



बिड संख्या/Bid Number: GEM/2025/B/6573104

दिनांक /Dated: 14-08-2025

**बिड दस्तावेज़ / Bid Document**

<b>बिड विवरण/Bid Details</b>	
<b>बिड बंद होने की तारीख/समय /Bid End Date/Time</b>	28-08-2025 15:00:00
<b>बिड खुलने की तारीख/समय /Bid Opening Date/Time</b>	28-08-2025 15:30:00
<b>बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)</b>	180 (Days)
<b>मंत्रालय/राज्य का नाम/Ministry/State Name</b>	Ministry Of Commerce And Industry
<b>विभाग का नाम/Department Name</b>	Department Of Commerce
<b>संगठन का नाम/Organisation Name</b>	Spices Board
<b>कार्यालय का नाम/Office Name</b>	Head Office
<b>वस्तु श्रेणी /Item Category</b>	Event or Seminar or Workshop or Exhibition or Expo Management Service - National; Conferences; IT related work, Participation arrangements, Venue Development, Stage construction, Installation of Pre-fabricated interpretation booths, Supply and manage..
<b>अनुबंध अवधि /Contract Period</b>	6 Day(s)
<b>बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)</b>	100 Lakh (s)
<b>उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service</b>	5 Year (s)
<b>इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required</b>	Yes
<b>एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover</b>	No
<b>स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover</b>	No
<b>विक्रेता से मांगे गए दस्तावेज़/Document required from seller</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

## बिड विवरण/Bid Details

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	4400000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

## ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	PUNJAB NATIONAL BANK
ईएमडी राशि/EMD Amount	150000

## ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**लभार्थी /Beneficiary :**

Secretary  
Spices Board, Govt of India 'Sugandha Bhavan" (Codex cell) N.H.By Pass, Palarivattom.P.O Cochin - 682025  
Kerala, India  
(Secretary Spices Board)

**विभाजन/Splitting**

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :**

Financial Bid - [1755163124.xlsx](#)

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Number of international events between 2019-2024 with work order of at least Rs. 30 lakhs	25	15	<a href="#">View File</a>

Number of international events between 2019-2024 for which support for simultaneous interpretation was provided	25	15	<a href="#">View File</a>
Number of languages covered in events where support for simultaneous interpretation was provided	25	10	<a href="#">View File</a>
Turnover of Rs. 1 crore for each of the last three financial years	25	15	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 55**

**QCBS Weightage(Technical:Financial):30:70**

**Presentation Venue:**After the submission of the technical bid, qualified bidders will be invited for a technical presentation (online/offline) on a date that will be informed in advance. The bidder has to make a presentation before the bid evaluation committee.

**Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; Conferences; IT Related Work, Participation Arrangements, Venue Development, Stage Construction, Installation Of Pre-fabricated Interpretation Booths, Supply And Manage.. ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Location of event	National
State	NA
District	NA
pincode	NA
Nature of events	Conferences
Category of work required	IT related work , Participation arrangements , Venue Development , Stage construction, Installation of Pre-fabricated interpretation booths, Supply and management of the gadgets for simultaneous interpretation in four languages, Delegate kits for 150 pax
Event premises	Third-party premise
Duration of event	Six day
Coverage of the event	Photography , Videography
Boarding	Not Required
Inclusion for the event	Printer , Projector , Stage , Welcome Lamp , Participation kit for attendees , Flower Decoration , Laptop , Mike and Sound Setup , Backdrop Standees
Seating arrangement	Classroom style
<b>एडऑन /Addon(s)</b>	

विवरण/ Specification	मूल्य/ Values
अतिरिक्त विवरण /Additional Details	
Estimated/ Indicative number of participants in the event	150

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### परिषेती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परिषेती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of event to be organized	अतिरिक्त आवश्यकता /Additional Requirement
1	Mohammed Shameer Cheriya	682025,Sugandha Bhavan N.H.By Pass, Palarivattom.P.O Cochin Kerala, India GSTIN - 32AAIAS3118C1Z0	1	N/A

#### क्रता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

##### 2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

#### अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any

Category item bunched with it.

4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

## SPICES BOARD INDIA



No. SB/CODEX//Tenders/Event management/AV/2025

August 14, 2025

### **Tender Notice for**

**Event management, Supply and Management of Gadgets & Technical Services  
for the Eighth Session of Codex Committee on Spices and Culinary Herbs (CCSCH8)  
to be held at Guwahati, Assam from October 13-17, 2025**

(Hindi version will follow)

Issuing Authority  
For the Secretary Spices Board India,  
Director Research  
Spices Board  
(Ministry of Commerce & Industry, Govt. of India)  
'Sugandha Bhavan"  
N.H.By Pass, Palarivattom.P.O  
Cochin - 682025  
Kerala, India

## Supply and Management of Gadgets & Technical Services for the Eighth Session of Codex Committee on Spices and Culinary Herbs (CCCH8)

### 1. Introduction

Spices Board (Ministry of Commerce and Industry, Government of India) is the flagship organization for the development and worldwide promotion of Indian spices. Codex Alimentarius Commission (CAC) is an international organization which develops international food standards by harmonizing various national and regional standards.

The Codex Committee on Spices and Culinary Herbs (CCSCH) is one of the subsidiary bodies under CAC which works for the development of Codex standards for spices and culinary herbs. On behalf of India, Spices Board holds the secretariat for CCSCH. The eighth session of this committee (CCSCH8) is scheduled to be held during **13-17 October 2025**, at **Guwahati, Assam, India**.

The Spices Board of India under the Ministry of Commerce and Industry, Government of India invites online bids via GeM, through a two-bid system. Interested and eligible bidders, capable of meeting the requirements specified in this GeM Bid and willing to comply with the stated terms and conditions, are requested to submit their bids **through the GeM Portal only**. Bidders must ensure that all required documents are completely filled, properly signed, and uploaded before the closing date and time as mentioned in the bid document.

### 2. Scope of work

**Dates of requirement:** 12<sup>th</sup> October to 17 October 2025.

- The venue hotel will be at **Guwahati, Assam, India** (details of venue hotel shall be intimated later)
- The venue hall and side meeting halls will be made available to the service provider on **12<sup>th</sup> October 2025 at 00:00 hours**.

All arrangements for the session as outlined below must be completed at the venue by **12<sup>th</sup> October 2025 by 17:00 hours**. A coordinator for these services should be physically present at the venue hotel during this period, who will be responsible for all the activities including the upkeep of the gadgets. Spices Board **will not arrange any travel and accommodation** for this requirement.

The Bidder should be able to undertake all the on-site arrangements of the CCSCH8 session at the venue hotel, including stage arrangements, audio-video gadgets and displays, booths and gadgets for simultaneous interpretation in four languages, photography services, laptops and printers, photocopier etc.

Scope of the services to be provided as per the bid is given in table 1 below. For detailed technical requirements please see Section 5, Table 3.

**Table 1.** Scope of work

No.	Major Requirements
1.	<b>Stage construction</b> , conference room arrangements, lighting, and audio services as per specification given in <b>Table 3, point 2</b> , (a to t)
2.	<b>Installation of Pre-fabricated interpretation booths</b> for simultaneous interpretation in four languages with Reading Lamp, Writing Desk, Power strip board with international connector and industrial type connectors and ventilation support as required as given in <b>Table 3, point 3</b> (a to cc) (Each booth to seat 3 interpreters x 3 nos)
3.	Supply and management of the gadgets for simultaneous interpretation in four languages, audio-visual services, for 5 days, with specification as given in <b>Table 3, point 3</b> (a to cc) (Total audience of 150 Pax)



4.	Supply of Laptops, printers and colour photocopier during the session, for 6 days, with specifications as given in <b>Table 3, point 4</b> , (a to f) to be made available from 12 <sup>th</sup> October 2025 (laptops 10 nos, Colour printer-1, Heavy duty printer /photocopier- 1 no)
5.	<b>Still photography of inauguration and session</b> on 13 <sup>th</sup> October and 17 <sup>th</sup> October 2025  <b>Videography of the entire session</b> on 13 <sup>th</sup> (including inauguration), 14 <sup>th</sup> , 15 <sup>th</sup> and 17 <sup>th</sup> October 2025. At the end of the session, all the recordings of HD clarity should be labelled with dates in folders and handed over in a suitable permanent storage device. <b>Table 3, point 5, a &amp; b</b>
6.	Traditional lamp (4 ft) and accessories for inaugural ceremony, stage floral decoration etc as given in <b>Table 3, point 6</b> (a to e)
7.	<b>Delegate kits for 150 pax</b> (Note pad (A4 size 100 GSM or above, unruled with 50 pages), good quality ball-point pen, and jute folder bag of adequate size without any specific logo/design) <b>(Table 3, point 7a)</b>
8.	<b>Other requirements in Table 3 point 8</b> (a to g)

### 3. Submission of Bids

The bid must be submitted in two-bid system on the GeM portal as detailed below.

A) **Technical bid:** The mandatory requirements and eligibility criteria for participating in the tender are given in Tables 2 and 3 in Section 4 below.

- These tables should be signed by the authorized signatory and uploaded in the technical bid.
- Any documents required as proof of eligibility criteria or technical competence should also be uploaded as part of the technical bid.
- All the pages in the uploaded document should be signed and sealed by authorized signatory.

B) **Financial bid:** Cost details, as per Section 6, Annexure I, is to be prepared in the provided Excel format and uploaded in GeM.

**[Financial details must not be mentioned in any of the technical bid documents uploaded on GeM Portal]**

### Eligibility criteria and competency requirements

The bids will be evaluated and ranked by the Board on the basis of the following scheme:

Marking will be as per QCBS scheme. The marking scheme for technical evaluation is given in **Table 4**.

- Weightage for technical bid: 30 %.
- Weightage for financial bid: 70%

### 4. Bidder eligibility and technical requirements

#### ELIGIBILITY CRITERIA

The eligibility criteria for participating in the tender is given in table 2 below. Documents as required in this section have to be included in the technical bid. Only those bids that satisfy these criteria will be considered as complying and opening of financial bid.

All documents as required in the eligibility criteria and technical requirements are to be labeled with the points in the tables, signed and included in the Technical Bid document, and uploaded as a single PDF file on GeM.

**Table 2: Mandatory Eligibility criteria and competency requirements (Upload signed copies and all necessary supporting documents, in the technical bid)**

SI No.	Requirement
1	Bidder should have a minimum turnover of Rs. 1 Crore for each of the last three consecutive financial years. <b>Include copies of Audited accounts from CA in the technical bid as PDF.</b>
2	<u>Experience in international meetings with support for simultaneous interpretation in multiple languages / channels.</u>  <i>At least 3 international events between 2019-2024 with work order of at least Rs. 30 lakhs, including simultaneous interpretation covering 2 or more foreign languages.</i>  <b>Include copy of the three work orders as above in the technical bid as PDF.</b>

After the submission of the technical bid, qualified bidders will be invited for a technical presentation (online/offline) on a date that will be informed in advance. The bidder has to make a presentation before the bid evaluation committee.

## TECHNICAL REQUIREMENTS

**Table 3:** Technical Specifications for the services required. All requirements are mandatory.

Section	Specification
1	<b>Timeline</b> <b>Dates of requirement:</b> 12 <sup>th</sup> October to 17 October 2025. a. The venue hotel will be at <b>Guwahati, Assam, India.</b> b. The venue hall and side meeting halls will be made available to the service provider on 12 <sup>th</sup> October 2025 at 00:00 hours.  All arrangements for the session as outlined below has to be completed at the venue by 12 <sup>th</sup> October 2025 <u>by 17:00 hours</u>
2	<b>Stage construction, arrangements, lighting and audio services. Requirements are given below, for 5 days:</b> a. Main stage platform 32'x24'x2.5' with dark grey carpet b. Head Table and chairs capable of seating 8 pax, each position with delegate mikes and with HDMI / mini display port connection for laptop and presentation. Alternate laptop connectivity at the technical console and the same shall be switchable using a digital presentation switcher (Hotel will provide the Head Table and chairs). Head table should have six laptop charging positions. c. LED Back drop at plenary hall 53 ft x13 ft and 3 x 13 side boards d. LED wall side panel (Black masking) 4ft x 13 ft 2 nos e. Stage skirting, and necessary lightings f. LED Raiser 32'x4'x4' 6 Nos complete with clamping / secure holding mechanism for LED mounts g. LED Par / profile lights / fresnels and audience lights – totalling 30 to 40 Nos duly

	<p>mounted on truss and wired for control / power</p> <ul style="list-style-type: none"> <li>h. Lighting controller (Avolite professional or equivalent), 1 No and shall be programmed for scenes as per the requirement of the conference.</li> <li>i. Truss with suitable extended legs and clamps / chain pulley mechanism to hand various lights / other equipment</li> <li>j. Truss shall also be used to mount the IR radiators used for language distribution system – part of Simultaneous interpretation System</li> <li>k. Large Format Display (LED) with Wedge Stands for down stage monitoring for the delegates on the dais 55" 2 Nos</li> <li>l. HDMI / DVI video Splitter as required</li> <li>m. Optical Transmitter / Receiver and fiber cable for routing and distributing of the video signal to the DSM / delay / 17" displays on the Interpreter booths as required</li> <li>n. Multiformat presentation switcher (Barco or Analogway or equivalent) design 1 No. complete with switching and routing facility as required</li> <li>o. Audio Recording 1 No</li> <li>p. 125 KVA Genset with 50 meters cable and diesel (8 hour shift), 1 No</li> <li>q. Changeover switch, 1 No</li> <li>r. Up to 80 Nos. Electrical power strip boards shall be provided under the tables at the dais, and for delegates on each table which shall provide international type power sockets – 3 per power strip and wired with interconnection of atleast 2.5sq. mm cable in a loop in loop out format with industrial grade connector. The power strips shall also have indicators to show the availability of power. No loose wires or termination using insulation tapes shall be accepted for safety issues.</li> <li>s. The technical console for the complete system shall be masked and neatly done – furniture will be provided by the hotel / venue.</li> <li>t. Stage raiser for simultaneous interpretation booths shall be provided of approx. size – 32'X8'X2.5' either at the rear of the room or on the side of the room as per the final layout to be decided. The riser shall have protective railings on the rear side and also shall have steps for climbing on either side complete with railings. The raiser shall be carpeted and shall have frills on the front / side / rear to mask.</li> </ul>
3	<p><b>Installation Supply and management of the gadgets for undertaking simultaneous interpretation, audio-visual services, for 5 days. Requirements are given below:</b></p> <ul style="list-style-type: none"> <li>a. Sound System for a total audience of 150 Pax with 3 tops on each side of the stage with required amplifiers and cables.</li> <li>b. 32 Channel Digital Audio mixer with facility of atleast 8 group outputs to route the audio of conference microphones for effective gain before feedback using mix-minus and additional auxiliary outputs for giving feeds to simultaneous interpretation system and audio recording system.</li> <li>c. Handheld Wireless microphone system – to be used by comperer or for making announcement and for emergency as may be required – 4 Nos</li> <li>d. Gooseneck Podium Microphone - 2 Nos</li> <li>e. Simultaneous language interpretation system which includes SI interpretation consoles for interpreters – One separate console per interpreter, Central Control Unit, Digital IR Transmitter &amp; High Power infrared Radiators – suitable for atleast 8 channels (Floor + English / French / Spanish / Arabic).</li> <li>f. Digital IR Headsets receivers (Bosch / Shure / equivalent) for all the participants in the hall, 160 Nos.</li> <li>g. Pre-fabricated translation booths for Language Interpreters (Each booth to seat 3 interpreters x 3 nos), with Reading Lamp, Writing Desk, Power strip board with international connector and industrial type connectors and ventilation support as required. Chairs for interpreter shall be provided by the hotel / venue.</li> <li>h. Language Interpreter Desks – 9 no's each having capability of listening to floor and atleast four other languages and sending two output languages (A/B).</li> <li>i. Digital Conference Network Mics for participants (1 DCN Mic for every delegation participants in the hall) - 100 Nos</li> <li>j. DCN Chairman unit, 1 No who shall have priority. A 17" Monitor shall be provided to the chairman at the dais for him to know the name / country name who are requesting to speak as well as the delegation who is speaking – shown in different colours (Green for Request and Red for active speaker).</li> </ul>

	<ul style="list-style-type: none"> <li>k. DCN Head Table Microphones - 8 Nos</li> <li>l. DCN Controller, 1 No complete with cabling of delegates on a loop – in loop out basis and using shielded cables (Cat 5e or similar) with lockable connectors to avoid any loose contacts</li> <li>m. Digital Conference control software for electronic name handling to request the floor with options for voting system and calculation of quorum, 1 No</li> <li>n. Microphone management software, 1 No</li> <li>o. Multiple Camera control software, 1 No to be able to control atleast three independent cameras for showing the delegate whose microphone is currently on, based on the microphone switching automatically.</li> <li>p. Speaker timer indication on a separate LED timer with facility of Green / Red / Amber lights for the audience to see to indicate the remaining presentation time.</li> <li>q. Automatic PTZ cameras with programmable presets - Atleast 3 cameras</li> <li>r. Digital video switcher / controller with interface to the conference system for receiving information on the microphone currently active.</li> <li>s. Sound / DCN &amp; SI Specialist/Camera control Operators 1 each</li> <li>t. PC/Laptop for conference control / display application 2 Nos.</li> <li>u. Display Monitors - 17" x 10 Nos – two nos for the console, 7 for booth and 1 for chairman monitor. <b><u>Visibility of the podium screen to be ensured.</u></b> If the podium screen is too far away, monitor to be placed inside each booth</li> <li>v. 32'*9' P2.6 or lower LED Screen with redundant Processors, cat 5e cables and accessories. Bidders may also optionally consider providing a projection based screen for the same size with projectors mounted on the truss – subject to feasibility at site. In this case, the projector should be atleast 20000 lumens brightness with hot backup arrangement.</li> <li>w. Switcher – Barco / Analogway or equivalent.</li> <li>x. Media server with facility of multiple video outputs to enable use of the large 32' x 9' canvas to fit in display of presentation, live video from multiple sources without changing the native resolution of the image – to fit images as per the requirement of the conference with presets.</li> <li>y. HDMI / DVI Video Distribution Amplifier as required</li> <li>z. Down Stage Display Monitor - 55" LED 2 No</li> <li>aa. Laptop with Cue control 2 Nos</li> <li>bb. Cables and accessories, 1 No</li> <li>cc. Quote should be inclusive of material transport, Manpower, travel, boarding and lodging of all the operators inclusive. Bidders to indicate the number of manpower to be deployed for the duration of the event.</li> </ul>
<b>4</b>	<p><b>Supply of Laptops, printers and heavy duty, during the session, for 6 days. Requirements are given below:</b></p> <ul style="list-style-type: none"> <li>a. Laptop power points with cabling 10 Nos.</li> <li>b. Networking LAN / WIFI as required for connecting laptops and printers -1 Nos</li> <li>c. Laptops 10 Nos. (Specifications in Annexure 2)</li> <li>d. Colour printer 1 No. (Specification in Annexure 3)</li> <li>e. Heavy Duty printer / Photocopier 1 No. (Specification in Annexure 4)</li> <li>f. Manpower to operate the above</li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>a. <b>Still photography of inauguration and session</b> on 13<sup>th</sup> October and 17<sup>th</sup> October 2025</li> <li>b. <b>Videography of the entire session</b> on 13<sup>th</sup> (including inauguration), 14<sup>th</sup>, 15<sup>th</sup> and 17<sup>th</sup> October 2025. At the end of the session, all the recordings of HD clarity should be labelled with dates in folders and handed over in a suitable permanent storage device.</li> </ul>
<b>6</b>	<p><b>Stage and other arrangements for inaugural ceremony</b></p> <ul style="list-style-type: none"> <li>a. Ceremonial lamp/ traditional oil lamp (<i>nilavilakku</i>), with all accessories for lighting, and necessary decoration around the lamp of length 4 feet</li> </ul>

	<ul style="list-style-type: none"> <li>b. Floral decoration of head table, floral decoration of stage frontage, and podium branding. Design for podium branding will be provided.</li> <li>c. Standees 8' x 4' - 5 Nos. Design for standees will be provided.</li> <li>d. VIP sofas for inauguration ceremony – 10 Nos.</li> <li>e. Welcome bouquets and shawls for VIPs – 10 Nos.</li> </ul>
<b>7</b>	<b>Delegate kits for 150 pax</b> <ul style="list-style-type: none"> <li>a. Note pad (A4 size 100 GSM or above, unruled with 50 pages), good quality ball-point pen, and jute folder bag of adequate size without any specific logo/design</li> </ul>
<b>8</b>	<b>Other requirements and instructions:</b> <ul style="list-style-type: none"> <li>a. Any other device / gadget / service for trouble free delivery of requirements as outlined above should be included in the quote.</li> <li>b. Devices should be made available for 24 hour assignment with minimum 10 service personnel (It is important that servicing personnel should be available for late night duties).</li> <li>c. Bidders shall have provision for two nos. of at least 4300 ansi lumens lcd / dlp based portable projectors with hdmi cabling to connect laptop for use by the secretariat for their internal meeting in small conference rooms in the venue and shall include the same in their bids.</li> <li>d. Self-declaration, in the company letterhead, signed by an authorized signatory stating that bidder has not been blacklisted by any of the departments/organizations of the Govt. of India/State Govt./PSUs</li> <li>e. Signed document with GST and PAN numbers. Attach copies of GSTN registration certificate and PAN card.</li> <li>f. The bidders must make available, <b>one technically qualified person assigned for the conference</b> with a currently valid certification from relevant organization complying to ISO/IEC 17024:2012 certification for audio visual and information technology services. Name and details are to be provided.</li> <li>g. One technical assistant <u>well-versed in Microsoft Office (track-change editing etc)</u> and with good typing skills should be available for assisting secretarial work during the session.</li> </ul>

Final ranking of the quotes will be based on the criteria: 30% technical qualification score, 70% financial score.

**Table 4: Marking Scheme for Technical bid**  
(All the documents of proof should be uploaded)

SI No.	Description	Score Calculation	Maximum marks
1	<u>Experience in international meetings:</u> <i>Number of international events between 2019-2024 with work order of at least Rs. 30 lakhs</i>	3 events (mandatory): 15 marks 4 events: 20 marks Above 4 events: 25 marks	25
2	<u>Experience in providing support for simultaneous multilanguage interpretation:</u> <i>Number of international events between 2019-2024 for which support for simultaneous interpretation was provided</i>	3 event (mandatory): 15 marks 4 events: 20 marks Above 4 events: 25 marks	25
3	<u>Number of languages</u> covered in events where support for simultaneous interpretation was provided	2 Foreign languages :10 marks More than 2 Foreign languages:25 marks	25
4	Turnover of Rs. 1 crore for each of the last three financial years	1 crore (15 marks) Above 1 crore-2 crores (20 marks) Above 2 crores- (25 marks)	25
Total			100

## 6. Financial Bid

Services are required for the days detailed in the scope.

The details may be filled in the format for submitting financial details and the terms and conditions of the bid as in Annexure I, and submitted on the GeM Portal as part of the financial bid in excel (xls) format provided.

### **EMD**

1. Bidders should submit an EMD equal to Rs. 1,50,000/- (Rupees one lakh fifty thousand only) by way of Demand Draft (DD) drawn in favour of "Secretary, Spices Board" payable at Kochi, from any nationalized/ scheduled bank. The EMD shall be valid for three months. The DD should be sent to the following address, on or before the bid due date.

Spices Board, Govt of India  
 'Sugandha Bhavan"  
 (Codex cell)  
 N.H.By Pass, Palarivattom.P.O  
 Cochin - 682025  
 Kerala, India

2. The technical bid without EMD will be rejected unless specifically exempted by the Government from payment of EMD for which reasons and proof have to be enclosed with technical bid documents.
3. EMD of the unsuccessful bidders will be refunded (without any interest) within 45 days from the date of opening of tender. EMD of the selected bidder will be refunded after the satisfactory completion of the service.
4. EMD will be forfeited if the vendor withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender.

## 7. **Critical dates**

Bid start date: August 14, 2025

Bid end Date: August 28, 3.00 PM IST

Bid opening Date: August 28, 3.30 PM IST

For any clarifications required bidders may contact as per the details given below on working days (Monday to Friday 09.00 hrs to 17.30 hrs)

Email id: [codex.sb-ker@nic.in](mailto:codex.sb-ker@nic.in)

Tel: 0484-2333610- 616 (Extn: 520)

Mob:+91 94475 30605 (Dr. Shameer Cheriya, Assistant Director)

+91 89215 61130 (Dr. Ramesh Babu, Scientist C, Organizing Secretary, CCSCH)

## 7. **General Terms and Conditions**

1. Please refer to the Tender Document for complete technical requirements.
2. The Board reserves the right to modify the specifications stated in this inquiry.
3. Quoted prices must remain firm until the completion of the service. Charges should be net and valid for at least six months from the date of bid opening.

4. Bidders should carefully review all clauses in the Terms and Conditions before submitting their bids.
5. Bidders are solely responsible for ensuring their bids and all supporting documents are submitted on time and as specified.
6. If the bid opening date falls on a declared holiday, the opening will be held on the next working day at the same time or as notified by the Buyer.
7. Any extension of the bid opening date by the Buyer will be duly communicated to bidders.
8. Bid validity must comply with the requirements on the GeM portal.
9. Bids must be submitted only through the GeM portal; bids sent via any other means will be considered invalid.
10. All bid documents along with this tender notice must be duly signed, and uploaded on the GeM portal before the specified deadline.
11. For clarifications, bidders may submit queries through the representation column on the GeM portal, clearly stating the information needed.
12. All required documents as per the Terms and Conditions must be submitted online along with the Technical Bid and must be legible.
13. Failure to submit requested documents or information may lead to rejection of the bid.
14. Technical Bid and Financial Bid must be submitted separately; otherwise, the bid may be ignored.
15. Only Technical Bids will be opened on the specified date and time.
16. Financial Bids will be opened only for bidders whose Technical Bids are found compliant after technical evaluation.
17. The date of Financial Bid opening will be communicated through the GeM portal after technical evaluation.
18. The bid document can be downloaded free of cost from the GeM/CPP portals and the official Spices Board website ([www.indianspices.com/tenders.html](http://www.indianspices.com/tenders.html)).
19. Bidders should keep track of any corrigenda published on the GeM/CPP portals and the official Spices Board website related to this bid.
20. Incomplete tenders or missing annexure details will lead to disqualification. The signatory must clarify their authority and role in the firm.
21. Spices Board reserves full rights to accept or reject any tender, wholly or partially, without assigning reasons.
22. All service providers must undergo verification and approval before acceptance. Previous contracts and contact details of recipients may be requested for verification purposes.
23. Bidders should submit an EMD equal to Rs. 1,50,000/- as detailed in Section 6. If your quotation is accepted and an order placed, services must be delivered as per the order's conditions. The Board reserves the right to impose penalties for losses due to delayed or incorrect services.
24. If the service is not provided and the Procuring Entity must obtain the service elsewhere at your risk and cost, any resulting loss or damage will be recovered from the defaulting provider.
25. Disputes related to this inquiry shall be subject exclusively to the jurisdiction of the High Court of Kerala.



26. Payment terms are 100% within 30 days of receipt and acceptance of services, as per conditions. As per Government of India rules, a maximum of 30% of the total bid value may be paid in advance.

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## FINANCIAL BID

Total cost for the services required, including all charges and GST, is to be filled in the format given below. All rates to be given in figures and words in INR including all applicable taxes. **See the detailed requirement in Section 4, Table 3, points 1-8**

SI No	Requirements	Total Cost in INR
1.	Stage construction, conference room arrangements, lighting, and audio services as per specification given in <b>Table 3, point 2</b> (a to t)	<b>Provide total amount, inclusive of GST, for the services 1-8.</b>
2.	Installation of Pre-fabricated translation booths for Language Interpreters with Reading Lamp, Writing Desk, Power strip board with international connector and industrial type connectors and ventilation support as required as given in <b>Table 3, point 3</b> (a to cc)	
3.	Supply and management of the gadgets for undertaking simultaneous interpretation, audio-visual services, for 5 days, with specification as given in <b>Table 3, point 3</b> (a to cc)	
4.	Supply of Laptops, printers and heavy duty auto stapling photocopiers, during the session, for 5 days, with specifications as given in <b>Table 3, point 4</b> ,(a to f) to be made available from 12 <sup>th</sup> October 2025	
5.	<b>Still photography of inauguration and session</b> on 13 <sup>th</sup> October and 17 <sup>th</sup> October 2025  <b>Videography of the entire session</b> on 13 <sup>th</sup> (including inauguration), 14 <sup>th</sup> , 15 <sup>th</sup> and 17 <sup>th</sup> October 2025. At the end of the session, all the recordings of HD clarity should be labelled with dates in folders and handed over in a suitable permanent storage device. ( <b>Table 3, point 5 a &amp;b</b> )).	
6.	Traditional lamp (4 ft) and accessories for inaugural ceremony, stage floral decoration etc as specifications given in <b>Table 3, Point 6</b> (a to e)	
7.	Delegate kits for 150 pax, with specifications given in <b>Table 3, point 7 a</b>	
8.	Any other charges, if applicable	
Name of Authorized Signatory: Designation:  Signature: Official seal:		

## Annexure 2

### SPECIFICATION FOR LAPTOPS

1. **Processor type** : I5 or above
2. **Chipset** : Intel® G41 Express Chipset or better
3. **Memory**: 8 GB DDR2 800 MHz SDRAM, dual channel support, 4 DIMM Slots, upgradeable to 16 GB or better
4. **Hard Disk Drive**: 320 GB or Higher SATA 3.0Gbps, 7200 RPM, Integrated 5 SATA Ports.
5. **Monitor**: 15" TFT SVGA digital colour
6. **Keyboard** : Mechanical qwerty keyboard, USB, Mechanical, 107 keys
7. **Mouse** : USB Optical or better
8. **Ports**: 4 USB Ports (with at least 2 in front), audio ports for microphone and headphone in front.
9. **Operating System**: Windows® 11
10. **Anti-virus Software** : Kaspersky (Latest Version) or equivalent

All laptops are to contain pre-installed original version Microsoft Office (2016 version or above), Adobe Acrobat Reader, and Zoom platform with latest updates.

## Annexure 3

### SPECIFICATION FOR PRINTER (Colour)

1. **Print speed** : 90 prints per minute
1. **Paper Size** : A6 to A3
2. **Supported networks** : Windows and Linux
3. **Memory** : 1 GB

## Annexure 4

### SPECIFICATION FOR PHOTOCOPIER

Qualified and experienced operator for the photocopier should be available.

Sl. No.	Description	Requirement
1.	Paper Size	A6 to A3
2.	Copying speed (No. of copies per min)	25
3.	RAM in MB	16
4.	Zoom Range	50 % to 200%
5.	No. of Multiple copies	01 to 199
6.	Printing resolution	600X 600 dpi
7.	Paper trays	2 x 500 sheets

The photocopiers should meet the following specifications:

- High productivity: Colour and black.
- Large paper capacity.
- Advanced security features.
- Very simple to use.
- Automatic reduction and enlargement (25 to 400%)
- Automatic tray selection
- Automatic booklet creation
- Automatic stapling facility
- Mixed-size originals
- Covers insertion
- Book copying
- Network connectivity
- System of copying data USB/SD