

Inviting Tender for designing and fabrication of Spices Board's stall in Biofach India 2025 exhibition at IEML, Greater Noida

Reference No: PUB/0024/2025-PUBLICITY (CN:23180)

Dated:18th August 2025

SPICES BOARD

(Ministry of Commerce and Industry, Govt. of India)
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(Hindi version follows)

CONTENTS

Sl No	Particulars	Page No
1	Notice	3
2	Scope of work	4
3	Tender data sheet	6
4	Essential eligibility criteria	6
5	General terms and conditions	6
6	Submission of Bid	7
7	Selection procedure	8
8	Annexure -1	

NOTICE INVITING TENDER FOR DESIGNING AND FABRICATING THE STALL OF

SPICES BOARD IN THE BIOFACH INDIA 2025 EXHIBITION AT GREATER NOIDA

Spices Board (Ministry of Commerce and Industry, Govt of India) is participating in Biofach

India 2025 exhibition which is scheduled from 30 August to 01 September 2025 at Indian Expo

Centre & Mart (IEML), Greater Noida. Board has secured 56 Sq M of bare space for putting up

a stall facilitating the co participant traders for exhibiting spices & it's value added products in

the event. In this regard Spices Board invites quotes for designing & construction of stall in the

said fair with the specified requirements. The tender notice can be downloaded from the Board's

website (www.indianspices.com) and central public procurement portal

(https://eprocure.gov.in/eprocure/app).

All documents mentioned in the bid submission including the Annexures should be duly signed

and uploaded on the central public procurement portal (https://eprocure.gov.in/eprocure/app).

The last date submitting the design & financial quote through the CPP portal is on or before 23rd

August 2025, 3.30 PM. The bids will be opened on 25th August 2025.

The quote will be evaluated by the committee constituted by the competent authority on the basis

of:

1. Quality of the design (Aesthetics, facilities provided, optimum utilization of space, theme for

the stall and graphics)- 50 %

2. Cost (Inclusive of taxes applicable)-50%

Director (Marketing)
Spices Board

3

Scope of Work

The scope of work involves erection / fabrication of stalls, management of exhibition event, dismantling the fabricated structure after the conclusion of the event strictly as per the specification and time schedules given by the organizer.

Sl No.	Description of work
1	Floor Plan information Event: Biofach India 2025 Stand No: B5 Area: 56 Sq M Type: Bare space (Four side open) – Layout attached as Annex- 1 Venue: India Expo Centre and Mart (IEML), Plot No.23-25 & 27-29 Knowledge park II, Gaudham Budh nagar, Greater Noida- 201306
2	Number of stall required: 1 The stall shall be of wooden platform with LED skirting, vinyl finished flooring. It should be single storied, self standing & shall not affect the structures of other stalls. The customized structure should not be compromised in quality & Strength. Minimum height of the stall should be 4 meters. Height of the periphery walls may be restricted as per the organizer guidelines. Stall must be provided with sufficient lighting according to the design and include required electrical fittings. Fascia Names shall be with background light. Provide small ramp for wheel chair access if required according to the design. Access must be given to any Fire Exit, Electrical box, Service room, etc. falling within the exhibitor's stand area. Design must have Stall Number Signage Board. The stall must be designed with reception frontage, area for Spices Board & remaining portion shall be equally divided for 10 co participants.
3	Co participant area Number of co participant booths required: 10 Ten booths shall be there in the stall for accommodating 10 co participants with following facilities. • Glass top counter table with a branding provision. • 2 chairs for each exporter. Brochure stand. • Fascia Names (With background light). • Full size branding options in all panels and counter tables. • Separation wall between each co-participant for ensuring privacy (Half/full) • Shelves & spotlight • Dustbin

4	Spices Board's area The stall must have a well decorated reception area. The area of Spices Board must have the following facilities. • VIP seating arrangement [Sofa set (one 3 seater + one 2 seater)] • Coffee table • LED TV • Water dispenser • Reception counter • Glass Showcase for display of spice products. • Store room • Brochure stand • Full size branding in common area.
5	Stall fabricator should ensure sufficient number of staff in the event venue from the beginning to the end of the exhibition for managing the stall and extending any sort of assistance as requested by the Spice Board's designated staff for the particular event.
6	After receiving the work order, stall designer must immediately contact the exhibition organizer for initiating the fabrication works. The stall designer should be fully aware of all construction and decoration regulations at India Expo Centre and Mart (IEML), Greater Noida.
7	It is the sole responsibility of the selected stall designer to obtain approval for design from the organizer before the commencement of erection. The stall fabrication should be in compliance with the organizer guidelines for stand construction. It will be the responsibility of the stall fabricator to remit any security deposit demanded by the organizer in connection with the event.
8	The stall designer shall use prefabricated structures to prevent delays in stall completion and to avoid causing inconvenience to other exhibitors. All electrical installations and wiring must be carried out by a licensed electrician. Utmost care should be taken to refrain from causing any deformation or damage to the exhibition hall during the set-up of the stall.
9	The electricity payment shall be remitted by the stall designer and later get it reimbursed on submission of proper tax invoice.

TENDER -DATA SHEET

Sl No	Reference	Description
1	Name of the Organisation	Spices Board, Ministry of Commerce and
		Industry, Govt of India
2	Name of the work	Designing & fabricating the stall of Spices Board
		in Biofach India 2025 exhibition
3	Reference Number	PUB/0024/2025-PUBLICITY (CN:23180)
5	Last Date and Time for submission	23 rd August 2025, 3.30 Pm
	of bids	
6	Place of opening of Bids & Date	Spices Board, Sugandha Bhavan, NH Bye Pass,
	and Time	Palarivattom P.O., Cochin-25
		25 th August 2025
7	Bid Validity	45 days
8	Contact person	Shri Kanagadhileepan K.
		Assistant Director
		Spices Board, Cochin-25
		Ph: 0484 2333 610, Extn: 259/313

ESSENTIAL ELIGIBILITY CRITERIA

The applicant must be empaneled/enlisted through CPP Portal for designing & fabricating the stall of Spices Board in the International & Domestic trade fairs for the period of two years starting from 2025-26.

GENERAL TERMS AND CONDITIONS

- 1. The terms and conditions of the EOI for empanelment of stall fabricators will be applicable here as well and the agencies are liable to adhere to the same.
- 2. The agency should not be involved in any litigation that may impact or compromise the delivery of services as required.
- 3. The Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company/Firm/Agency/Contractor without the prior written consent of the Board.

- 4. Spices Board reserves the right to reject any application without assigning any reason thereof.
- 5. Spices Board does not make advance payments. Any request of Advance payment will be rejected summarily.
- 6. All communications from Spices Board regarding this tender will be from the above given email id and contact number. For any query please contact in the above email and telephone only.

SUBMISSION OF BID

The interested agency should submit the bid with following details:

- **a**) Detailed design of the stall with dimensions. The front, back, top, and side views of the stall in a single PDF, including the dimensions should be uploaded in the CPP Portal. In addition to the same, if space permits, the bidder can upload supporting documents highlighting the aesthetics & technical sides of the design. No financial part shall be mentioned in the design or anywhere in the technical bid.
- **b**) Financial quote may be submitted in the particular field of CPP portal. The BOQ excel sheet in the prescribed format shall be filled and uploaded (only in the financial bid).

A bidder can submit only one proposal. If the Bidder submits more than one proposal, such proposals shall be disqualified. Bids received after the closing date and time will be rejected without any further communication on the matter.

All documents mentioned in the bid submission should be duly signed and uploaded on the central public procurement portal (https://eprocure.gov.in/eprocure/app) with in the stipulated time.

SELECTION PROCEDURE

- I. The selection criteria will be QCBS with a weight age of 50% for the technical proposal and 50% for financial proposal. The Quotes will be evaluated by selection committee of the Board as given below:
 - Quality of the design: (quality & strength of the conceptualized design, aesthetics, optimum space utilization, innovation & creativity)- 50 %
 - Cost (Inclusive of taxes applicable)-50%
- II. The minimum qualifying mark for technical bid shall be 70 out of maximum 100. The bidders who score 70 mark and above would be considered as technically responsive and the rest would be considered as technically nonresponsive and would be dropped from the list. Financial proposals are then opened for only eligible and technically responsive bidders and other financial offers would remain unopened.

III. The scoring pattern shall be

Sl No	Criteria	Marks	
	Sub-criteria	Criteria	Sub-criteria
		total	
1	Quality	100	
1.a	Quality of the design in terms of strength and stability		20
1.b	Design aesthetics and appeal (including visibility of fascia design, colour scheme, lighting etc.)		20
1.c	Branding and display options as per the design		20
1.d	Facilities offered to the co participants including Privacy between cubicles, smooth entry and exit to the cubicles and meeting room, product display options etc.		20
1.e	Optimum utilization of available space, creativity and innovation in the layout.		20
	Technical score obtained = T		
2	Cost	100	
	Financial score (\mathbf{F}) = $\underline{100 \text{ X Lowest Quoted Price}}$		
	Quoted price		
	Evaluated Bid Score $C = T * 0.5 + F * 0.5$		

The score for quality and cost will be combined to arrive in the final score. The highest scoring bidder will be considered for awarding the tender. Spices Board reserves the right to amend, modify, add

or delete, accept or reject in part or full,	one or all conditions	s mentioned above	without assigning
any reason thereof.			

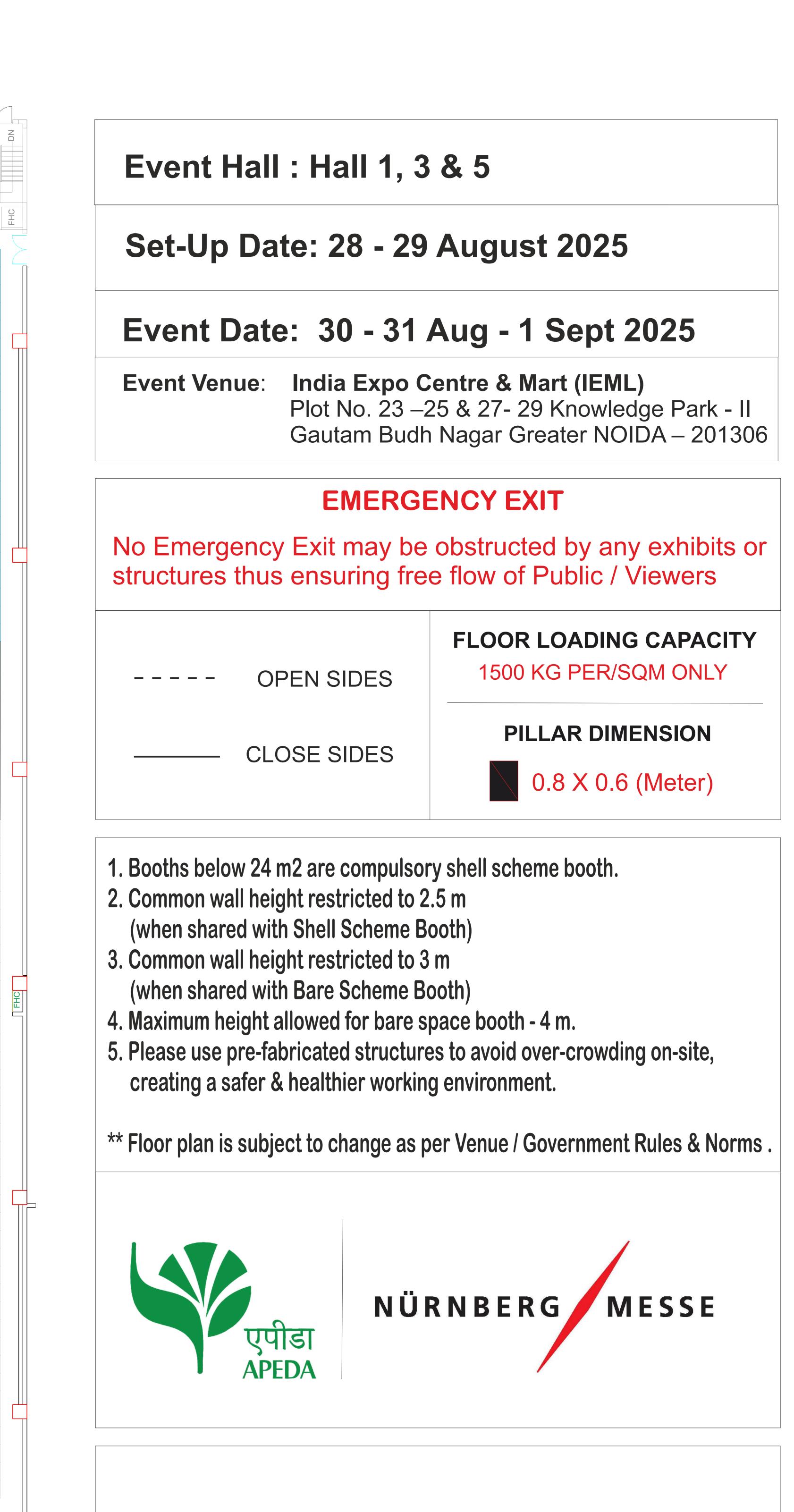




BIOFACH

into organic





Annex -1



1sqr = 1sqm

