

## INVITATION FOR EXPRESSION OF INTEREST (EOI)

### Agency for Venue Arrangements of Kerala Bamboo Fest 2017

The Department of Industries & Commerce, Government of Kerala in association with Kerala State Bamboo Mission (KSBM) and Kerala Bureau of Industrial Promotion (K-BIP) is organising the 'Kerala Bamboo Fest 2017' at **Marine Drive, Ernakulam from December 1 to 5, 2017.**

#### **Event Details**

Exhibition	:	December 1 to 5, 2017 (Friday - Tuesday) - AC Hanger (11.00 AM - 9.00 PM)
Formal Inauguration	:	December 1, 2017 (Evening) - in open air with roofed stage
Availability of Ground		November 24 to December 7, 2017
<i>The fully completed venue has to be handed over to the Organisers latest by November 30, 2017(Thursday) at 03.00 PM</i>		

#### **Activities of the Agency in Venue Arrangements**

On behalf of Department of Industries & Commerce, Government of Kerala, K-BIP intends to engage the services of an Agency. The Agency shall ensure the 'Requirements' as mentioned below and detailed requirements as indicated in Annexure - II, at Marine Drive, Kochi (Ernakulam), Kerala from December 1 to 5, 2017 for the successful conduct of the Event.

#### **Requirements**

**AC HANGER** - A fully covered AC Hanger (preferably Duct AC) with stalls for exhibition and office space.

- To set up 139 Nos. stalls of 3M X 2M size to display Bamboo Products with walking space of 4 meters.
- To set up office cum Registration counter at the entrance of the Hanger (6M X 2 M) with safe locker and other related facilities .
- To set up Product display area of 48 sq. mtrs. with facilities for display of bamboo handicraft products.

### **Facilities outside the AC Hanger**

- To setup Non AC Training Hall of area 6 M X 8 M near to the entry of the AC Hanger. Locking facility to be provided in the Training Hall to keep the required Tools & accessories for the training programme.
- To setup 6 Nos. Non AC full fledged Food Stalls of 3M X 2 M near to the exit of the AC Hanger.
- Kudumbashree Food Court
  - To setup Non AC Food Court (size 300 sq. mtrs.) with 100 chairs and 15 Nos. round table and facilities for food serving, washing facility, light, fan etc. 10 Nos. stalls of 3M X 3M also to be set up in the Dining Hall.
- To setup an Open Air stage for inaugural / cultural functions with a raised stage of height 1 meter with dimensions of 12M X 8M with proper roofing for the stage, Green room with related facility. The roofing to be extended covering 100 chairs of the audience also.
- To setup Non AC Training hall with related facilities.
- To setup toilets
- **The detailed requirements are mentioned in Annexure - II**

### **Eligibility Criteria**

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

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.

### **Evaluation Criteria**

The selection process for the Agency will be as below.

1. Short listing based on the eligibility criteria.

2. Selected Agencies will be invited for Technical Presentation (points to be covered in Technical Presentation is mentioned in Annexure - I)
3. **Price bid have to be submitted by the qualified short listed Agencies, in sealed envelope, on the day of the Technical Presentation on the 'Detailed requirements' (Annexure - II) furnished by the Organisers. 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 by the appropriate authority of Kerala Bureau of Industrial Promotion (K-BIP) / Government of Kerala. The Agency shall ensure carrying out all the activities mentioned in the EoI and approval.

The EoI should be submitted in sealed envelope superscribed 'EoI for Agency for Venue arrangements of 'Kerala Bamboo Fest 2017' and it should reach **the Chief Executive Officer, Kerala Bureau of Industrial Promotion (K-BIP) at the address mentioned below on or before October 10, 2017 (Tuesday).**

Kerala Bureau of Industrial Promotion (K-BIP) reserves the right to accept or reject the EoI from the Agency without assigning any reason whatsoever.

For any further details, it is requested to contact:

**Kerala Bureau of Industrial Promotion (K-BIP)**  
**2, Vidhya Nagar, Opp. Police Ground, Thycaud P.O.**  
**Thiruvananthapuram - 695 014, Kerala State**  
**Tel: 91 471 2321882, Fax: 91 471 2322883**  
**Email: [kbip@keralaindustry.org](mailto:kbip@keralaindustry.org) / [keralabamboomission@gmail.com](mailto:keralabamboomission@gmail.com)**  
**Website: [www.keralaindustry.org](http://www.keralaindustry.org), [www.keralabamboomission.org](http://www.keralabamboomission.org)**

**Points to be covered in the Technical Presentation**  
*(5 minutes Power Point Presentation)*

<b>Sl. No.</b>	<b>Particulars</b>
1	Organisation details.
2	Details and proof of similar activities undertaken.
3	Proof of infrastructure availability for the works.
4	Consent letter from the suppliers, if infrastructure is hired.
5	Layout of the ground with positioning of Hanger, Training hall, Inaugural function Stage, Food court, food stalls, Reception / Registration cum Office etc.
6	Layout of stalls inside the Hanger (139 Nos. Stalls of 3M X 2M), layout of exhibition space for display of furniture with stalls, Training hall, design of arches etc.
7	Positioning of other facilities as mentioned in the 'Detailed Requirements / Annexure - II.
8	Demarcate area in the front portion of the venue outside the Hanger for setting up traditional hut by Kerala State Bamboo Corporation.
9	Layout of parking facility for two wheelers, four wheelers, Government vehicles etc.
10	Turnover / Balance Sheet details for the past 3 years.

**DETAILED REQUIREMENTS**

Sl. No.	PARTICULARS	Qty.	Amount (Rs.)
1.	<p><b>Hanger AC</b> : Exhibition of Bamboo products - Hanger (<i>aluminum anodized pillar with translucent white fire retardant roof covering</i>) and raised platform with 100 mm black skirting covered with 18mm ply flooring covered with carpet in full area and adequate walk way (minimum 4 meter) with adequate lighting facility.</p> <ul style="list-style-type: none"> <li>• Providing 139 Nos. modular stalls of 3M X 2M size with white vinyl panels with 4 spot lights, computerized fascia with vinyl signage, power socket, waste basket and synthetic carpet in stalls and walkways. 2 Nos. system tables, 2 Nos. wall racks of size 2M X 30 cms width, 2 chairs to be provided in each stall.</li> <li>• To set up Product display area of 48 sq. mtrs. with facilities for display of bamboo handicraft products.</li> </ul>	1 No. Hanger	
2.	An exclusive Reception / Registration cum office area to be set up at the entry of the hanger (inside the hanger) with tables, chairs, power socket, safe locker facility, door with locking facility, mike announcement, computer, UPS, printer, scanner, internet facility etc. with other decorations.	LS	
3.	To set up an Open Air space for inaugural / cultural functions with a raised stage of height 1 meter with dimensions of 12M X 8M with proper roofing for the stage and also roofing for 150 audience chairs with adequate PA system (10,000 watts, 15 mikes, 3 cordless mikes & 12 speakers), Sound & light system, adequate fan, green room facility.	LS	
4.	<p>To setup Non AC Food Court for Kudumbasree (size 300 sq. mtrs.) with raised platform. 100 chairs and 15 Nos. round table and facilities for food serving area, washing area (including water for washing), lights, fan &amp; other necessary facility.</p> <p>10 Nos. stalls of 3M X 3M also to be set for Kudumbasree in the Food Court with raised platform with white vinyl panels with 4 spot lights, computerizead fascia with vinyl signage, power socket, waste basket and synthetic carpet in stalls and walkways. 3 Nos. tables, 3 chairs, 1 No. fan, wall racks of size 2M X 30 cms width to be provided in each stall.</p>	LS	

	The back side of the Food stalls to be partial opened and the back sides to be extended with sheets, enabling Kudumbasree people to cook the foods.		
5.	<p>Setting up 6 Nos. Non AC stalls of 3 M X 2 M for display of bamboo food products with raised platform with white vinyl panels with 4 spot lights, computerizead fascia with vinyl signage, power socket, waste basket and synthetic carpet in stalls and walkways. 2 Nos. tables, 2 chairs, 1 No. fan to be provided in each stall.</p> <p>The back side of the Food stalls to be partial opened and the back sides to be extended with sheets, enabling the people to cook the foods.</p>	6 Nos.	
6.	<p>Infrastructure for Training facility :</p> <p>Non AC Training Hall size of 6M X 8 M size with raised wooden platform &amp; carpet. Facility for keeping tools &amp; related equipments with locking facility, fans, lights, work desks, benches, tools, power &amp; power facility for operating training machines &amp; tools etc.</p> <p>To provide necessary lighting in the huts of Kerala State Bamboo Corporation, Kerala Forest Department and in the Nurseries setup by Bamboo cultivators.</p>		
7.	<p>Arrangements for conducting Inaugural Function &amp; Cultural Programmes</p> <ul style="list-style-type: none"> <li>• Full backdrop (<i>flex not allowed</i>), inaugural lamp, lighting accessories, Nirapara, name boards, floral arrangements, bottled drinking water with glass, Handloom dhotis as bouquets (20 Nos.)</li> <li>• Required number of cushioned VIP chairs, teapoys, podium, compere for inaugural Function</li> <li>• Public Address system for the Inaugural Function &amp; Cultural Programmes</li> <li>• 300 Nos. plastic chairs for Inaugural Function &amp; Cultural Programmes</li> <li>• Providing Tender Coconut to the guests in dais during the Inaugural Function (20 Nos.)</li> <li>• Green room with related facilities for artists of the cultural programme</li> </ul>	LS	
8.	To put one Pagodas (Arabian tent) with raised platform at the Entry and 2 Nos. pagodas at the Exit of the Food Court (20 ft. X 20 ft.).	3 Nos.	

9.	Provide Custom designed Arch gate at the Entrance and Exit gate with event signage.	2 Nos.	
10.	To set up Arch gate from the Marine Drive walkway and to clear the way up to the entrance of the Exhibition Centre with proper lighting and signage's.	LS	
11.	Setting up of 5 Nos. Round Arches in important locations of Ernakulam city with necessary clearance from related Departments (flex not allowed).	5 Nos.	
12.	Posters (in hard board) pertaining to the Fest to be designed and fixed in electric posts at important locations of Ernakulam city and Marine Drive road with necessary clearance from related Departments (flex not allowed).	50 Nos.	
13.	Arranging 16 members Shingarimelam on Inaugural day.	1 day	
14.	Provide free standing panels 10 Nos. (2.5M x 1M) with theme background and matter of event Programmes, exhibition participants etc. (flex not allowed)	10 Nos.	
15.	Provide white cloth flags with Fest logo printed & tied on poles and to be fixed along the side of ground & venue	100 Nos.	
16.	Coloured bulbs illumination (1,000 sets; each set consists of 50 bulbs)	1,000 sets	
17.	Providing Metal Halide Flood lights at the venue.	20 Nos.	
18.	To print & fix banners (written Kerala Bamboo Fest 2017) on the 2 sides of the Hanger (Top of the hanger) (each banner with size of 10 M X 3 M), flex not allowed.  Each sections in the AC Dome & Non AC areas to be labeled separately & clearly (ie, Exhibition area, Furniture area, Exhibitors - outside Kerala, Training area, Display area, Food Court, Food Stalls etc.)	2 Nos.	
19.	Provide channel music to the Exhibition stalls, Food court, training area during the event days & announcement facility	LS	
20.	Drinking water facility with disposable paper glass in the Hanger for 5 days	LS	
21.	Photography & video coverage (in HD Formats) of the Fair	LS	
22.	Cleaning of Hanger & ground and Sanitation (all days)	LS	
23.	Necessary Tin sheet barricading for providing exclusiveness for the Event ( <i>Running meter rate &amp; Distance also to be mentioned</i> )	LS	
24.	Barricading the Parking area with Bamboo Fest details and providing adequate lighting facility.	LS	
25.	Setting up toilet with adequate water supply, light & sanitation and with proper partition and signage ( <i>4 Nos. for Gents &amp; 5 Nos. for Ladies</i> )	9 Nos.	

26.	Provide necessary professional Security manpower from the time of hand over of the completed facilities (November 30, 2017) till December 5, 2017 11.30 PM. Securities to be deployed at the entry & exit of hanger, inside the Hanger, inaugural function / cultural programme area, Food court, Training area, parking areas, entry point from Marine Drive walkway, ensuring smooth flow of visitors and traffic & parking of vehicles.	LS	
27.	Providing Electrical generator sets with fuel for the entire Programme at the Venue with required clearances from Electrical Inspectorate, Fire Service and other appropriate authorities.	LS	
	Total		
	Applicable Taxes		
	<b>Grand Total</b>		

**Notes:**

- **The Ground leveling & its related activities are the responsibility of the Agency.**
- **The above arrangements shall be with necessary safety equipments 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 December 7, 2017 itself.**