18 — Central pagodas and sitting areas



Pagoda 10 × 10 M — 3 Nos

20 tables · 10 chairs

Peak 6.00 M



Pagoda 5 × 5 M — 10 Nos

8 tables · 6 chairs

Peak 4.50 M

Sitting area 5 × 5 M

10 Nos, with umbrella

**Roof not less than 850 GSM PVC coated, blackout,
waterproof, FR to DIN 4102 B1, with valance and gutter**

DRAWINGSET—26 SHEETS

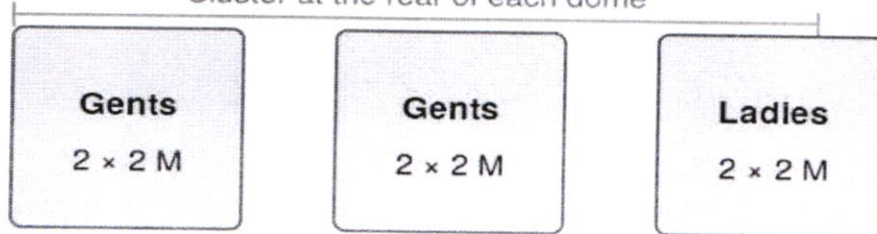
Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing19—Toilet cluster layout

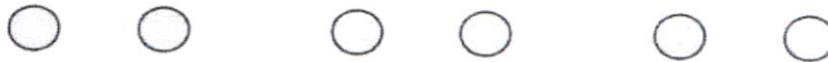
Drawing 19 — Toilet cluster layout

Three toilets at the rear of every dome

Cluster at the rear of each dome



Murum or red stone spread 5 ft all round



Minimum 2 flower pots at every toilet entry

Cleaning every 1–2 hours during Mela hours

Water tank refilled continuously · light inside and outside

Register at each cluster, countersigned daily

30 units total: 27 at domes, 3 at the auditorium and VIP zone

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing 20—Flooring zoning and quantities

Drawing 20 — Flooring zoning and quantities

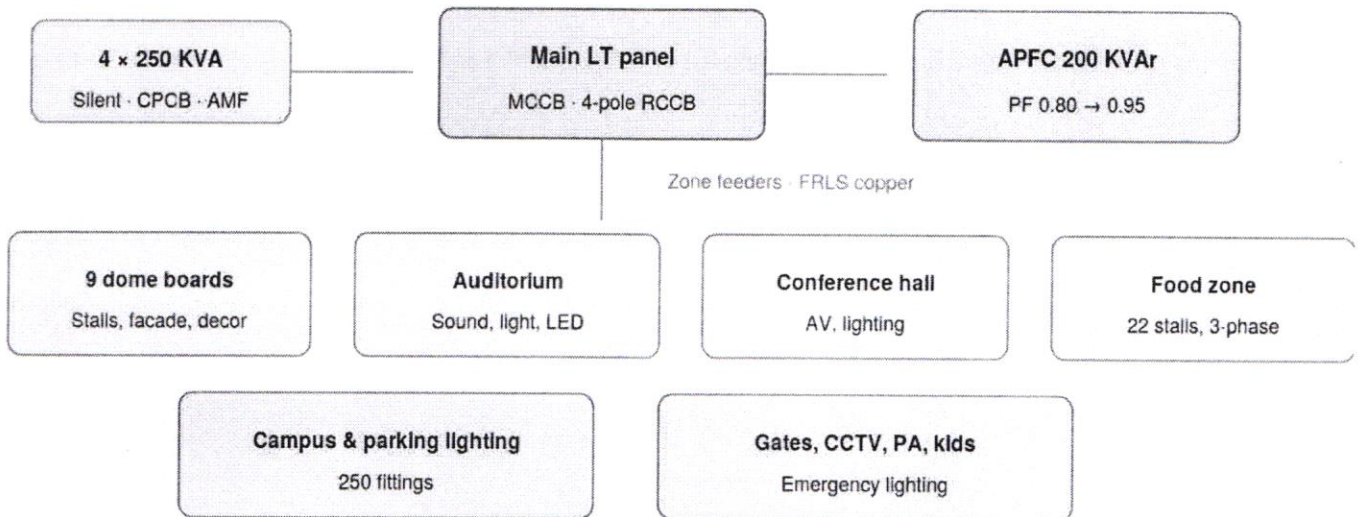
Carpet — dome floors BOQ-1/2/3: whole dome floor	72,000 sq.ft
Carpet — dome circulation only BOQ-4 only, stalls take LVT	34,550 sq.ft
Timber-look LVT — stall footprints BOQ-4 only	37,450 sq.ft
Carpet — 10 ft dome passage All options	20,000 sq.ft
Carpet — auditorium + conference Premium grade	20,200 sq.ft
Carpet — remaining open area Measured take-off	1,31,700 sq.ft
Artificial turf — landscape bands Green bands on layout	25,000 sq.ft
Red carpet — VIP route Gate to auditorium	500 R.Mtr
No double counting — Q-1 and Q-1A together still total 72,000 sq.ft, exactly the dome area of item B-1	

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing 21—Electrical singleline, 1,000 KVA

Drawing 21 — Electrical single line, 1,000 KVA



Every board — MCB plus 30 mA ELCB · no open or taped joints

Earth pits below 1 ohm with test report · licensed A-class certification, CEA Regs 2010

Redundancy: halls, control room, CCTV and LED stay powered with ONE SET OUT OF SERVICE

Per-stall limit 500 W · no heaters or induction outside the food zone

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing 22—Fire equipment distribution

Drawing 22 — Fire equipment distribution

IS 2190:2010 / NBC 2016 — 1 unit per 400 sqm OR 15 M max travel, whichever is greater

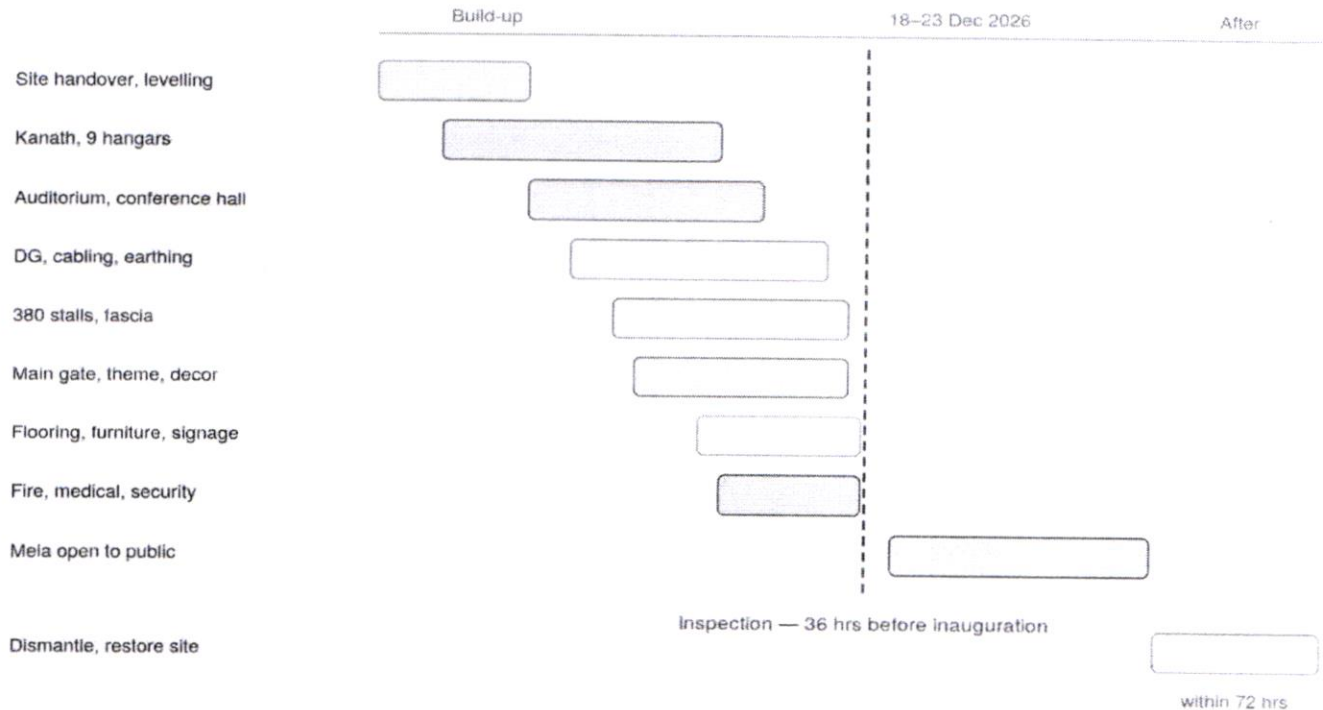
Domes — 9 × 4 Partitions block straight-line travel	36 ABC	— CO2
Auditorium — 1,504 sqm 2 × 3 grid plus 2 at exits	8 ABC	4 CO2
Food stalls — 22 × 2 Class B cooking risk	44 ABC	22 CO2
Pagodas, gates, admin blocks 13 + 12 + 12	37 ABC	— CO2
Conference, kids zone, kitchen 4 + 4 + 4, food zone dining 2	14 ABC	4 CO2
Control room, DG yard, panels Plus LED screens and AV consoles	6 ABC	18 CO2
Open-area fire points 30 M spacing along the plaza	10 ABC	— CO2
TOTAL	155 ABC	48 CO2
Plus 40 fire-bucket sets and 30 fire blankets Marked-up layout to the Fire Officer before the pre-event inspection 6.00 M fire-tender access lane kept clear at all times		

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing23—Build-up,eventand dismantlingprogramme

Drawing 23 — Build-up, event and dismantling programme



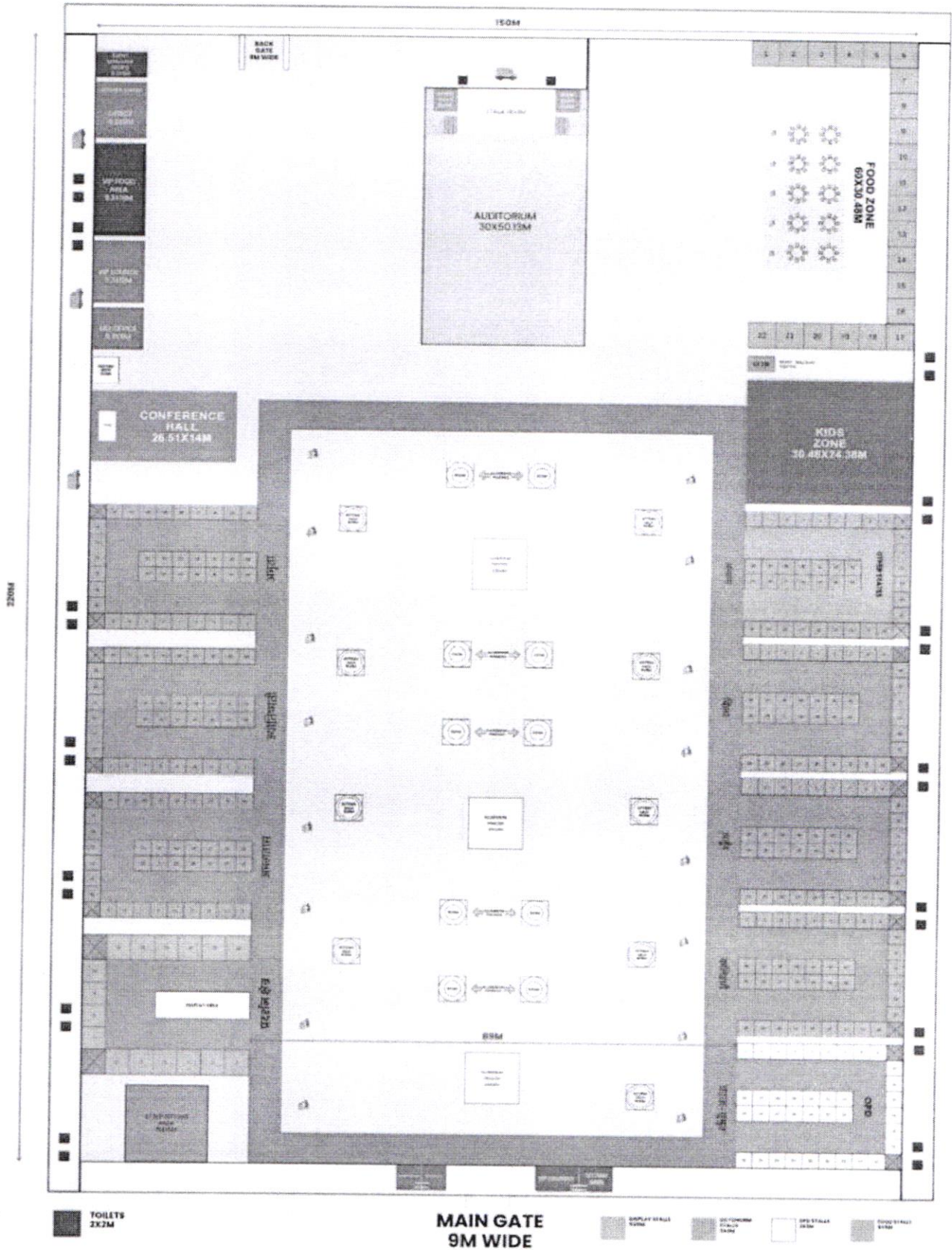
The 36-hour gate is the one date that cannot slip

All certificates — structural, electrical, fire NOC, FR treatment, insurance — in hand before it

DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing 24—Layout Plan



DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing25 — MainGateRearElevation Theme



DRAWINGSET—26 SHEETS

Reference drawings for the International Van Mela 2026 at Lal Parade Ground, Bhopal. These are SCHEMATIC and DIMENSIONED reference drawings issued with the tender so a bidder can see what the Federation expects. They are NOT construction drawings. Under item A-1 the successful bidder must produce the measured AutoCAD layout, the stall numbering plan, the electrical singleline with load calculation, the water and drainage plan, the fire-fighting and evacuation plan and the signage plan, all approved in writing by the Quality Control Committee before any procurement or fabrication.

Drawing 26—Stalls Rear Elevation Theme



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,
 Van bhawan, tulsi Nagar, 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, 2026" from 18 to 23 December, 2026 at Bhopal and the Managing
 Director has decided to appoint him as Event Manager to perform the
 tasks of "International Herbal Fair, 2026" for the period ending on 31-
 03-2027 which has been more fully described in the Annexure 1, 4 and 5
 of the said Tender Notice No. International Herbal Fair/-----, Bhopal,
 Dated ----/09/2025 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 31.03.2027 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/-----, Bhopal, dated ----/09/2026** 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 6 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 16/12/2026.

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