



**WEST BENGAL STATE FOOD PROCESSING
&
HORTICULTURE DEVELOPMENT CORPORATION LIMITED
(A GOVT. OF WEST BENGAL ENTERPRISE)
BENFISH TOWER (6th Floor)
31 - GN Block, Sector - V.
KOLKATA - 700091
E-MAIL ID - wbsfphdcl1@gmail.com**

CORIGENDUM NOTICE

Memo No.86/WBSFPHDCL/1770/2023-24

Date: 22.01.2024

**Ref: E-EOI No. 79/WBSFPHDCL/1770/2023-24 Dated 15.01.2024
& Corrigendum Notice No. 81/WBSFPHDCL/1770/2023-24 Dated
16.01.2024**

With reference to the above E-EOI & subsequent corrigendum, the following changes will be considered in “**Scope of Work**” regarding submission of bid.

SCOPE OF WORK [Sl. No. 2 of E-EOI]

The scope of work includes entire Event Management for ORGANISATION OF “HORTI-FOOD FESTIVAL 2024”, AT NETAJI INDOOR STADIUM FROM 16/02/2024 TO 18/02/2024.

WBSFP&HDCL is looking for Agency who will take up the entire event management of the festival with prior discussion & approval of the appropriate authority.

The agency have to make necessary arrangement regarding the following matters:

a. 100 nos. of Brochures and 300 nos. of Invitation Card will have to be printed by the event organizing agency. The design of Brochure & Invitation Card will be done by the agency as approved by the Deptt. of FPI&H. The Deptt. of FPI&H will provide the content matter of the same. The soft copy of the design file will have to be shared to Deptt. of FPI&H.

b. Designs, Advertisement & Promotion of Festival. The promotion will be in the following manner:

i. Print Media (through Newspaper, Hoarding, Flex, banner) – widely published in important places all over West Bengal

ii. Electronic Media (through audio-visual / audio clip)

iii. Social Media

20 nos. of Hoarding and 100 nos. of Banners of size 7' X 5' will have to be displayed in Kolkata and surrounding places of Kolkata (North 24 Pgs., South 24 Pgs., Howrah). The soft copy (Printable file) of the design file will have to be shared to Deptt. of FPI&H 14 days prior to start of the festival. The Deptt. of FPI&H will provide the content matter of the same.

The campaigning on social media will have to be done from 03.02.2024 upto 16.02.2024

c. Event Branding Setup (Stage, Backdrop, Gates, Flower Arrangement etc.)

d. Electrical & Electronics equipment setup (AV & other equipment needed). The charges for Electrical connection including Generator Backup will have to be done by the event organizing agency.

e. Stall set up including carpeting of venue, arrangement of light, cables, furniture (Minimum no. of stall = 75 nos. with each having size 3 m X 3m)

Event organizing agency will have to erect a main stage of size 32 feet (Length) X 25 feet (Wide) X 5 feet (Height from floor) with

i. LED back drop & LED side back drop

ii. suitable no. of sofa for VIP delegates

iii. suitable no. of chair for audience.

A separate VIP enclosure of size 10 feet X 10 feet will have to be constructed near the main stage.

f. Arrangement of different competitions during the festival.

g. Arrangement of Souvenir & Mementos for the delegates.

h. Arrangement of Seminar, Panel Discussion, Deliberations etc. during the festival.

i. 100 copies of "Proceedings & Post event report" designing and printing will have to be done by the Event organizing agency. The soft copy of the files will have to be shared to Deptt. of FPI&H. Documentation (Still photography + Video) of the entire festival will have to be done by the agency

j. Collection of participation fee from the participants which will be fixed by the Department of FPI&H. The invoices will be generated by the event organizing agency regarding collection of participation fee from the participants. The same should be deposited with WBSFPHDCL.

k. Arrangement of B2B / B2G meets & scheduling of those meetings well in advance. A separate meeting place of size 20 feet X 20 feet will have to be constructed near the main stage.

l. Sufficient no. of housekeeping staff will have to be provided by the Event organizing agency during the festival.

Other stipulations will remain unchanged.

Sd/-
Managing Director
WBSFP & HDCL