

Section 7. Performance Specifications and Drawings

Background

SME Foundation has been arranging 'National SME Fair' from the year 2012. By the succession of this program, SME Foundation has planned to organize a seven-day '9th National SME Products Fair 2021' in March 2021 at the Outer Pavement of Bangabandhu International Conference Center in Dhaka. However, the matter of organizing the fair will be finalized in the light of the ongoing Corona pandemic situation and government directives. The basic objective of the program is to promote the SME entrepreneurs and their enterprises all over the country who are contributing to the national economy through creating employment opportunities, producing import substitute and environment friendly products, creating and expanding international market opportunities for local products and showing attractive financial performance in their business. The specific objectives of the program are:

- a) Promotion and market expansion of SME products at local and international level to enhance sales and product quality
- b) Linkage between buyers and sellers
- c) Feedback from the consumers regarding quality and new product/service development

The final event of the program, '9th National SME Product Fair 2021' has been planned to organize at Bangabandhu International Conference Centre (BICC), Dhaka on 01-07 March, 2021 (tentative schedule). To organize the program it is essential to hire firm/s to accomplish the event with the supervision of SMEF. The firm/s will be solely responsible to design, plan, organize and implement this program and its approved activities in consultation with SMEF.

SMEs from all over the country will display their products in 300 stalls with jute and leather products, footwear, handicraft, agro-processed items, Fashion design, cosmetics, electronic goods etc. and products made by SMEs in the hilly areas. The fair will be held in open space of around 45,600 sq.ft. Covered with Lighting arrangement, Carpet, AC etc. Around 300 aluminium structured stalls will be installed in the fair. There will be a secretariat of SME Foundation and buyer-seller meeting zone fully decorated with banners and necessary furniture. The venue will be decorated by different types of promotional materials like festoons, banners etc. Four gates with wood, ply board, sticker print with design & editing will be positioned in front of the fair. A huge promotional activity will be undertaken for this fair which includes street banner, festoons, road show, advertisement (TV & Newspaper), big gas balloon promotion and so on. Security of the fair will be ensured by private security agency. The fair includes opening ceremony, National SME Entrepreneurs Award program, seminars, best stall award, closing ceremony and many other events. A souvenir will be published with resourceful articles before the fair. The grand opening ceremony of the fair will be held at Hall of Fame of BICC.

Description of Assignment:

To assist SME Foundation (SMEF) in organizing and implementing the '9th National SME Product Fair-2021' at Dhaka Bangabandhu International Conference Center open Space.

Under the above mentioned assignment the firm/s will be responsible to perform the following tasks and any other related activities not stated below (if any) with approval of SMEF for successful completion of the program:

Lot-1:Printing Materials

SL	Item	Particulars	Quantity	Unit Price (Taka)	Total Price (Taka)
1	Invitation Card for Opening Ceremony	Card: Size: 8.25" x 5.5" Folding & both side 4 color print Paper quality: 300 gsm (Art card-Mat),Spot & mat lamination, Di Crease with number Envelop: size: 9" x 6", 100 gsm offset paper, 4 color print with di cutting and making, [Invitation card must be delivered within 2 days after receiving the soft copy]	3000		
2	Souvenir	Size: 11" X 8.25", 4 color, cover- 300 gsm art card, mat, spot, ambush Inner-120 gsm art paper, 12 Forma, 4 color, Gum & stitch binding (Please mention the price for each additional forma) [Souvenir must be delivered within 2 days after receiving the soft copy]	2000		
3	Leaflet	8.5"X11", 120gsm art paper, 4-color print	20000		
4	Folder	300gsm Swedish board, Size: 13" x 9", 4 color print, spot & mat lamination in one side, folding with one pocket	3000		

** Quantity of each item could be changed. If needed, some items may be excluded also.*

Lot-2:Promotional Materials

SL	Item	Particulars	Quantity	Unit Price (Taka)	Total Price (Taka)
1	Festoon (Inside)	With hanging cost, 3ftX8ft, digital print with plastic pipe and pocket, With hanging cost	45		
2	Festoon (Outside)	200 Festoons with wooden frame Size: 4 X4 Sft. With hanging, All the necessary permission will be taken by the Bidder	200		
3	Big gas baloon	3 Diameter with project logo, 8 pcs in different important places like Airport, Sonargaon Hotel Moor, Shahbag Moor, Science Laboratory Moor etc., All the necessary permission will be taken by the Bidder and all gas balloons shall be placed in BICC in the evening of the opening day.	8		
4	Welcome Banner for fair	PVC banner, digital print, 30' X 4' sft, with frame/ stand and strong support against wind. (3 welcome banners to be placed near gate and on the top of the tent and 1 welcome banner for opening ceremony), size of the banner could be changed according to position	4		
5	Street banner	Size: 9' X 3.5' sft, Cloth/PVC banner with 4-color print (displaying 5 days), hanging in different important places prescribed by SMEF, All the necessary permission will be taken by the Bidder.	200		
6	Vertical banner (BICC)	In fair premises (6) and In Hall room (2) , 40'X10' sft, digital print with plastic pipe and pocket, with hanging cost	8		

7	Vertical Banner (SMEF, Ministry of Industries, BSCIC, BITAC)	PVC Banner, Digital print with plastic pipe and pocket, with hanging cost, physical inspection to the organizations should be done to get actual size of the banner, size of the banner could be changed according to position			
		SMEF (80'X10' sft)	1		
		Ministry of Industries (80'X10' sft)	2		
		BSCIC (80'X10' sft)	1		
		BITAC (50'X10' sft)	1		
8	Festoon (PVC Banner with frame)	Festoon with wooden frame Size: 5 X8 Sft. With hanging	20		
9	PVC Banner (BICC)	144X8=1152 sft, with alluminium frame & stand (With strong support against wind)	1		
10	Cross Banner (PVC Banner) with stand	Size: 5 X2 Sft., PVC banner, covered with paper box (carton), with stand	25		
11	Billboard-BICC	Size:35 ft X 15 ft (each), 2 sides, PVCPrint, Bamboo frame with white cloth, for 10 days, Permission should be taken from appropriate authority by the bidder	2		
12	Foot over bridge and road decoration (with hanging charge)	All necessary permission will be taken by the Bidder and they must ensure the existence of all promotional items in the road for 3days including day before the fair. Then, all items should be placed in the BICC.			
13.1	Gol-chottor				
13.1.1	Bijoy Sharani	Board frame, wood structure, PVC board 3 D cutout, Sticker Print 21 ftx13ft, 3 pcs	819 sft		
13.1.2	SAARC Foara (Sonargaon)	Board frame, wood structure, PVC board 3 D cutout, Sticker	819 sft		

		Print 21 ftx13ft, 3 pcs			
13.1.3	Khamar Bari	Board frame, wood structure, PVC board 3 D cutout, Sticker Print 21 ftx13ft, 6 pcs	1638 sft		
13.1.4	Aeroplane Mor (near Chandrima Uddayan)	Board frame, wood structure, PVC board 3 D cutout, Sticker Print 21 ftx13ft, 2 pcs	546 sft		
13.2	Footover bridge				
13.2.1	Firm gate	PVC print with with pipe and GI wire, All bridges, 2 sides (each)	2400 sft		
13.2.2	Mirpur 10	PVC print with with pipe and GI wire, All bridges, 2 sides (each)	2400 sft		
13.2.3	Mirpur 1	PVC print with with pipe and GI wire, All bridges, 2 sides (each)	1140 sft		
13.2.4	Kallyanpur	PVC print with with pipe and GI wire, 1 bridge, 2 sides (each)	1200 sft		
13.2.5	Science Lab	PVC print with with pipe and GI wire, 1 bridge, 2 sides (each) 40ftx6ft	1200 sft		
13.3	Lamp post	Branding, PVC Board 3D cut out, Wood Structure, Sticker Print, Size: 6ftx3ft, with hanging cost (Jahangir gate to Banglamotor, Bijoy Sarani to BICC and other places)	500		

**** All designs will be provided by the bidders. Designs should be approved by SMEF before execution.***

**** Quantity of each item could be changed. If needed, some items may be excluded also.***

**** All the necessary permission will be taken by the Bidder and they must ensure the existence of all promotional items in the road during fair.***

Lot-3:Inaugural Ceremony					
SL	Item	Particulars	Quantity	Unit Price (Taka)	Total Price (Taka)
1	Head table decoration	Seating arrangement for 8 VIP guests in Hall of Fame of BICC, Decorated with fresh flower, water bottle, chocolates, tissue box and gorgeous cloths. Podium-Decorated with fresh flower and gorgeous cloths.	1		
2	Backdrop Digital banner	LCD/LED Screen Backdrop Size: 30 X 15 sft, Placed in the venue	1		
3	LCD/LED Monitor	42" LCD/LED Monitor in front of Dias, masking by wooden frame and branding by sticker print (Inaugural Ceremony)	1		
4	LED Screen	Size: 10' x 12', 3 pcs, Position: 2 sides of stage and opposite to dias, Instead of projector	3		
5	Stage Preparation	Size: 40 ft x20 ft x2.5 ft, bit as per stage requirements (Hall of Fame of BICC), if required	1		
6	Bottom part of Stage decoration	For the Stage, made by wooden frame and PVC print, With flower decoration, Size: 40' x 2.5'	1		
7	Backdrop base branding	Made by PVC print, Size: 20'x14'	1		
8	Stage Lighting	LED Parkens-60pcs, Follow spot-1 pcs, Sharfi-8 pcs, Face Parken-30 pcs	1		

9	Wings	size: 4ft x 10ft, wooden frame with digital pvc print, With design & editing	4		
10	Announcer	Announcer-2 (Bangla, English) and silent announcer-2 for special person (disabled) (In consultation with SMEF)	4		
11	Recitation from holy books	Recitation from holy Quran, Gita, Tripitok and Bibel (In consultation with SMEF)	4		
12	Ribbon	Cloth printing of `8th National SME Fair-2020', Wide cloth ribbon: red and green, size: 12 ftX 6 inch, scissors (5), tray covered by cloth, and other necessary arrangements	1		
13	Photography	Professional Photographer, High Resolution Camera, DVD (2 copies), Cover all programs (Opening Ceremony, 5 Seminars, Roadshow, Best Stall Award and other programs on different days during the fair), Photos of SME products displayed in the fair (7days)	7		
14	Videography	Video Camera, HD quality video,Cover all programs (Opening Ceremony, Seminars-5 Nos, Best Stall Award,Certificate giving ceremony, Road Show, and other programs of the fair on different days during the fair), DVD of all videos (2 sets), [please use a back up video camera] , 7 days	7		
15	Volunteer for Opening	Professional Volunteer Male-5	10		

	Ceremony	Female-5 With well dress up			
16	Sound System	Full Range Speaker: 6 pair, SUB: 2 pair, Stage Monitor: 3 pcs, Bass amp, Guitter amp, Cordless Mic: 2 pcs. Podium, Microphone: 2 pcs, Eq Rak, System processor, Power Amplifier, Mixing Console etc.	1		
17	Gas Baloon	2 set of Gas Balloons, with 100 gas balloons each, With baloon banner, Cloth, Screen print with wooden pipe and pocket	2		
	Sub-Total (a)				
18	Items for VVIP (b)	If honorable PM arrives			
18.1	Security gate for SSF	Stall preparation with necessary arrangement as required by SSF usually, As a part of security for the presence of honorable PM in the Opening Ceremony, with arcway metal detectors and 4 security guards	1		
18.2	VVIP Entry Flower Gate	50 Pcs Flower Stand with flower & Tissue Cloth	1		
18.3	Sound System	10 pair with all required supported items [the sound system must comply with SSF requirements]	1		
18.4	Red Carpet	As per SSF requirements, Red carpet (New), Hall of Fame to fair premises (Pavement A)	1		
18.5	White cloth	As per SSF requirements, white cloths to cover venue surroundings	1		

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** Quantity of each item could be changed. If needed, some items may be excluded also.*

** Some items would be excluded if honorable PM is not available in the inaugural program.*

** All the necessary permission will be taken by the Bidder.*

Lot-04:Tent & Stall Arrangement					
SL	Item	Particulars	Quantity	Unit Price (Taka)	Total Price (Taka)
1	Stall Installation (8'X8' stall)	Size: 8'X8' Each Stall Includes: Fan (1), Tube light (02), Facia (2), Waste bin (1), Power (1), Chairs (2) [4 chairs for selected 5 stalls], Large size Table (1) [Round meeting table for selected 5 stalls] covered with cloth (2 tables for corner stalls); 300 stalls (excluding SMEF Secretariat), 7 days	300		
2	Tent	Area 45600 sq.ft. (with lighting arrangement, carpet etc.), 7 days, Including set up charge	319,200		
3	AC	450 ton, 7 days, per ton per day, required amount of AC must be ensured in the tent. [If the required amount is not supplied and it is proved then SMEF reserves the right to deduct double amount for each ton.]	3,150		
4	Generator (Rent)				
4.1	Generator	Generators will run full day continuously in addition to electricity provided by BICC for 8 days (extra 1 day for installment) 300 KV Generator, 8 days, Generator with Pickup Van	8		
5	Brick Wall	Brick Wall for Tent, Size: approx. approx. 2500 feet (as per tent), Brick Layer: Double and Single Brick, One side Plaster, H: One Brick)	1		
6	Electricity Connection	Manage electricity connection from BICC authority, Main cable (Rental			

		basis), electricity connection in each stall, with electrician, Pavement A & B, 7 days (SMEF will bear only electricity charge against bill from BICC)			
7	Gate	Gate made with wood, Ply board & Design Sticker Print (Placed in the venue). 4 Gates, 12 parts; Size of each part: Height 12 ft, Width 6 ft Design attached	7		
8	SME Foundation Secretariat (pagoda tent)	3 Pagoda Tents adjacent to each other, 1 partition (PVC banner in both sides structured with wooden frame), Tent Size: 16 x 16 sft (each), Covered by PVC banner with branding of the fair (design will be provided by SMEF) Other facilities (Small reception table with SMEF Logo, LCD Monitor (40") with accessories, chairs, 2 set sofa (10 seats), central table, light (tube & spot), waste bin, power socket, facia, brick wall surrounding the pagoda to protect it from rain water., shutter or similar thing to close the stall and other necessary arrangement.	1		
9	Media Center (pagoda tent)	3 Pagoda Tents adjacent to each other, 1 partition (PVC banner in both sides structured with wooden frame), Tent Size: 16 x 16 sft (each), Covered by PVC banner with branding of the fair (design will be provided by the authority) Other facilities (Small reception table with organization's Logo, LCD Monitor (40") with accessories, chairs, 2 set sofa (10 seats), central table, light (tube & spot), waste bin, power socket, facia, brick wall surrounding the pagoda to protect it from rain water., shutter or similar thing to close the stall and other necessary arrangement.	1		
10	Cooler	7 coolers (5 for SMEF Secretariate and 2 for media center), 7 days, Rental	49		
11	Handle Chair	Plastic Handle Chair for visitors, 60 pcs (50 pcs for pavilion and 10 for media center), 7 days	420		

12	Security Service	Day & Evening Shift, with arcway metal detector (number of visitors should be recorded and provided to the SMEF authority), security guards (male & female) (Day-10 persons X 7 days (1-7 March) , Night-22 Persons 8 days (28 February-7 March), With metal detector-8), Best quality service	246		
13	Arch Gate	6 Gates, 7 days	42		
14	Stall Layout Exhibitor	PVC banner, digital print, 16' X 12' sft, with frame/ stand and strong support against wind., 2 pcs	384 sft		
15	Water	15000 disposable glasses (onetime), 50 water jars per day, 20 jar holder with tap, waste in, 7 days			
16	Exhibitor Card	4 color print, with holder & ribbon	750		
17	Central Sound System	12 pair sound system with microphone, cabling, cover whole area inside the tent ((In two pavilion), 7 days, play music for 7 days	1		
18	CC Camera	60 CC Cameras cover all tents, Single control panel, Must ensure 24-hour observation (cover all the tents in two pavilions)	1		

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**** Number of stalls is variable. Therefore, in some cases number of items and cost would be changed accordingly.***

**** Quantity of each item could be changed. If needed, some items may be excluded also.***

****Total area for fair is variable. Rate per s. ft. of tent should be mentioned. Bill will be paid on the basis of the final area covered for fair.***

**** Some items would be excluded if honorable PM is not available in the inaugural program.***

**** All the necessary permission will be taken by the Bidder and they must ensure the existence of all promotional items in the road during fair.***

**** The firm must propose price inclusive of Tax and VAT. All relevant taxes and VAT shall be deducted at source at the applicable rates by the Government of Bangladesh.***