



**Department of Industries and Commerce,
Government of Kerala**

TENDER INVITATION NOTICE

File No: DIC/4418/2022/TC-T4

The Department of Industries & Commerce, Government of Kerala is organising the **‘Kerala Agro Food Pro 2023 at Thekkinkadu Maidan(Students corner), Thrissur, Kerala from February 4 to 7, 2023.**

Event Details

Exhibition	:	February 4 to7, 2023. (Saturday - Tuesday)
Venue	:	Thekkinkadu Maidan (Students corner), Thrissur, Kerala
Formal Inauguration	:	February 4, 2023 - in Stage arranged in the AC Hanger
Exhibition Timing	:	11 AM to 9 PM
Availability of Ground	:	January 29 to February 10, 2023
<i>The fully completed venue has to be handed over to the Organisers latest by January 3, 2023 (Friday) at 10.00 AM</i>		

On behalf of Department of Industries & Commerce, Government of Kerala, the Directorate of Industries and Commerce /Organising Committee intends to engage the services of an Agency for arranging AC Hanger and allied activities for Kerala Agro Food Pro 2023. The Agency shall ensure the successful conduct of Expo by fulfilling the requirement as quoted in Annexure -1

Eligibility Criteria

The minimum eligibility criteria for the Agency shall be *(proof to be provided with Tender)*

1. Applicant Agency should have experience in organizing similar events for the past 5 years.
2. Applicant Agency should have registered office in India and coordinating office in Kerala.
3. Audited Financial Statement of the previous 3 years.
4. Applicant Agency should have PWD license for organizing such events

Evaluation Criteria

The selection process for the Agency will be as below.

1. Selected Agencies will be invited for Technical Presentation (points to be covered in Technical Presentation is mentioned in Annexure - II)
2. Short listing based on the eligibility criteria and the technical evaluation.
3. **The price bids of only technically qualified Agencies will be considered, which will be informed immediately after all the Technical Presentations.**

The selection of the Agency is subject to the approval of the selection committee constituted for evaluating the bids. The Agency shall ensure carrying out all the activities mentioned in the Tender Notice.

The Director of Industries and Commerce reserves the right to accept or reject the Tender from the Agency without assigning any reason whatsoever.

For any further details, it is requested to contact:

**The General Manager,
District Industries Centre, Thrissur
Tel : +91-487-2360847, 2362670
Email :gm.tsr.dic@kerala.gov.in
Website :www.industry.kerala.gov.in**



**Department of Industries and Commerce,
Government of Kerala**

TENDER INVITATION NOTICE

Annexure I

Detailed Requirements

Sl. No.	Requirements	Quantity	Amount (Rs.)
1.	<p>Imported Hanger I (A/C) – 1 No. with white ceiling and area of 31,000 sq.ft. with Event Branding in the front side and in the side of the hanger, facing the road.</p> <p>Platform (Inside the Hanger) - raised platform with 100 mm black skirting covered with 18mm ply flooring covered with green/red colour carpet in full area.</p> <p>Lobby Area with branding</p> <p>Stalls - Providing of Total 160 Nos. Stalls inside the Hanger I - Modular Stalls of 3M x 2M size-140 nos and 3M x 3M size 20 nos. each with octonorm powder coated sections and non-reflective white vinyl panels with spot light on alternative panels, 2 Nos. table, 2 Nos. chairs, fascia in green colour with computerized vinyl signage in white colour, power socket, waste basket and synthetic carpet in stalls including 2 Nos. system wall rack of size 1M x 30 cm.</p> <p>Walkways – Min. 3-4 M width with synthetic platform.</p> <p>Potted plants inside the Hanger and at entrance/exit.</p> <p>Platform (Outside the Hanger) - raised platform with 100mm black skirting covered with 18mm ply flooring covered with green colour carpet in full area at the frontage with white ceiling.</p> <p>Area for Inauguration & Seminars:</p> <p>Dais Facility - A dais facility 24 feet x12 feet size will also be provided with two feet raised platform from the floor covered with green / red colour carpet for the arrangement of head table for inauguration & seminars inside the Hanger I</p>	1 No.	

2.	<p><u>Covid protocol arrangements</u> Providing necessary arrangements to ensure covid protocol guidelines as per the Government orders issued time to time especially at the entrance and registration counters and inside the hanger.</p>	LS	
3.	<p>Hanger II (Non A/C) for Food Court – 1 No. with white ceiling and area of 10,000 sq.ft.</p> <p>Platform (Inside the Hanger) - raised platform with 100 mm black skirting covered with 18mm ply flooring covered with green/red/grey colour carpet in full area with required partition which may splitted into 3</p> <p>Food Court with serving area for 400 persons at a time with adequate lighting, 30 round tables & 50 steel tables and 400 chairs, hand washing facility and frequent cleaning.</p>	1 No.	
4.	<p>Arrangements for Registrations/Reception in Lobby Area inside Hanger I</p> <p>VIP LONGE - An exclusive area at the entry and inside Hanger I with computerized fascia with vinyl signage, sofa set (2 Nos.), Teapoy (2 nos.), power socket (2 nos.), plotted plants & floral decorations(6M x 6M stall)</p> <p>Registration Counter: Stalls with computerized fascia with vinyl signage, system tables (2 Nos.), chairs (2 Nos.), power socket (2 Nos.), (3M x 2M stall)</p> <p>Media Desk: Stall at the entry with computerized fascia with vinyl signage, table (1 Nos.), chairs (6 Nos.), power socket (4 No.). (3M x 3M stall)</p> <p>Medical Aid: Stall at the entry with computerized fascia with vinyl signage, bed (1 No.), chairs (4 nos.), power socket (3No.) (4M x 3M stall)</p> <p>CCTV Room: Stall at the entry with computerized fascia with vinyl signage, table (2 Nos.), chairs (4 Nos.), power socket (4 No.). (3M x 3M stall)</p>	<p>1 No.</p> <p>6 Nos.</p> <p>1 No.</p> <p>1 No.</p> <p>1 No.</p>	

5.	Providing box type Theme based Design Entrance for a Span of 25mx4m with back lighting with 4m Entrance with 300 sqft p6 outdoor led video wall and event branding as per the design approved by the committee.	1 No.	
6.	Theme Pavilion: An area of 1300sq.feet should be provided at the entrance for providing theme pavilion. Adequate arrangements should be provided including power, light etc... by the Hanger providers.	1 No.	
7.	Providing Custom Designed Arch Gates at the entrance & exit gate of the event area from the Main Road with Event signages, aesthetically designed as per the Event theme – <i>Design to be shown during the presentation.</i>	2 Nos.	
8.	Coloured Festoons with digitally printed theme background for display outside the Venue.	100 Nos.	
9.	2.5 M x 1M Free Standing Panels at Venue with Digitally printed theme background and matter of Event programmes, exhibition details, seminar details, exhibitors' list, venue layout, etc.	4 Nos.	
10.	Providing coloured flags on newly cut fresh bamboo/ aluminium poles along with compound wall and inside the front yard & venue.	100 Nos.	
11.	<p>Arrangements for Inauguration and Valedictory Functions and seminars in Hanger I for 4 days Bottled drinking water with glass, Tender Coconut with Papers traw to guests</p> <ul style="list-style-type: none"> • Custom designed full Backdrop in LED Wall • PA/Sound System (5000 Watts) with 48 channel mixing unit • Light System • Head Table 4 nos & Chairs for Speakers-20nos • 10 number of cushioned VIP chairs • Chairs (300 Nos.) for audience • Podium with Event print • Floral decorations • Inaugural Lamp with lighting accessories & nirapara for inauguration only • Compere for inauguration and valedictory function only • Bouquets (20 Nos. for inauguration only) • Name Boards • Panchavadyam (16 members) on Inauguration Day. 	1 no.	

12.	<p>Area for cultural program outside the Hanger I Open stage – An exclusive area of size 400 sq.ft. at the entry and outside Hanger I with adequate lighting, audio arrangements with 2nos green room extra.</p> <p><i>Design to be shown during the presentation.</i></p> <p>culturalprogramwith1024channelDMX mixer with all necessary items</p> <ul style="list-style-type: none"> • Custom designed full Backdrop • PA / Sound System (10000 Watts) • Light System • Chairs (300 Nos. armless) for audience • Podium with Event print • Floral decorations 	1 no.	
13.	<p>Barricading the venue</p> <ul style="list-style-type: none"> • Barricading in rear areas where food court, toilet are present in exhibition ground • Barricading shall be of Aluminium sheet of at least 8 feet height. • Event branding in front side barricading in road front portions of exhibition grounds – <i>Design to be shown during the presentation.</i> 	300M	
14.	<p>Coloured Bulbs illumination (200 Sets of 50 Nos. Bulbs each) on all the trees/plants inside the venue, hangers etc. for the Event days in east & west portions of exhibition grounds.</p>	200 Sets	
15.	<p>Metal Halide Flood Lights at the venue (400 Watts each) during Event Timings (especially at evening and night hours) and a minimum of 15 Nos. Metal Halide Flood Lights to be lighted after the Event timings during night hours in east & west portions of exhibition grounds for security reasons.</p>	40 Nos.	
16.	<p>Adequate and continuous Drinking Water Facility with disposable glasses inside the Hanger I on all Exhibition Days. (5 days) (from feb. 3 to7)</p>	20 Nos.	
17.	<p>Providing Bio Toilet Facility for the Exhibitors & Visitors with adequate and continuous water supply, light, frequent cleaning & sanitation as per covid protocol with necessary sign boards(4 Nos. for Gents & 4 Nos. suitable for Ladies) for 5 days</p>	8 Nos.	
18.	<p>Providing necessary CCTV Security System with minimum 32 cameras for the security of exhibitors, visitors. The images to be saved (including Day & Night) and also to be displayed in 50 inch screen to be set up at the CCTV room. Necessary backup facilities to be made for saving the data's of the entire event and handover the HDD to Directorate of Industries and Commerce, Thiruvananthapuram after the event. The number of cameras, its position (inside & outside the hanger, food court etc.) to be informed.</p>	5 days (from feb 3 to7)	

19.	Electrical Generator Sets with fuel for providing electrical power for the entire above mentioned facilities including 3 phase power for machineries for 20 nos. stalls with required clearances from Electrical Inspectorate, Fire Service & other appropriate authorities.(From 10 am to 9pm)	4 days (from feb.4 to7)	
20.	Electrical Generator Sets with fuel for providing electrical power for the entire above mentioned facilities with required clearances from Electrical Inspectorate, Fire Service & other appropriate authorities.(From 9pm to 10 am for necessary lightings and for 15 nos. of power plugs for refrigerators for all days) .On Feb 3rd necessary lightings should be provided at 6 pm onwards.	5 days (from feb. 3 rd evening 6 pm to 8 th morning 10 am)	
21.	Security – Provide professional Security Manpower for day & night (24 hours) for 5 days (from feb 3th 10 am to 8 th am) at the venue for ensuring smooth flow of visitors, traffic, parking of vehicles and adequate security at night after the event hours.	Minimum of 4 Nos. in one Shift	
22.	Photography – Still & Video coverage during Event days. Necessary storage facilities to be made for saving the data's of the entire event and handover the HDD to Directorate of Industries and Commerce, Thiruvananthapuram after the event.	Lumpsum	
23.	Cleaning & Sanitation – Cleaning and sanitation of Hanger I Stalls & walkways, venue, surroundings etc. during Event days as per covid protocol issued by the Government time to time.	4 Days	
24.	Insurance coverage (for the mishaps happening at the venue of the event) provided for all participants, officials and visitors of the Fest during the event days.	Lumsum	
25.	Setting up Half Round Arches of size 2 Ft x 2 Ft with 10 ft height in the road in important locations of Thrissur City with clearance from Thrissur Corporation. <i>Locations to be specified during the presentation.</i>	20Nos.	
26.	Crane- 20 tonnes, pallettrolley-2nos with loading and unloading Labours for 2days	1 Set	
27.	Hiring and providing Channel music with announcement facility to Exhibition hall, Stage and food court during the event for 4 days	1 set	
28.	Supplying and fixing Pagoda white tent (ArabianTent) (min 6 x 6 x 3.0 m)With raised platform with 18mm ply flooring covered with green/red colour carpetfor 4 days including dismantling and removing from site as per requirements.	4 Nos	

29.	Additional power socket for refrigerators with 24 hours power supply	15 Nos	
30.	Additional 3 phase power socket for machineries for 20 no. of stalls	20 Nos	
31.	Providing advertisement boards 12ft. x10ft. with printing in cloth as per design given by the committee and fixing in places proposed by the committee for 6 days	150 Nos	
32.	Providing adequate internet facility with min. 3 Wi-Fi modems to Registration counter, media room and the stage where the inauguration and Valedictory Functions and seminars are to be conducted.	1 No.	
TOTAL			
GST			
GRAND TOTAL			

Notes:

- Covid protocol to be ensured as per the guidelines issued by the Government orders time to time.
- The Ground leveling & its related activities are the responsibility of the Agency.
- The above arrangements shall be with necessary safety equipment and required safety measures in all Domes and Venue as per safety rules and regulations and necessary clearances. The required Certificates from Electrical Inspectorate, Fire Force and other authorities to be submitted while handing over the completed facility.
- No flex boards or flex materials to be used for any of the above activities.
- The above facilities to be set up within the time provided and the same to be dismantled and the ground to be cleared by February 10, 2023 itself.

Annexure - II

Points to be covered in the Technical Presentation

Sl. No.	Particulars
1	Organisation details.
2	Details and proof of similar activities undertaken.
3	Proof of document showing own infrastructure availability for the works.
4	Audited Balance Sheet details for the past 3 years.
5	GST Registration certificate
6	Licenses owned by the organisation

Note:-

- 1) Stall Layout, Pavilion design, Parking Space, Entrance arch design etc. will be Finalised by the organising committee.
- 2) Bidders having own infrastructure for the execution of work, will only be considered for the financial bidding.

Tender documents can be downloaded from the web site of Directorate of Industries and Commerce www.industry.kerala.gov.in

*******Attention*******

All tenderers are invited to a technical presentation held on 13/01/2023 at 2.00 pm at Directorate of Industries and Commerce, Vikas bhavan, Thiruvananthapuram.
