

**TERMS OF REFERENCE  
TO CONDUCT COTTAGE AND SMALL INDUSTRIES (CSI) FAIR**

**1. BACKGROUND**

Access to market is a critical determinant of success for Cottage and Small Industries (CSIs) development. Much of CSIs access to both domestic and international market is depended on quality and extent of linkages industries have with their clients. Thus, the Department will organize the annual CSI Fair to support our entrepreneurs in introducing new and locally produced products to the consumers.

**2. OBJECTIVES:**

- To introduce new and locally produced products in the market
- To promote and market the locally produced products
- To encourage inter-business networking
- To inculcate the culture of entrepreneurship
- To exchange business related information and ideas

**3. AN OUTLINE OF THE TASKS TO BE CARRIED OUT BY THE EVENT MANAGER**

Infrastructure and services to be provided by the event management firm:

- Stalls (structure, flooring, carpet, light point, table, chair, name fascia with stall number, fan and heaters)
- Stage with carpet (if required)
- VIP tent and required accessories (such as Podium, “Thokey”, “Marchang set”, etc) for opening and closing events
- Sound system with microphone
- Traditional Bhutanese gate
- One toilet for every 12 stalls
- Professional security service
- Water and power supply connection
- Dustbin for every stall
- Cleaning services
- Use of proper and appropriate stall materials
- Kitchen provision / space for every restaurant
- Event banner
- Event management services round the clock

**4. SELECTION OF THE EVENT MANAGEMENT FIRM**

The firm shall be selected based on the competitive bidding process. However, the client shall determine the final selection based on the satisfaction of the proposed services for the task (outlined in point no.3).

## **5. DOCUMENTS REQUIRED**

- A valid business license copy
- A brief CV

## **6. DURATION OF THE FAIR AND VENUE**

Duration: 3 to 5 days

Venue: Thimphu

## **7. PAYMENT:**

- Payment shall be made in Ngultrum not later than 30 days following submission of invoices in duplicate to the client
- Payment shall be made according to the following schedule:
  - 10% of the cost before the commencement of the fair as advance
  - 90% of the cost after the completion of the fair

This total cost of service shall be inclusive of all the costs and profits as well as any tax obligation that may be imposed on the Event Manager.

## **8. FINANCIAL PROPOSAL**

The financial proposal should list the costs associated against the task listed in point no.3 of this TOR.