



# WORLD SPICE CONGRESS



Organised by:

**SPICES BOARD INDIA**

**Ministry of Commerce & Industry, Government of India**



**No.WSC/FAC/02**

**29<sup>th</sup> Nov, 2022**

***Invitation of Expression of Interest (EoI) for Engaging Catering Services  
pertaining to World Spice Congress (WSC) at  
CIDCO Exhibition & Convention Centre at Navi Mumbai***

Spices Board under Ministry of Commerce & Industry, Govt of India, in association with the partner agencies, is organizing the 14<sup>th</sup> Edition of World Spice Congress (WSC-2023), the largest Global Spice Event at CIDCO Convention Centre, Sector 30-A, Vashi, Navi Mumbai, Maharashtra – 400 703 during 16-18<sup>th</sup> February 2023.

In this connection, EoI is invited from reputed and experienced catering firms / Hotels meeting the qualification criteria specified below for providing the Catering Services for the event. The WSC is expecting 800-1000 delegates for the conference and the conference is scheduled during 16-18<sup>th</sup> Feb, 2022 and the lunch and dinners are to be provided at the venue itself. The catering firm/Star Hotels interested to participate in the EoI are advised to visit the CIDCO Exhibition and Convention Centre at Vashi, Navi Mumbai for understanding the location and space availability and scope of the work clearly. The Contact details of CIDCO Exhibition Centre is Mr. Amar Vedpathak, Mob: 9870416640 / 9930736640)

## **1. General Scope of work:**

The objective is to invite EoI from reputed and financially sound firms/Hotels having experience in providing food for the national/international events within the country to engage as the catering provider for World Spice congress at CIDCO Exhibition and Convention Centre, Vashi, Navi Mumbai. The Congress is expected to be attended by 800 - 1000 delegates/exhibitors, including around 200 delegates from overseas countries.

The tentative item wise scope required to be provided by the selected applicant is given below

1. The lunch and dinner will be provided at Hall No.2/Banquet Halls available in the CIDCO Centre.
2. Tea/Coffee/Snacks has to be provided both in conference area and in Hall No.2

### **Event Partners**



Indian Spice & Foodstuff  
Exporters' Association



Indian Pepper and Spice Trade Association



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](mailto:conference@worldspicecongress.com)

Mob: 9633008110



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3. If the Organizer decided to conduct the dinner in lawn area (near the auditorium), the firm shall arrange its own pandals/pagodas necessary for cooking and other activities related to catering services.
4. If the Organizer desirous to provide Tea/Lunch/Dinner to VVIPs like Central/State/Overseas Ministers/Ambassadors from Embassies etc, the firm shall provide the same in suitable place in the venue on a short notice basis
5. The firm shall provide adequate & approved good quality crockery (preferably of bone china/opal ware), cutleries (stainless steel), Napkins (German Quality), table cloth, mats etc. of superior quality in the serving area.
6. The firm shall make necessary arrangement for establishing utensils for serving warm food during the event
7. Supply of bottled drinking water (preferably of well-known brand in non-plastic containers) should be provided during the event.
8. To provide drinking water, sufficient numbers of water dispensers are to be setup in Registration area, exhibition area (Hall No.1), Central Hall, Conference area, Banquet room etc.
9. The firm shall deploy chef and adequate catering staff, trained and well experienced to ensure timely, efficient and prompt service.
10. The firm shall provide trained manpower services in the dining hall and VIP Lounge. Sufficient manpower shall be deployed depending upon the number of programs/events in progress on a day-to-day basis.
11. The waiters/serving staff shall be well dressed (preferably western uniform), presentable, well-mannered, trained. Adequate sets of uniform shall be provided by the firm so that they can present themselves neat and clean.
12. The staff / guest ratio during lunch should be at least 1:30 and that for dinner should be 1:15
13. Sufficient number of English-speaking Hostesses and Butlers should be provided during Lunch/Dinner
14. The firm shall ensure that staff deployed in catering services is not suffering from any infection or communicable diseases. The staff should trim their nails neatly and wear caps & gloves at the work place. Smoking, eating or chewing of tobacco etc is strictly prohibited at the work place



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15. Covid safety protocols to be maintained at the Venue
16. Name of all dishes served shall be displayed at the Counters with a small note on it especially highlighting Spices used
17. Potable Water shall be used for cooking, cleaning vessels etc. and Quality should be maintained.
18. The food items served by the Agency to the Guests shall be completely hygienic, free from any sort of adulteration and free from contamination
19. The firm shall ensure the quality of food items to be served and shall be stored properly and used much before the expiry date. Maintain hygienic conditions in cooking/pantry area & dining/serving areas

## 2. Service Scope

Sl No	Day	Category	Item	Proposed Pax
1	16.02.2023	Welcome Drink, Tea/Coffee	Welcome Drink Tea/Coffee with farsaan and 2 cookies for 2 hours (1 hour each in AM & PM)	600
2		Lunch	3 Veg & 2 Non-Veg Lunch in buffet setup for 2 hours	650
3		Welcome Dinner	Arrangement for providing welcome Drink/Beverages  3 Veg & 3 Non-veg dishes for dinner	850
4	17.02.2023	Tea/Coffee	Tea/Coffee with farsaan and 2 cookies for 2 hours (1 hour each in AM & PM)	700
5		Lunch	3 Veg & 2 Non-Veg Lunch in buffet setup for 2 hours	700
6		Gala Dinner	Arrangement for providing welcome Drink/Beverages  3 veg & 3 non-Veg dishes for dinner	850



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7	18.02.2023	Tea/Coffee	Tea/Coffee with farsaan and 2 cookies for 1 hour in AM	500
8		Lunch	2 Veg & 2 Non-Veg Lunch in buffet setup for 2 hours	400

### 3. Special Note

Number of tentative guaranteed pax and tentative menu will be discussed and decided during the pre-bid meeting with the eligible applicant for submitting the financial bid. The final guaranteed pax and details items in the menu will be decided 15 days prior to the event. However, the Organizer has the right to make any change in the proposed menus at any stages prior to the event

### 4. Essential Eligibility Conditions

The applicant shall be a reputed proprietor firm, partnership firm, Limited company, Corporate Body legally constituted engaged in catering services/Star Hotels having the following eligibility conditions

SL No	Eligibility Criteria	Details of Supporting Documents to be submitted
1	The applicant should have required licences issued by Food Safety & Standard Authority of India (FSSAI) for preparing and serving food items,	Self-attested Copy of FSSAI License
2	The applicant should have required License/Registration under Shops & Establishment Authority for providing catering service in Maharashtra state	Self-attested copy of the License/registration issued by the Local administration of Maharashtra State



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3	<p>(1) The applicant should be a reputed caterer having at least 3 years' experience by providing catering services of multi cuisines of Veg &amp; Non-Veg food for the national/international events conducted by Govt./Private organisations</p> <p>(2) The applicant shall have served minimum 3 catering services with 500 pax during 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23(up to Nov). Of which at least one will be an international event. (International event means Conference/ Exhibitions/ delegations/ Business meet etc attended by delegates from overseas countries)</p> <p style="text-align: center;">OR</p> <p>Established hotels having Star rating above THREE STARS</p>	<p>Details of the works under taken with copy of work order, contract agreement and satisfaction report obtained from the Client</p> <p>Copy of work order/Contract Agreement shall be submitted.</p> <p>In the case of Star hotels, they can submit the undertaking by including the proof of competence for the required catering service</p>
4	<p>The applicant shall have a minimum turnover of Rs.50.00 lakhs during any of the completed financial years 2018-19, 2019-20, 2020-21 &amp; 2021-22 and 2022-23 (Up to Nov,22) through the catering service</p>	<p>Certificate from Chartered Accountant with self-attestation</p>
5	<p>The applicant shall fulfil all statutory requirements such as PAN of the firm, GST registration as well as IT return of</p>	<p>Copy of the GST, PAN and IT Return for the last 3 assessment years (2019-20; 2020-21 &amp; 2021-22</p>



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	last 3 assessment years, etc (for Catering Agencies only)	(for Catering Agencies only)
6	The applicant 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.

## 5. Desirable Eligibility

The applicant those who are having ISO Certification, reputed Awards received for excellence in catering services etc will be considered as an added qualification and will provide additional weightage during the evaluation of technical aspects

## 6. Due Diligence by the Applicants

The participating applicants are required to familiarize themselves with the facilities available in the venue of the event (CIDCO Exhibition and Convention center) and take all the aspect of the venue especially the followings facts into account while preparing the technical and financial bid

The Organizer is planning to serve the lunch in Hall No.2 & Dinners in either Hall No.2 or in lawn area adjacent to the Auditorium of the convention Centre. CIDCO will not allow use of burners/flame in Hall No.2 but Hot plates will be allowed. Hence additional facilities are to be arranged by the applicant outside the Hall No.2 at your cost for the facilities for placing burners/flames to keep the food in warm condition/preparation of food at the venue. Therefore, those who are willing to participate in the EoI process have to consider the additional cost/manpower/transportation cost etc if any to comply with the terms and conditions imposed by the CIDCO authorities for providing the catering service. Hence, those who are willing to participate in the EoI process are advised to visit/discussion with the venue authorities before submitting the EoI. The participating firms have to bear all the costs associated with the visit to the venue.



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## 7. Submission of EoI

The interested firms satisfying the essential eligibility conditions may submit the EoI in the prescribed application form given in **Annex-I** to the following address on or before **12.12.2022 by 5.00 pm**. The EoI can be submitted either by email or by post. Those who are submitting the EoI through email shall attach the copy of the duly signed and sealed application along with copies of the required certificate specified to prove the essential eligibility conditions in a single PDF document to **os@worldspicecongress.com**. Those who are submitting the EoI by post should mark the envelop as "EoI for Providing Catering Service for World Spice Congress 2023" and the same shall be submitted to

The Organizing Secretary,  
World Spice Congress, Spices Board,  
Sugandha Bhavan, Palarivattom P.O,  
Kochi-682 025, Kerala  
Mob: 9633008110

The EoI received through post or by email after the due date and time shall not be considered at any circumstance.

## 8. Selection Procedure

### Stage - 1

The Facilitation Committee of the WSC: 2023 will open/evaluate the EoI received within the time and date specified and the firm fulfilling the prescribed essential eligibility conditions will be short listed and intimated accordingly for further tendering procedure. The short-listed firms will be called for a pre-bid meeting and those who are not participating in pre-bid meeting will not be allowed to participate in the further tender process and for submitting the bid.

The purpose of the pre-bid meeting is to explain the requirement of the Organizer in details including finalization of the menu, clarify the queries if any of the participating applicants, the support and infrastructure facilities to be provided by the Organizer for providing the services etc.



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All the shortlisted applicants are required to make a Power Point presentation during the meeting explaining their experience and capabilities, facilities available, man power capability, details regarding the services provided recently for national/international events, support/facility required from the Organizer.

All the shortlisted firm has to propose 3 different options of 3 Veg & 3 Non- Veg menu with detailed item for each day specified in clause No.2 (Service Scope).

All the participating applicants has to provide the copy of the presentation on the same day itself to the evaluation committee for their further reference for preparing the Bid document. The Organizer will keep the confidentiality if any of the content in the presentation if desirous so

## Stage-II

Immediately after the pre-bid meeting, the Evaluation Committee will circulate the bid document to the applicants who are attended the pre-bid meeting for submitting the technical and financial bid. All the shortlisted firms are required to submit the technical and financial bid separately **within 7 days from** the date of circulation of the bid document.

The following are the important dates to be followed by all the applicants interested to participate in the EoI process

Sl No	Description	Tentative Dates
1	Submission of EoI in the Application form given in Annex-I along with self-attested copies of the documents to prove the eligibility	12.12.2022
2	Intimation Regarding pre-bid meeting with the eligible shortlisted applicants	14.12.2022
3	Pre-Bid meeting (Virtual)	16.12.2022





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4	Circulation of Bid Document for submitting the Technical and financial bids	19.12.2022
5	Date of submission of Technical and financial Bid. Exact date and time for opening and evaluation of the technical bid and financial bid will be specified in the Bid document	28.12.2022

## 9. Important Note

Those who are interested to participate in the EoI process may read the document carefully to comply with the terms of EoI and pre-conditions of the CIDCO authorities for providing the catering Services during the world Spice Congress.

For any query regarding submission of EoI may contact the Organizing Secretariat, World Spice Congress, Spices Board, Kochi, Email: [os@worldspicecongress.com](mailto:os@worldspicecongress.com), Mob: No. 9633008110

(B N JHA)

**Organizing Secretary & Director (Mktg)  
Spices Board**

**World Spice Congress  
Spices Board, Cochin**

**Ministry of Commerce & Industry, Government of India**

**EOI APPLICATION FOR PROVIDING CATERING SERVICES**

**A. General**

Sl No	Description	
1	Name of the Firm/Organization/Individual	
2	Date of establishment of Operation	
2	Address (with Email & Mobile No)	
3	Name of the Contact Person (with Mobile No)	
4	Name of Directors / Partners / Proprietor	

**B. Technical**

1	Details of FSSAI License No & Location of Production/manufacturing units  (Self-Attested copy to be attached)	
2	Details of License/Registration under Shops & Establishment Authority for providing catering service in Maharashtra state  (Self-Attested copy to be attached)	
3	Details of GST Registration No & Place  (Self-Attested copy to be attached)	
4	Details of PAN No & Name  (Self-Attested copy to be attached)	
	No of Person in Employment	Permanent:  Temporary:

	EPF & Provident Fund Registration is applicable (If Yes, Self-Attested copy to be attached)	Yes/No
5	Details Regarding ISO Certification (If Yes, Self-Attested copy to be attached)	Yes/No
6	Details Star Rating (Above 3 Star): Applicable for Hotels only (If Yes, Self-Attested copy to be attached)	Yes/No
7	Annual Turn Over of the firm  (Self-attested copy of the Annual Audit Report /Certificate from Chartered Accountant to be attached)	2018-19: Rs..... Lakhs  2019-20: Rs..... Lakhs  2020-21: Rs..... Lakhs  2021-22: Rs..... Lakhs  2022-23(up to November):  Rs..... Lakhs
8	Details of IT Returns  (Copy of the Returns to be attached)	Assessment Years 2019-20, 2020-21 and 2021-22

**C. Details of Previous Experiences**

Sl NO	Name of the Organization for whom catering Service provided	Period of Contract		Venue & Type of the Event	National/ International	Value of contract (Rs. Lakhs)
		From	TO			
1						
2						
3						
4						
5						

(Can use additional sheets, if required)

Date:

Name & Signature

(Office Seal)

(Documentary evidences should be enclosed, wherever necessary)