



**NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT
OF STALL DESIGNING AND FABRICATION AGENCIES**

Reference No: PUB/0035/2025-PUBLICITY

Dated: 03 June 2025

Issuing Authority

For the Secretary, Spices Board India

The Assistant Director (Publicity)

Spices Board

(Ministry of Commerce and Industry, Govt. of India)

Sugandha Bhavan

N. H. By Pass, Palarivattom P.O.

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[HINDI VERSION FOLLOWS]

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**1. NOTICE INVITING EOI FOR EMPANELMENT OF AGENCIES FOR DESIGN
AND FABRICATION OF SPICES BOARD’S STALLS AND PAVILLIONS AT
VARIOUS INTERNATIONAL EVENTS**

Expressions of interest are invited from reputed Stall Designing and Fabrications agencies for empanelling them for undertaking Design and fabrication work of Spices Board's (Ministry of Commerce and Industry, Govt of India) stalls and pavilions at various domestic and international events/ trade fairs for a period of two years from FY 2025-26. The notice inviting EOI 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>). A physical copy of the uploaded documents must be submitted in a sealed cover super scribed “EXPRESSION OF INTEREST FOR EMPANELMENT OF STALL DESIGNING AND FABRICATION AGENCIES” addressed to Shri. Kanagadhileepan K., Assistant Director, Spices Board, Sugandha Bhavan, NH Bypass Road, Palarivattom – 682 025, Kochi, Kerala and should reach the address on or before **24th June 2025, 5.00 PM**. The bids will be opened on **26th June 2025 at 10.00 AM**.

EOI -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 | Shortlisting and empanelment of Stall Designers and Fabricators for designing and fabrication of Spices Board's stall/ pavilion at various national and international events |
| 3 | Reference Number | PUB/0035/2025-PUBLICITY |
| 4 | EMD | Rs.2 lakh (As demand draft drawn in favour of 'The Secretary, Spices Board', payable at Cochin) |
| 5 | Last Date and Time for submission of bids | 24 th June 2025 05.00 PM |
| 6 | Place of opening of Bids & Date and Time | Spices Board, Sugandha Bhavan, NH Bye Pass, Palarivattom P.O., Cochin-25 26 th June 2025, 10.00AM |
| 7 | Bid Validity | 180 days |
| 8 | Contact person | Shri Kanagadhileepan K. Assistant Director Spices Board, Cochin-25 Ph: 0484 2333 610, Extn: 313/ 259 |

2. INTRODUCTION

Spices Board (Ministry of Commerce and Industry, Government of India) is the flagship organization for the development and worldwide promotion of Indian spices. The Board is an international link between the Indian exporters and the importers abroad.

The Board has been spearheading activities for excellence of Indian spices, involving every segment of the industry. The Board has made quality and hygiene the cornerstones for its development and promotional strategies.

The multifaceted activities of Spices Board include export promotion, research, development and regulation of domestic marketing of Small & Large Cardamom, post-harvest improvement of all spices, promotion of organic production, processing and certification of spices, development of spices in the North East, quality evaluation services, etc.

The Board supports spice export promotion through different schemes viz. trade promotion, brand promotion, research & product development etc. The Board participates in major international exhibitions to promote Indian spices and value-added spice products in the world market.

3. EXPRESSION OF INTEREST FOR EMPANELMENT OF STALL DESIGNING AND FABRICATION AGENCIES

Spices Board invites Expression of Interest (EoI) from experienced and reputed agencies for designing and fabricating its exhibition stalls for various national and international exhibitions and events for a period of two years starting from FY 2025-26.

4. SCOPE OF ACTIVITIES

Spices Board intends to participate in major and minor international trade fairs taking place in overseas markets and in India. Spices Board's pavilion consisting of stalls by the Board and the co-exhibiting exporters are set up in the fairs to promote Indian spices globally. The stall area will differ from fair to fair based on the number of co-exhibitors and theme/ core concept of the Board's pavilion will be Indian spices and value-added spice products.

- Providing creative inputs in designing exhibition space including preparation of display material, models, simulations, etc.
- Designing, erecting, setting up and dismantling of Spices Board's stall/ pavilion in domestic and international events.
- Taking up necessary fabrication according to the designs and space layout at the exhibitions and events.
- Decoration of exhibition stalls, pavilions and event places.
- Designing and fabrication of display boards and other signage.
- Any other related services on mutually agreed terms related to creative display.
- Electricity connection and proper lighting of the pavilion.
- Necessary permissions/ sanctions from the organizers of the national/overseas trade fairs for construction of stalls and related requirements/ paraphernalia.
- Printing and installation of backdrop, panels, etc., in the pavilion.
- Arrangement of equipment required for cooking demonstrations and necessary accessories such as refrigerator, hot pan, mixer grinder, sink and water connection, and tea/coffee vending machines as per instruction from the Board.
- Arrangement of chefs/ translators and interpreters based on requirement.

5. ESSENTIAL ELIGIBILITY CRITERIA

- The applicant must be a legal entity registered in India.
- The agency must be able to design Spices Board's stalls anywhere in India and abroad.
- The agency must have a minimum of three years of work experience(FY 2021-22, 2022-23, 2023-24) in designing and fabricating exhibition stalls in domestic and international events.
- Average annual turnover of the company should be at least Rs.5 Crore and above for the three financial years 2021-22, 2022-23, 2023-24 from the work of designing and installation of stalls / pavilions in exhibitions. Documentary proof of annual turnover for the financial years 2021-22, 2022-23, 2023-24, certified by Chartered Accountant should be attached.
- The agency must be empanelled with or have experience of working with government departments/agencies (Minimum two work orders during FY 2022-23, 2023-24, 2024-and copies shall be attached).
- The Agency must have hands-on experience in setting up Live Food counters/Product demonstration/etc in the International/Domestic events (photos shall be attached along with description). The agency should have a Team Leader, Architect, Graphic Designer and Event Manager for handling the projects.

6. GENERAL TERMS AND CONDITIONS

1. The empanelment will be for a period of two years, unless it is curtailed or terminated by Spices Board owing to deficiency of service, substandard quality of work, breach of contract, reduction or cessation of the requirement of work. The empanelment may be extended for subsequent year/s as deemed fit by the Board based on satisfactory performance by the agency.
2. The agency should not be involved in any litigation that may impact or compromise the delivery of services as required under this EOI of empanelment and in execution of services.
3. Agency must be registered with Income Tax Authorities and a copy of the PAN issued by the authorities shall be attached with EOI.
4. Spices Board reserves the right to remove any such agency from the empanelled list along with forfeiture of EMD, if the service provided by the Agency is found to be unsatisfactory or if the information provided for empanelment is proved to be false at any stage. Bidders who belong to MSME category are exempted from payment of EMD.
5. 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.
6. Spices Board reserves the right to reject any application without assigning any reason thereof.
7. Spices Board does not make advance payments. Any request of Advance payment will be rejected summarily. However, in case if it is necessary, advance payment will be paid strictly against equivalent Bank Guarantee only. Only agencies that agree to these terms will be considered for empanelling.

7. SUBMISSION OF EOI

The interested agency must submit the Expression of Interest with following details:

- a) Application Form (Annex I and II)
- b) Agency Profile including good photographs of stalls designed by the Agency
- c) Copy of PAN card and GST registration
- d) Supporting documents of three years' experience in the field (Work orders issued by the organisations)
- e) Income Tax Returns for the last three years.
- f) Copies of audited balance sheet for the financial years 2022-23, 2023-24, and 2024-25 certified by Chartered Accountant along with the turnover details filled and certified by Chartered Accountant in prescribed format – Annex II.
- g) EMD of Rs. 2,00,000/- (Rupees two lakh only) in the form of DD from any nationalized bank, drawn in favour of 'The Secretary, Spices Board' payable at Cochin.
- h) Self-declaration that "Agency is not involved in any litigation that may impact or compromise the delivery of services as required under this EOI of empanelment and execution of agreement with Spices Board."

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 including the annexures should be duly signed and uploaded on the central public procurement portal (<https://eprocure.gov.in/eprocure/app>). A physical copy of the uploaded documents must be submitted in a sealed cover super scribed "EXPRESSION OF INTEREST FOR EMPANELMENT OF STALL DESIGNING AND FABRICATION AGENCIES" addressed to Shri. Kanagadhileepan K., Assistant Director, Spices Board, Sugandha Bhavan, NH Bypass Road, Palarivattom – 682 025, Kochi, Kerala and should reach the address on or before **24th June 2025, 5.00 PM**. The bids will be opened on **26th June 2025 at 10.00 AM**.

8. SELECTION PROCEDURE FOR EMPANELMENT OF STALL DESIGNING AND FABRICATION AGENCIES

- i. Shortlisting of the agencies will be done strictly on the basis of the information furnished in the bid. The bidders shall be evaluated based on their experience of handling similar types of projects, strength of their manpower and financial strength of the firm.
- ii. The scoring pattern shall be

| SI No | Criteria | Weightage | |
|-------|--|----------------|---|
| | Sub-criteria | Criteria total | Sub-criteria |
| 1 | Experience of the bidder | 55 | |
| 1.a | Number of years' relevant experience 1-5 years 6-10 years 11-15 years Above 15 years | | 5 10 15 20 |
| 1.b | Number of works of similar nature in the last 3 years 1-10 works 11-20 works More than 20 works | | 15 25 35 |
| 2 | General profile of qualification, experience and number of key staffs | 25 | |
| 2.a | Qualifications Team Leader M Tech/ MBA B Tech Architect M Tech/B Arch B Tech Graphic Designer Degree in Graphic Designing Diploma in Graphic Designing Event Manager MBA/PG Diploma | | 4 marks 2 marks 2 marks 1 mark 2 marks 1 mark 2 marks |

| | | | |
|-----|---|-----|---------------------------------|
| 2.b | Relevant experience of the core team More than 10 years 6-10 Years 01-05 years | | 15 marks 10 marks 5 marks |
| 3 | Overall financial strength of the consultant in terms of turnover. | 20 | |
| 3.a | Turnover for last three years (FY) More than 10 crores 05-10 crores | | 20 marks 10 marks |
| | Total | 100 | |

Bidders who score 60 marks and above as per the above evaluation shall be shortlisted for empanelment. Bidders shall be ranked based on the score secured by them. Based on the ranking, not more than eight bidders shall be considered for empanelment.

- iii. Spices Board reserves the right to amend, modify, add or delete, accept or reject in part or full, one or all conditions mentioned above without assigning any reason thereof.
- iv. The shortlisted bidders will be asked, as and when required, to submit RFPs on design and fabrication of Spices Board pavilions in various national and international trade fairs assessing the specific requirement for each event. The selection criteria will be QCBS with a weightage of 50% for the technical proposal and 50 % for financial proposal.

9. ANNEXURES

Annex-I

Technical Bid for the EOI for empanelment of Stall Designing and Fabrication Agency for Spices Board

| SI No. | Specifications | Details |
|--------|--|---------|
| 1) | Name | |
| 2) | Year of Establishment | |
| 3) | Place of Incorporation | |
| 4) | Address of Registered Office | |
| 5) | Address of Office in Kerala, if any | |
| 6) | Details of branches/associates outside Kerala | |
| 7) | Company profile & Experience of key officials | |
| 8) | Legal status of Bidder: (proprietor/partnership/private ltd/public ltd) | |
| 9) | Details of income Tax Registration, Enclose IT Clearance / PAN details: | |
| 10) | GST Registration (enclose copy): | |
| 11) | Contact details of CEO/head of the agency: (Name, address, phone, email, mobile) | |
| 12) | Work Experience (provide details of Government /Ministries/PSUs clients) | |
| 13) | Turnover: (Enclose supporting documents and duly filled Annex II) | |

(Signature & Name of Applicant)

(Seal)

Place & Date:

Financial Status of the Applicant

Provide details for the last three fiscal years, duly certified by Chartered or Public Accountant or Chamber of Commerce.

Turnover during FY 2021-22 to 2023-24:

| Amount | FY 2021-22 | FY 2022-23 | FY 2023-24 |
|---------------|-------------------|-------------------|-------------------|
| Turnover | | | |
| | | | |

(Signature & Name of Applicant)

(Seal)

Place & Date: