



WORLD SPICE CONGRESS 2023



Organised by:

SPICES BOARD INDIA

Ministry of Commerce & Industry, Government of India



No. MKTG/WSC:2023/01/C/ECA/2022-23

15th September 2022

TENDER NOTICE

Tender for construction of Exhibition stalls / Pavilions in World Spice Congress Exhibition 2023

1. Spices Board under Ministry of Commerce & Industry, Govt of India, in association with the partner agencies, is organizing the 14th Edition of World Spice Congress at CIDCO Convention Centre, Sector 30-A, Vashi, Navi Mumbai, Maharashtra-400 703 during 16-18, February 2023. In connection with the Congress, an Exhibition is also arranged at the CIDCO Exhibition Centre at Vashi, Navi Mumbai during the same period.

2. In this connection, competitive bids are invited from reputed and experienced firms / companies meeting the qualification criteria for constructing the Exhibition stalls in Hall 1 of the CIDCO Exhibition Centre and Pavilions, cubicles etc at Hall 2 of the CIDCO Exhibition Centre (half area of the Exhibition Hall 2 adjoining to Central Hall). The layout of the CIDCO Exhibition centre is attached as **Annex I(a)** for ready reference. However, the vendors are advised to visit the CIDCO Exhibition Centre at Vashi, Navi Mumbai before sending the bids. (Contact details of CIDCO Exhibition Centre : Shri Amar Vedpathak, Mob : 9870416640 / 9930736640)

3. Eligibility :

- The bidder shall have minimum three years' experience in construction of exhibition stall National / international exhibitions.
- The bidder shall have conducted at least 3 exhibition shows with minimum 100 exhibition stall for the last three completed financial years
- The bidder shall have a minimum turnover of Rs.50 lakhs during any of the preceding three completed financial year
- The bidder shall fulfill all statutory requirements such as PAN of the firm, GST registration as well as IT return of last 3 assessment years, etc. needed for such exhibition activities.
- The company should not be black listed by any agency. The bidder shall submit the self-declaration for not being black listed by any agency.

1

Event Partners



Indian Spice & Foodstuff
Exporters' Association
Mumbai



Indian Pepper and Spice Trade Association
Kochi



Indian Chamber of Commerce



Conference Secretariat: Spices Board India (Ministry of Commerce and Industry, Govt. of India) P.B. No. 2277, N.H By Pass,
Palarivattom P.O., Cochin-682 025, Kerala, India

Tel: +91 484 2333610 - 16 email: conference@worldspicecongress.com

4. Requirements:

- i. A Covering Letter in company letter head, signed by authorized representative along with bid application in the format of **Annexure II** and Bid for Construction of Exhibition stalls / Pavilions for WSC Exhibition 2023 in **Annexure III**.
- ii. Supporting documents to prove the qualification *viz.*, copies of PAN, GST registration certificate, income tax returns, proof of previous experience such as orders/contracts in letterhead, letters from clients expressing satisfaction with work done etc.
- iii. To have a better understanding of our requirement a tentative stall Layout for exhibiting spices and spice products in Hall No.1 is attached herewith as **Annexure I(b)**. However, the bidders are at their liberty to propose more creative layout and uncluttered exhibition display and making attractive products visibility in the booth display.
- iv. The selected bidder will be announced as the Official contractor for establishing the Stall and they are required to provide additional facilities if any required by the exhibitors at the rates quoted and agreed by the WSC.
- v. While constructing the exhibition stall, statutory emergency passages have to be provided and the contractor is liable to obtain the statutory requirement / license if any from the concerned authorities. The WSC will reimburse the actual fee amount applicable for the same

5. The CIDCO Exhibition Hall No.1 is exclusively meant for establishing the exhibition which is having approximate area of 4500 Sq.M. The WSC is planning to establish approximately 150 stalls having different dimension. The WSC will rent out both the bare space and shell scheme space for conducting exhibition. Hence, the total number of stalls to be constructed is around 150 numbers.

The minimum requirement of different stall are given below.

(a) 4x3 M (LxW) : 94 Nos

(b) 3x3 M (LxW) : 47 Nos

In each stall the following facilities are required to be provided.

For 4x3M Stall

- | | |
|------------------|---------|
| 1. Display table | - 2 No |
| 2. Round table | - 1 No |
| 3. Chairs | - 5 Nos |

4. Wall mounted shelf - 5 Nos
5. Power / Plug point - 2 No (5 Amp / 15 Amp)
6. Spot lights - 6 Nos
7. Dust bin - 1 No
8. Facia indicating the company name & No. of stall.

For 3x3M Stall

1. Display table - 1 No
2. Round table - 1 No
3. Chairs - 4 Nos
4. Wall mounted shelf - 4 Nos
5. Power / Plug point - 1 No (5Amp / 15 Amp)
6. Spot lights - 4 Nos
7. Dust bin - 1 No
8. Facia indicating the company name & No. of stall.

6. The CIDCO Exhibition Hall No.2 is exclusively meant for establishing for Commodity Pavilion for different Spice products. The WSC has taken half of the area closer to the Central Hall side (approximately 2250 Sq M) in Hall No.2 for this purpose. The approximate requirements are given below:

- a) Establishing commodity pavilion for Ten different product groups with each stall size of 6x6 M with carpet (creating separation between the Pavilions).
- b) Product launching / promotion pavilion for seating 50 participants with a stage for 3 - 4 persons & podium with carpet
- c) Internet booth with table and 5 chairs for keeping laptops / printer and Mobile Charging points
- d) Photo shoot booth
- e) 10 cubicles (3M X 3M) of 6 feet Height with carpet for one to one meeting with one head table and three chairs with a door and self-locking facility
- f) Provision for Media centre

Note: The entire exhibition area, pavilion, passage and common area should be carpeted. The passage width should be a minimum 3 meters, uncluttered with adequate space for movement.

7. Terms and Conditions

- i. The Organizing Committee of World Spice Congress has the right to reject any or all bids without assigning any reasons thereof.
- ii. Quantity of items mentioned in the bid are tentative based on available information. In case, emerging realities require higher or less quantity of items.



Hence the final order will be based on the actual quantity as per the quoted unit cost.

- iii. Bidders shall provide a list of additional furniture / sofa, home appliances like, TV, water kettle, induction stove, refrigerator, microwave oven, water dispenser etc. with unit cost along with the bid. These additional facilities can be provided on the request by the Exhibitors. Costs of additional furniture and other items should be collected from the Exhibitors directly.
- iv. The sealed envelope superscribed with "Bid for Construction of Exhibitions stalls for World Spice Congress 2023" shall be addressed to the Organizing Secretary, World Spice Congress 2023 & Director (Marketing), Spices Board, Sugandha Bhavan, Palarivattom Kochi-682 025, Kerala. The bid in a sealed envelope should reach the above address on or before 30.9.2022.
- v. The EMD, is not applicable, however, a Bid Security Declaration Form (**As per Annexure IV**) in the letter head of the firm must be submitted along with bid.
- vi. The bid will be opened by a Committee on 3.10.2022 at 11 am in the presence of bidders, if any, at Spices Board, Kochi.
- vii. The financial quote of the bidder who are not meeting the eligibility conditions shall not be considered.
- viii. Successful bidder shall accept the work order within 7 days of receipt of work order and the contract agreement has to be executed, failing which, **bidder shall be disqualified** and work order will be cancelled.
- ix. The successful bidder shall execute an agreement with the World Spice Congress. On signing the agreement, a refundable security deposit equivalent to 3% of the contract value has to be remitted to WSC in the form of Bank Guarantee / e-bank guarantee / Fixed Deposit / Bank transfer.
- x. Payment terms shall be included in the Work Order /Contract based on mutual agreement.
- xi. Dispute Resolution between the World Spice Congress and the contracted agency shall be taken by the Chairman, World Spice Congress & Secretary, Spices Board which shall be final and binding on both parties.

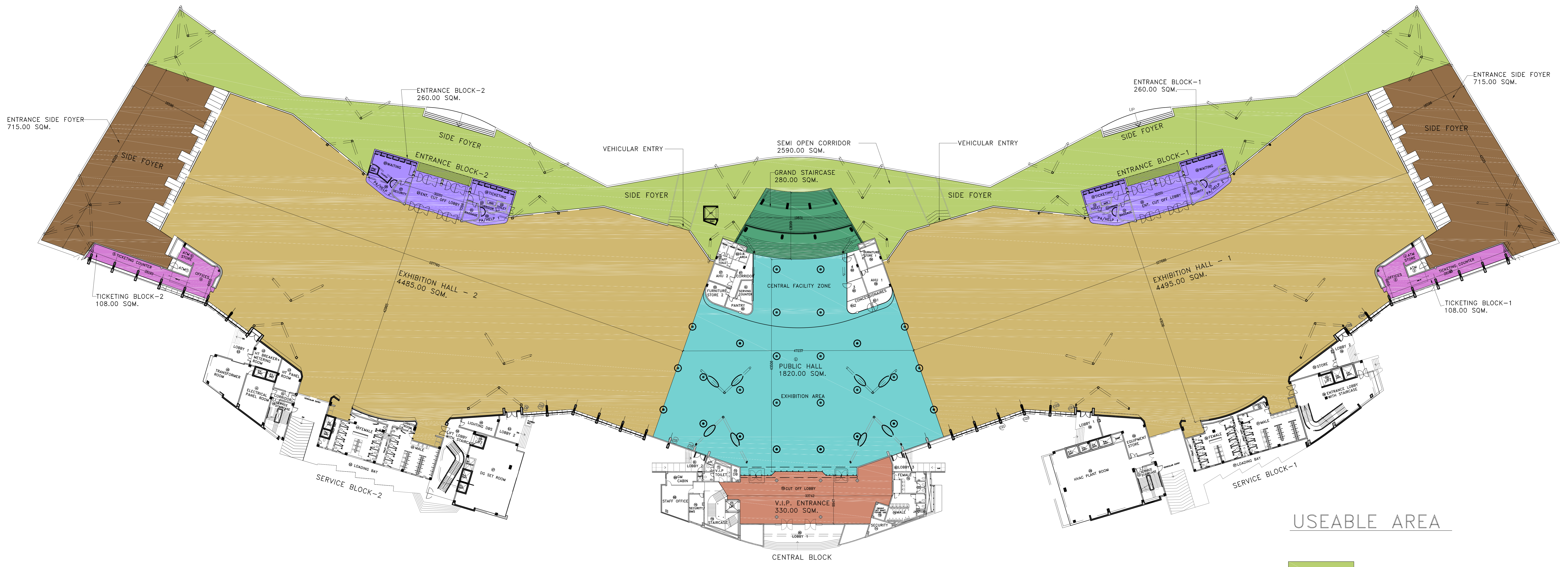


xii. The contact point for any clarifications connected with the subject regarding submission is given below :

Name : Shri M S Ramalingam, Member Secretary, WSC Exhibition Committee,
Kochi Email : exhibition@worldspicecongress.com ; Mobile Number : 8592854422



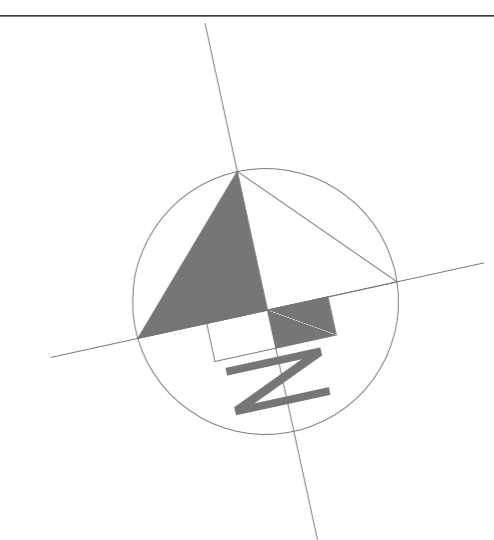
Organising Secretary



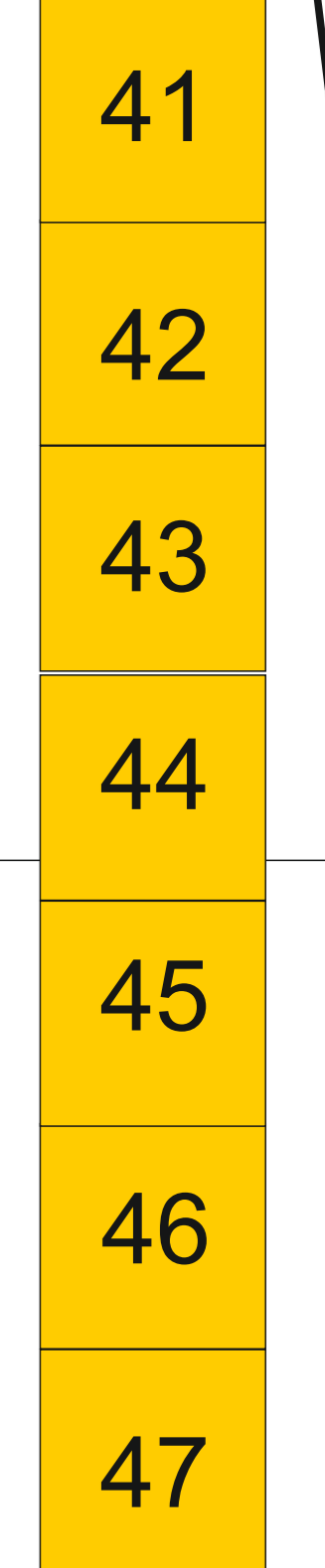
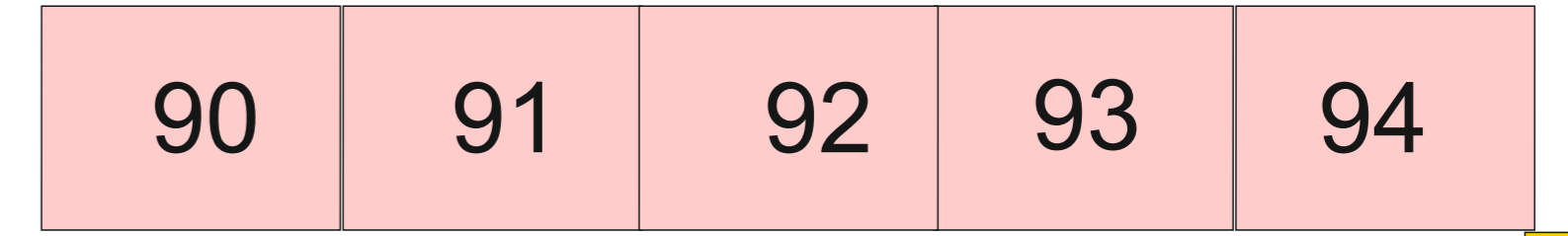
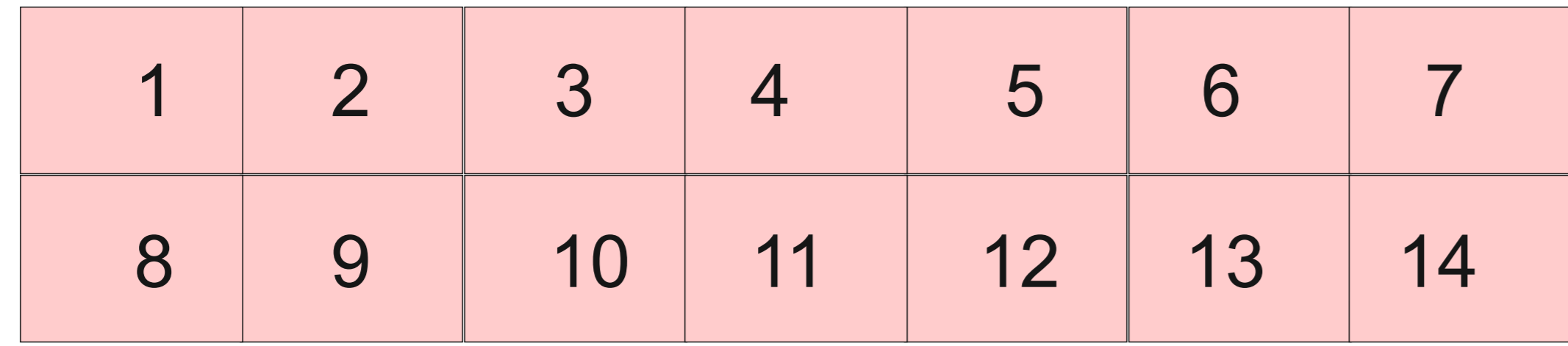
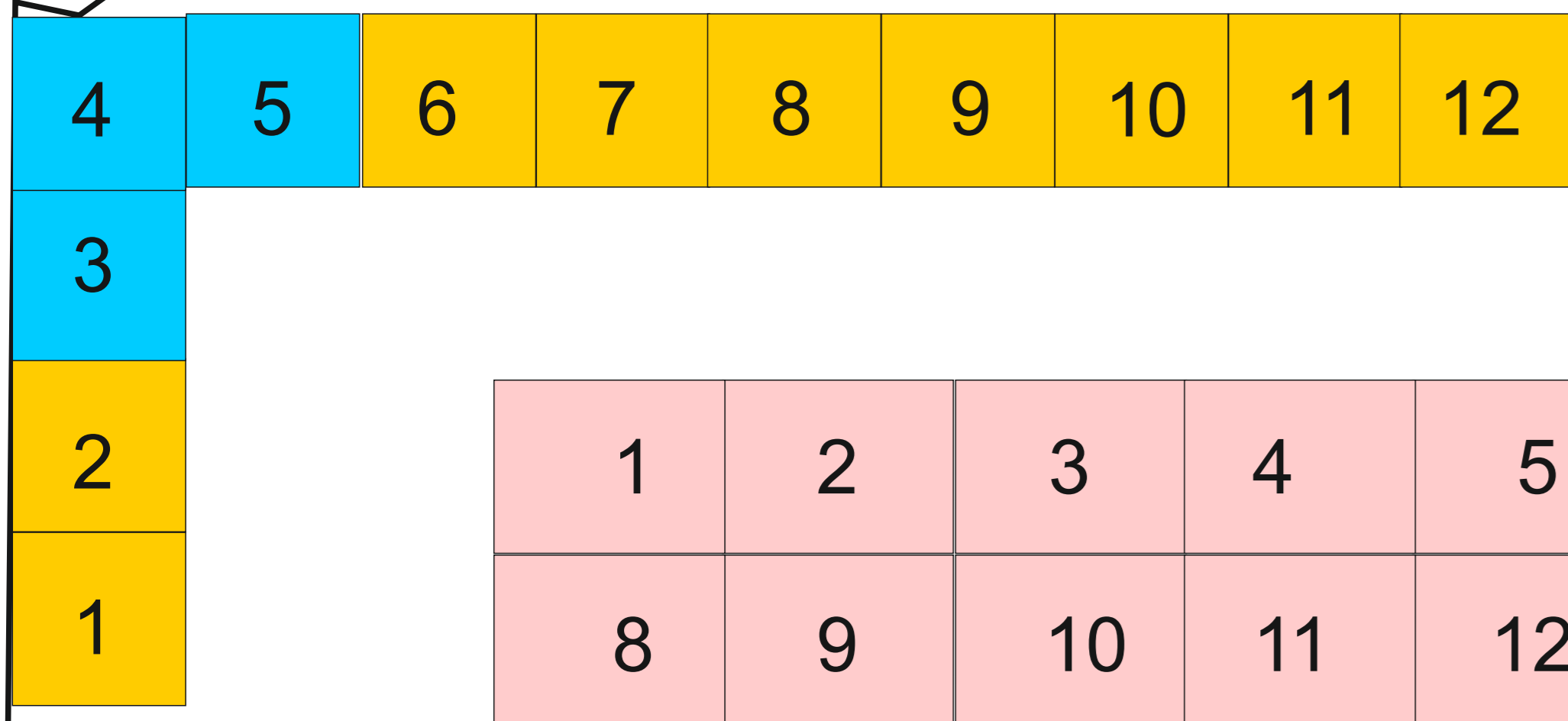
GROUND FLOOR PLAN

USEABLE AREA

- SEMI OPEN CORRIDOR
- GRAND STAIRCASE
- PUBLIC HALL
- EXHIBITION HALL - 1&2
- ENTRANCE BLOCK- 1&2
- ENTRANCE SIDE FOYER
- TICKETING BLOCK - 1&2
- V.I.P. ENTRANCE



BIG VEHICLE ENTRANCE

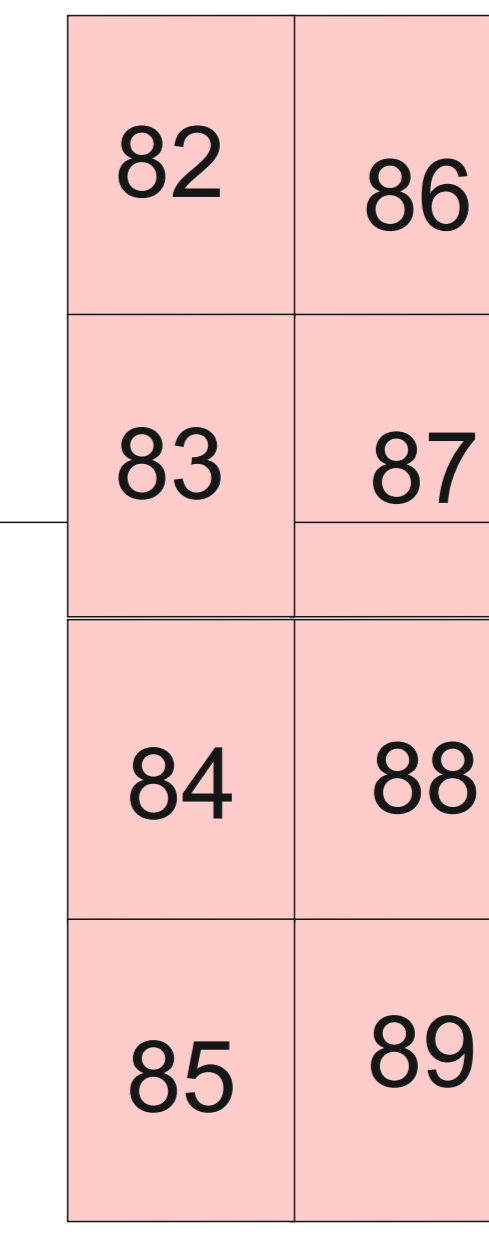
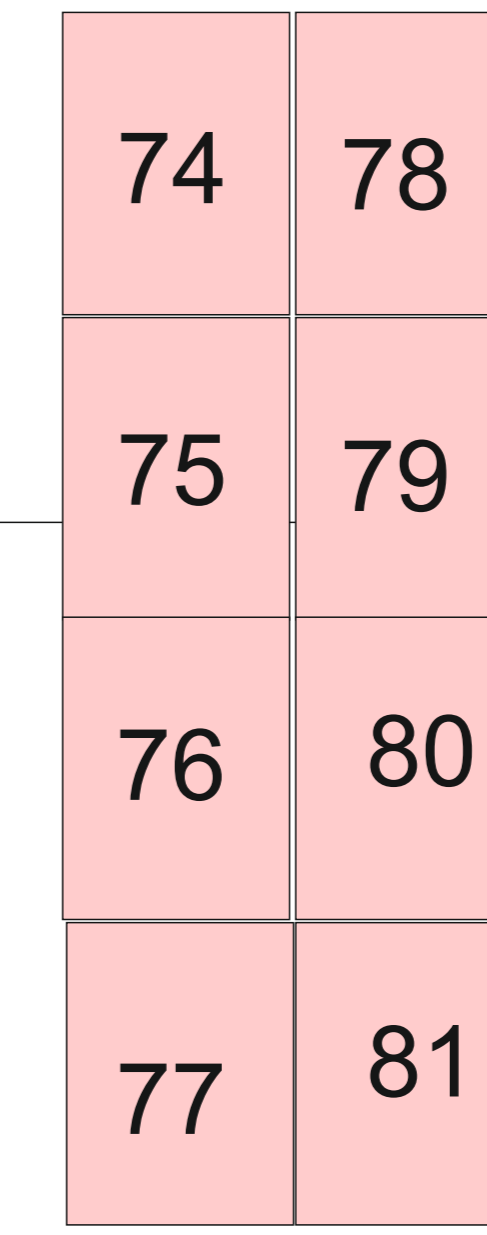
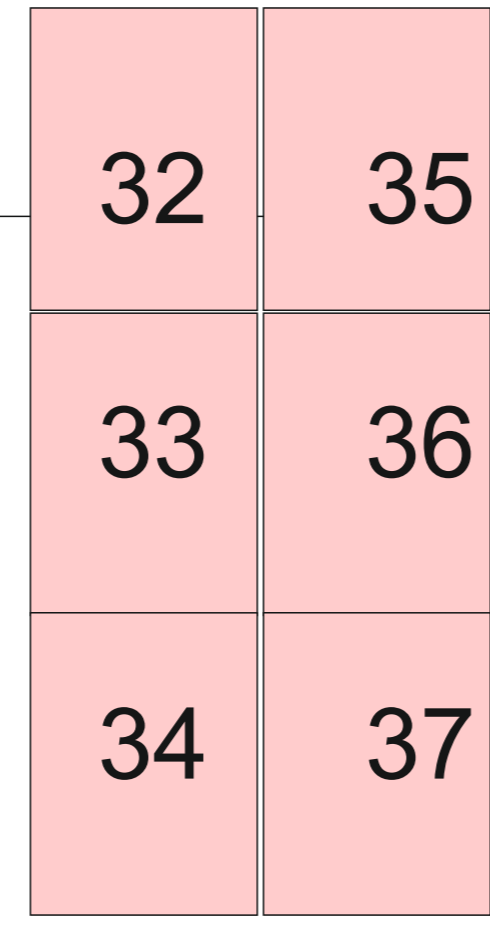
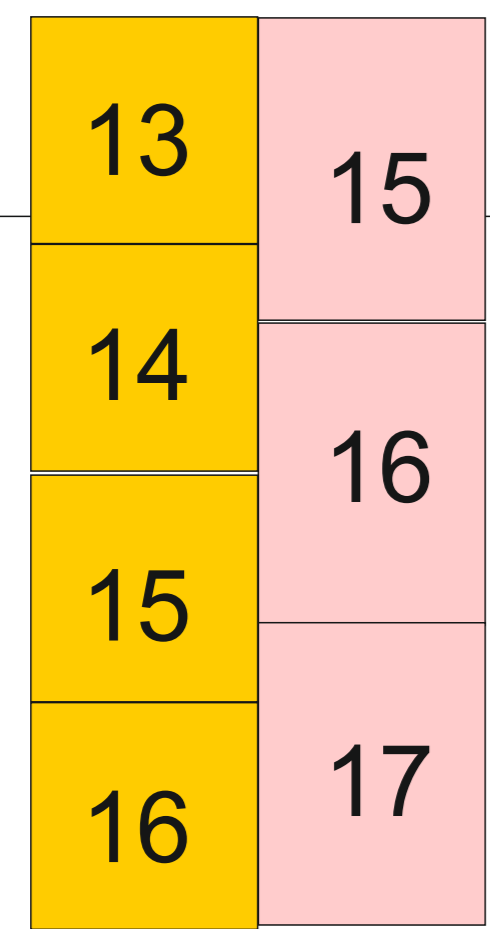


ENTRANCE

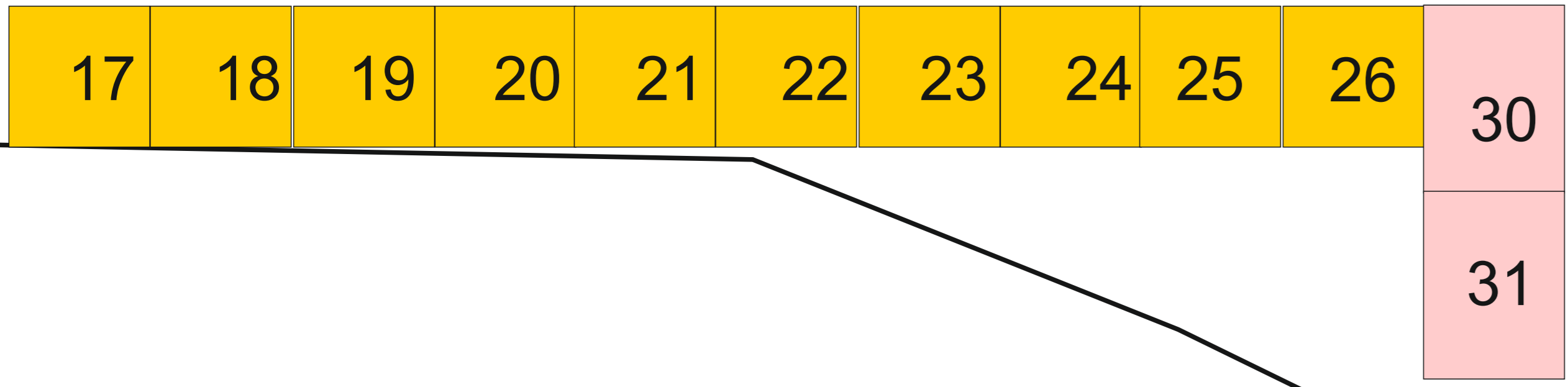
ENTRANCE

ENTRANCE

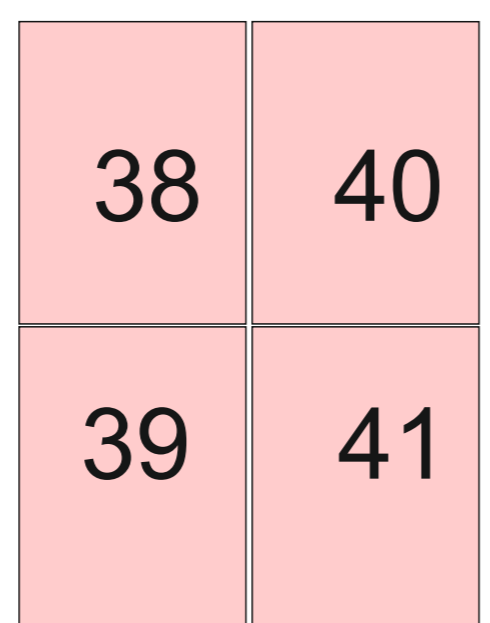
6 METER PATH



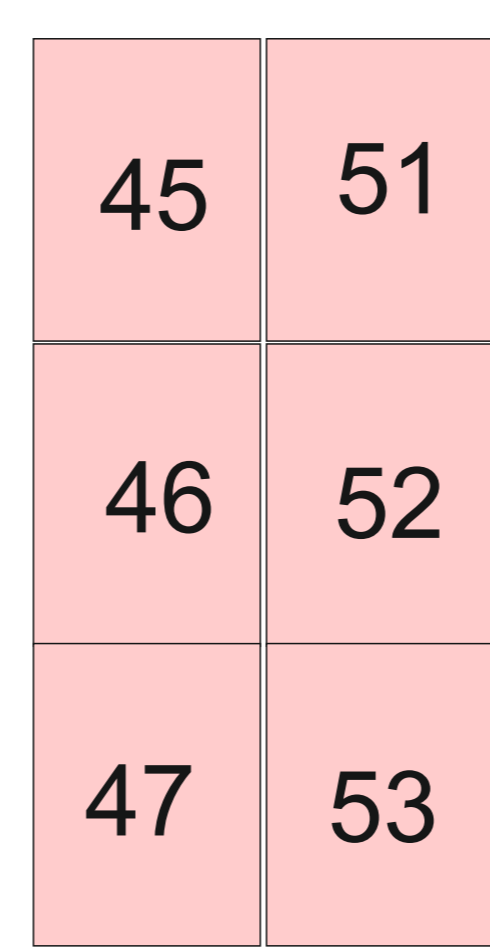
3 METER PATH



3 METER PATH

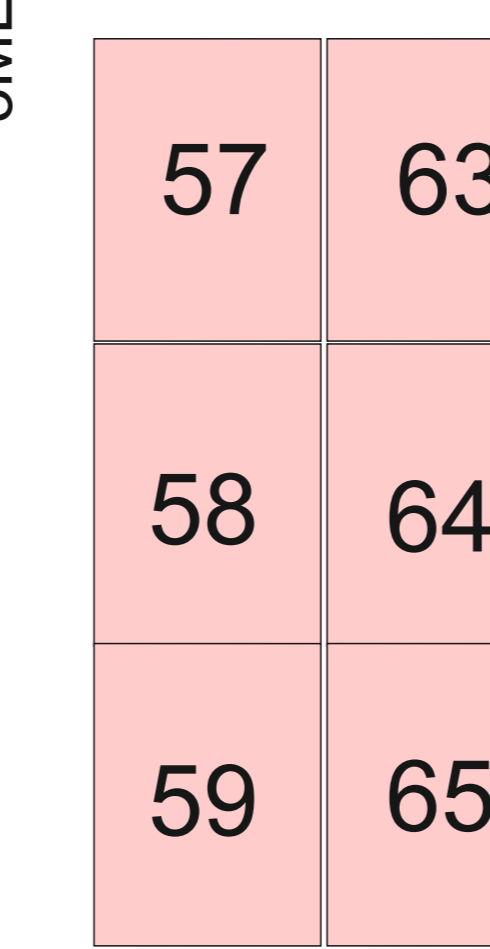


3 METER PATH

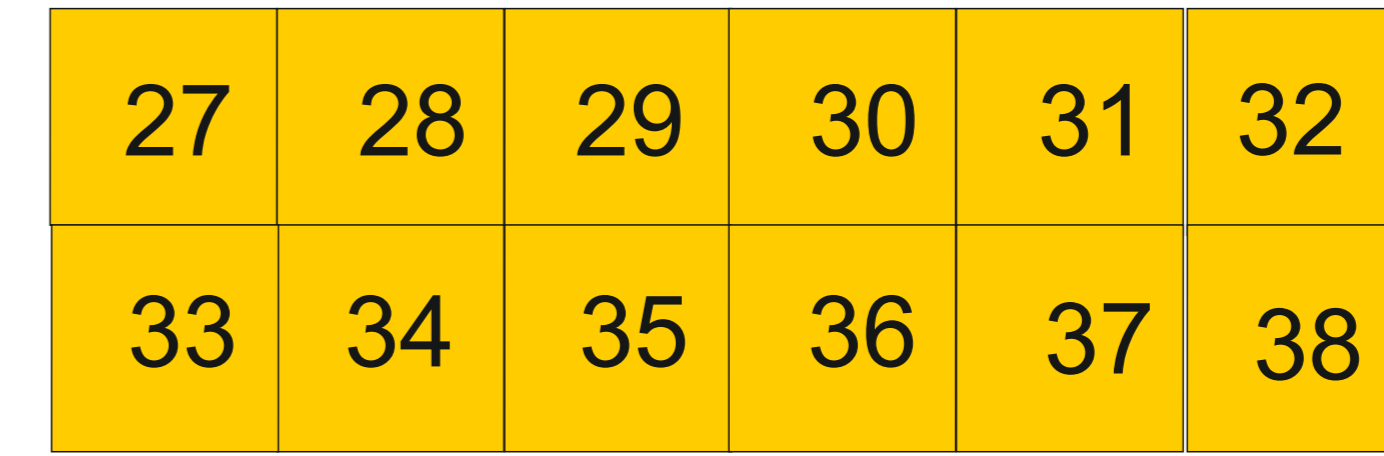


3 METER PATH

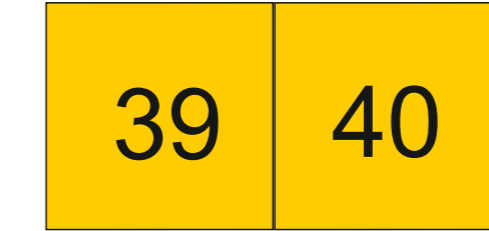
3 METER PATH



3 METER PATH



3 METER PATH



3 METER PATH

3 METER PATH

FREE SPACE

TOILET

3 x 3 meter - 47 NOS.

4 x 3 meter - 94 NOS.

TOTAL 141 NOS.

Bid Application for construction of Exhibition stalls / Pavilions for WSC Exhibition 2023

1.	Name of the Company / Firm	:	
2	Address & Contact Details	:	
3	PAN	:	
4	GST Registration No	:	
5	Annual Turnover during for last three completed financial years	:	
6	Experience in constructing National/International Exhibitions	:	
7	Proof for previous experience	:	
8	Documents to be attached		
a	PAN Card	:	
b	GST Registration certificate	:	
c	Income Tax Return for last 3 Assessment years	:	
d	GST return last 3 years	:	
e	Self declaration for not black listed by any agency	:	

I declare that the information furnished as above are correct to my knowledge and belief.

Signature
Name :
Designation
Seal of the Company

Bid for Construction of Exhibition stalls / Pavilions for WSC Exhibition 2023

Description	Quantity*	Rate per Unit (Rs)				Total (Rs)
		Basic (Rs.)	GST (%)	GST (Rs.)	Total (Rs.)	
4Mx3M (LxW) stall with two Display table, one round table, five Chairs, five wall mounted shelf, two Power / Plug point (5amp / 15 Amp), six Spot lights, one dust bin, fascia and carpeting	94 stalls					
3Mx3M Stall with one Display table, one round table, four Chairs, four wall mounted shelf, one Power / Plug point (5amp / 15 Amp), four Spot lights, one dust bin, fascia and carpeting	47 stalls					
Carpeting in the passage / common area (Approximate)	2750 Sq. meter					
Pavilion 6Mx6M with carpet with different designs	10 Nos					
Product launch / Promotion pavilion with stage for 3-4 people, a Podium and seating for 50 participants including carpet	1 No					
Photo shoot booth / platform	1 No					
Internet Booth with table and 5 chairs for keeping laptops / printer and Mobile Charging points	1 No					
Cubicles 3Mx3M of six feet height with lock and key having one head table and three chairs	10 Nos					
Media Centre	1 No					
Grand Total						

(*Quantity indicated may increase / decrease subject to actual requirement)

Signature

Name :

Designation

Seal of the Company

FORMAT OF DECLARATION IN LIEU OF EMD/BID SECURITY

(To be submitted on the Bidder's Letter Head)

I/We(Insert Name and Address of Bidder) am/are submitting this

declaration in lieu of Bid Security/Earnest Money Deposit for the Tender for

(Insert Title of the Tender) (Tender No.....), thereby fully accepting that I/We will

be suspended and shall not be eligible to participate in the Tenders invited by World

Spice Congress, for a period of Two years from the date of such Suspension Orders, under

the following circumstances:-

- If after the opening of Tender, I/We withdraw or modify my/our Tender during the period of validity specified in the Bid Documents (including extended validity, if any) or do not accept the correction of the Tender Price pursuant to any arithmetical errors.
- If after the award of work, I/We fail to furnish the required Performance Security or sign the Contract, within the time limits specified in the Departmental Tender Document.

Signature of the Tenderer with seal