



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

17th October, 2022

EXPRESSION OF INTEREST (EOI)

Inviting EoI for fabrication of Exhibition stalls / Pavilions etc., for World Spice Congress Exhibition 2023

Spices Board under Ministry of Commerce & Industry, Govt of India, in association with the partner agencies from the spice industry, is organizing the 14th Edition of World Spice Congress (WSC-2023) at the CIDCO Convention Centre, Sector 30-A, Vashi, Navi Mumbai, Maharashtra 400703 during 16-18th February 2023. In connection with the Congress, an Exhibition is also arranged at the CIDCO Exhibition Centre during the same period.

In this connection, EoIs are invited from reputed and experienced firms / companies meeting the qualification criteria specified below for design, fabrication and construction of Exhibition stalls, commodity pavilions, Live demonstration and other supporting facilities in CIDCO Exhibition Centre. The layout of the CIDCO Exhibition Centre is attached as **Annex I** for ready reference.

1. Scope of work:

The objective of the EoI is to entrust the work related to develop a creative layout for the exhibition and pavilion areas, design 3X3m and 4x3m stall, pavilions, Branding, LED walls for Backdrops etc., and other facilities and its construction for conducting the exhibition of Spices and Spice products during WSC:2023. The major Scope of the work includes

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
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- Develop and submit creative layout for exhibition area (Hall No.1) and Pavilion area (Hall No.2)
- Construction of Octonorm Exhibition Stalls of 4x3 m (proposed 80-90 Nos) and 3x3 m (proposed 60-70 Nos) in Exhibition area.
- Develop and submit creative design for special stalls in Exhibition area
- Construction of spice specific Pavilions and other facilities in pavilion area
- Space for live demonstration /Tech-Talk videos in Hall 1.

A. Exhibition Area (Hall No.1) – Technical Requirement

The Hall No.1 is exclusively for construction of Exhibition Stalls. WSC would like to construct around 150 stalls in exhibition area in different dimensions viz., 4x3 m and 3x3m. (Proposed to construct 80-90 numbers of 4x3 m and 60-70 numbers of 3x3 m)

- Develop, create a layout of Exhibition area by incorporating around 150 Octonorm stalls in different dimensions and its construction. Sufficient space for movement has to be provided and all the passages should be minimum 10 feet width
- Develop, design, and construct one stall (Spices Board official Stall) of 8x6 m (2 Nos of 4x3m) for the purpose of the organizer to function as the official Stall in the prime location
- Develop, design, and construction open area having 6x3m with a platform and LED walls at the backside for cookery shows
- Develop, design, and construction of 4x3 m with a LED 60” TV for arranging Tech Talk videos, VIP presentation etc

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- Develop, design, and construct arch in the entrance of the exhibition Centre, preferably with spice plants and spices.
- Develop, design, and construct Information Centre in the lobby/registration area of the exhibition Centre (proposed size is 2x3 m)

B. Pavilion Area (Half vertical portion of Hall No. 2) – Technical Requirement

The Hall No.2 is mainly for the fabrication of spice specific Pavilions, product launching area and for establishing supporting facilities for the shows

- Develop, design, and construct independent spices pavilion with separation with proposed Size: 6x3 m (Stall) – 8 Nos
- Develop, design, and construct NER/ Organic /GI pavilion for displaying the products of NER spices, Organic spices and GI certified spices – Size: 4x3 m (Stall) – 3 Nos
- Develop, design, and construct Product launching / promotion pavilion (proposed a dais with a size of 16x12 feet to accommodate maximum 3 person and seating of maximum 50 participants with LED Wall, podium, lighting, Branding and carpet
- Develop, design, and construct pavilion for experiencing Spice therapy (Proposed to design and construct a pavilion of 6x6 M with partition and door for doctor consultation, treatment area, washing and dress changing area for ladies & gents separately.

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- Develop, design, and construct photo shoot (proposed to design an area of 4m L x 2m W x 3m H with a raised platform of ONE feet height with lighting facility for photo shoot and provision for branding facility in the backdrop on the WSC).
- Develop, design, and construct an area for Internet browsing including three Laptops with table & chairs and two Mobile charging points (proposed with a size of 3m L x 2m W)
- Develop, create a layout accommodating the above facilities in the half portion of the Hall No.2 (Vertical Portion)
- Develop, design, and construct entrance Arch for Hall No.2, preferably decorated with spice plants and spices.

2. Eligibility Criteria

Supporting documents proving the eligibility criteria shall be submitted along with the tender.

SL No	Eligibility Criteria	Details of Supporting Documents to be submitted	Yes/ NO, Deviations if any
1	The participating firm shall have minimum three years' experience in design and fabrication of exhibition stalls and pavilions for National / international events	Details of the works under taken with copy of work order, contract agreement and satisfaction report obtained from the Client	

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2	The participating firm shall have conducted at least 2 events with minimum 100 exhibition stalls during 2018-19 to September, 2022.	Details of works undertaken by specifying the Venue, Event, Work order, contract/ agreement and project completion certificate/satisfaction report from the client.	
3	The participating firm shall have a minimum turnover of Rs.50 lakhs during any of the completed financial years 2018-19, 2019-20, 2020-21 & 2021-22 for implementation of similar work pertaining to domestic/international Exhibitions	Copy of the Annual Audit Report OR Certificate from Chartered Accountant with self-attestation	
4	The participating firm 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.	Copy of the GST, PAN and IT Return for the last 3 assessment years (2020-21; 2021-22 & 2022-23)	
5	The participating firm should not have been black listed by any agency.	Submit the self-declaration for not being black listed by any agency in the letter head of the firm duly signed and sealed.	

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3. Facilities to be provided in the Exhibition Stalls in Hall No.1

- 1) Proposed number of 4x3 M (LxW) Octonorm stall to be constructed is 80-90 Nos and that of 3x3 M (LxW) Octonorm is of 60-70 Nos with different color carpeting for the passage, stall etc. and in each stall the following facilities are required to be provided.

For 4 x 3 M Stall

1. Display table with lock- 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, place & stall number.

For 3 x 3 M Stall

1. Display table with lock- 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, place & stall number.

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2) Construction of the following stalls for the Organizers as specified in the scope of the work

- Entrance Arch
- Information Counter with two table and chairs, lighting and power points
- Stall for the Spices Board with 42” TV
- Stall for Cookery Show with 60” LED Wall
- Stall for tech talk Video with 42” TV

4. Facilities to be constructed in Hall No.2

The CIDCO Exhibition Hall No.2 is exclusively meant for establishing for Commodity Pavilion for different Spices and spice products, facility for product launching and other common facilities. 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 proposed requirements are given below:

- Construction of entrance arch in Hall No.2 preferably with spices and spice products/ plants
- Construction of independent commodity pavilion with separation – 8 Nos
- Construction of NER / Organic/GI pavilion for displaying spices and spice products – 3 Nos
- Construction of Product launching / promotion pavilion. This facility may be used for press briefing also.
- Construction of pavilion for experiencing Spice therapy
- Facility for photo shoot

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- Setting up of Internet browsing & Mobile charging points
- Develop and submit design of Entrance Arch for Hall No.2 preferably decorated with spice plants and spices.
- Charges per additional unit over and above the limit prescribed by the CIDCO Centre has to be provided. Based on the additional estimated consumption the additional charges per unit shall be collected from the concerned exhibitor / agency.

5. General Guidelines for submitting the EoI:

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 would like to construct approximately 150 Octonorm stalls having different dimension. The WSC will rent out both the bare space and shell scheme space for conducting exhibition.

6. Submission of EoI

The interested firms satisfying the eligibility conditions may submit the EoI to the following address on or before 26-10-2022 by 5.00 pm. The EoI can be submitted either by email or post. Those who are submitting the EoI by post should mark the envelop as “EoI for Construction of Exhibition stalls for World Spice Congress 2023”

**The Organizing Secretary,
World Spice Congress, Spices Board,
Sugandha Bhavan, Palarivattom P.O,
Kochi-682 025, Kerala
Email : exhibition@worldspicecongress.com
Contact No. : +91-9495045867**

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7. Selection Procedure

The Exhibition Committee of WSC: 2023 will open the EoI on 27-10-2022 at 11.00 am and the firm fulfilling the prescribed eligibility conditions will be short listed and intimated accordingly. The short-listed firms ONLY will be required to participate in the pre-bid meeting at the CIDCO Convention Centre, Mumbai on 29-10-2022 at 2.00 pm. (The Contact details of CIDCO Exhibition Centre is Mr.Amar Vedpathak, Mob: 9870416640 / 9930736640). Those who are not participating in pre-bid meeting will not be allowed to submit the bid. **The participating firms have to bear all the costs associated with the visit to the venue for the pre-bid meeting on 29-10-2022.**

The purpose of the pre-bid meeting is to explain our requirement in detail and clarify the queries of the participating firms. The details regarding the submission of bid documents including the terms and conditions will be circulated to all the participating firms on 31-10-2022. The bid documents completed in all respects of the participating firms should reach the following address on or before **10-11-2022 at 5.30 pm.**

**The Organizing Secretary,
World Spice Congress, Spices Board,
Sugandha Bhavan, Palarivattom P.O,
Kochi-682 025,
Kerala**

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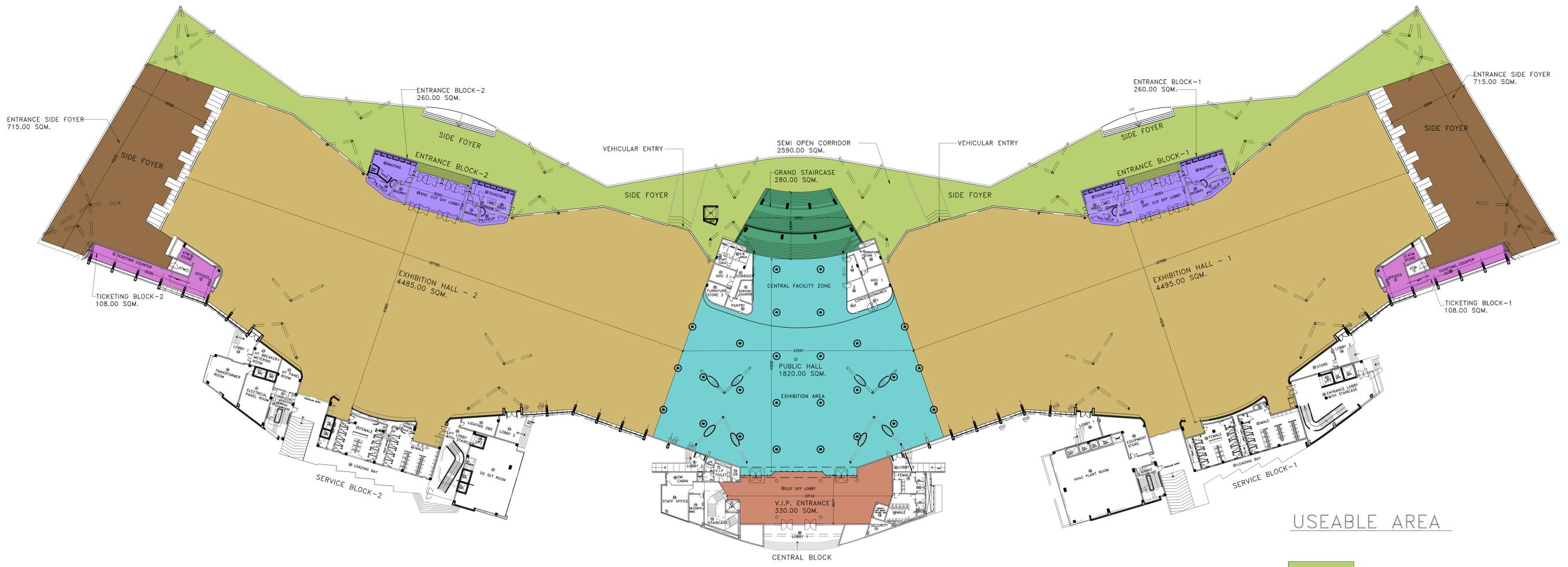
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GROUND FLOOR PLAN

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

