



**Tender Notice for**  
**Venue Hotel in Cochin with Adequate Facilities for the**  
**53<sup>rd</sup> Annual Session and Meetings of the International Pepper Community**

Reference No. MKT-IPC/0002/2015-MARKETING

Dated: 26<sup>th</sup> July 2025

**SPICES BOARD**  
**(Ministry of Commerce and Industry, Govt. of India)**

**Sugandha Bhavan**

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

**Cochin – 682025, Kerala, India**

Phone: 91-484-2333610

Email: [marketing.sb-ker@gov.in](mailto:marketing.sb-ker@gov.in)

Website: [www.indianspices.com](http://www.indianspices.com)

**[ HINDI VERSION WILL FOLLOW]**

## **Tender for Venue Hotel for Conducting the 53<sup>rd</sup> Annual Session and Meetings of the International Pepper Community**

### **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.

The International Pepper Community (IPC) is an intergovernmental organization of pepper producing countries. The Community now includes India, Indonesia, Malaysia, Sri Lanka and Vietnam as permanent members and Papua New Guinea, Philippines as an associate member. The IPC was established in 1972 under the auspices of the United Nations Economic and Social Commission for Asia and the Pacific (UN-ESCAP). The IPC Secretariat is located in Jakarta, Indonesia. The representatives of member countries hold the office of the chairman and currently India holds the Chairmanship of IPC. The 53<sup>rd</sup> Annual Session of the International Pepper Community is scheduled to be held in Kochi, Kerala, India during 27-30 October 2025.

In connection with the 53<sup>rd</sup> Annual Session of the International Pepper Community, Spices Board is now inviting bids from hotels rated five star or above in Kochi, with competency and facilities available to host this international event.

### **2. Bid process**

This bid will be a two-cover bid. Bidders have to submit a technical bid as per Section 4 and a financial bid as per Section 5 below.

The quotes will be evaluated and ranked by a duly constituted evaluation committee of the Board. The financial bids of only those hotels which qualify the technical eligibility criteria will be opened and evaluated. The bid will be awarded to the hotel which offers the lowest cumulative rate.

### **3. Eligibility Criteria**

Tender shall be submitted by reputed hotels in Cochin with 5-star rating or above and with prior experience of hosting a minimum of three such international conferences in the last five years (2020-25). The bidding hotels must possess the requisite strengths and capabilities in providing the services necessary to meet the requirements as detailed in Section 4 below.

#### 4. Technical bid requirements

The technical bid document must be prepared in the format provided in Table 1, with details and compliance statement. The technical bid must then be submitted in a sealed cover, superscribed with “Venue Hotel for 53rd Annual Session and Meetings of the IPC – Technical Bid”.

**See Section 7 for the submission address and due dates.**

**Table 1. Format for Preparing Technical Bid**

No	Technical Requirement	Details	Compliance	Comments
1.	Category of Hotel should be 5 Star or above as per HRACC Certificate from Ministry of Tourism.	Attach copy of HRACC Certificate from Ministry of Tourism/ documentary proof for renewal application , in case the certificate is under processing for renewal .	Yes/No	Mandatory requirement
2.	Should be located in Cochin	-	Yes/No	Mandatory requirement
3.	Prior experience of hosting a minimum of three international events in the last five years (2020-25)	Attach copy of work orders and photographs	Yes/No	Mandatory requirement
4.	Availability of indoor conference hall of a minimum size of 13000 Sq Ft or above during 27th October to 29th October 2025. The hall should not have intervening pillars.	(Indicate the area in square feet)	Yes/No	Mandatory requirement
5.	Availability of two (2) meeting halls near the conference hall with a minimum area of 1750 Sq Ft each for organizing international spice exhibition.	(Indicate the number and area of meeting halls available}	Yes/No	Mandatory requirement
6.	Availability of pre-function area near conference hall of minimum 1750 Sq Ft.	(Indicate the area in square feet)	Yes/No	Mandatory requirement
7.	Availability of Outdoor dinner area of a minimum size of 10000 Sq Ft. In case of inclement weather, there should be choice of indoor arrangement for dinner.	(Indicate the area in square feet)	Yes/No	Mandatory requirement
8.	Availability of Indoor lunch area of 10000 Sq Ft	Indicate the area in square feet)	Yes/ No	Mandatory requirement
9.	Availability of meeting hall, adjacent to the conference hall, of a minimum area of 2500 Sq Ft	(Indicate the area in square feet)	Yes/No	Mandatory requirement
10.	Availability of a meeting hall of 1000 Sq	(Indicate the	Yes/No	Mandatory

	Ft for 27 <sup>th</sup> October 2025	area in square feet)		requirement
11.	Internet requirements: (a) High speed Wifi in the Conference hall and in the meeting halls (up to 150 connections total), and  (b) Availability of leased line	-	Yes/No	(a) Mandatory requirement
12.	Availability of rooms during 27 <sup>th</sup> October to 30 <sup>th</sup> October 2025, at concessional rates below the listed rates, minimum 20 rooms	(Indicate the number of rooms that can be made available)	Yes/No	Mandatory requirement
13.	Name, designation, mobile number, e-mail and full contact address of the competent authority at the hotel for future communications and coordination.	(Give full details)	Yes/No	Mandatory requirement
<b>Name of Authorized Signatory:</b> <b>Designation:</b> <b>Hotel Seal</b>				

### Checklist for submission of the technical bid

The technical bid cover should contain the following details

SI No	Check list	Enclosed
1	Duly filled format for submission of Technical Bid (Table 1) required attachments including HRACC certificate/ proof of renewal application	Yes/No
2	Photographs and descriptions of the Conference hall, meeting rooms and other facilities	Yes/No
3	Details of past experience in holding similar international sessions with copy of work orders and photographs	Yes/No
4	Options for Welcome dinner (spice theme) on 28 <sup>th</sup> October 2025 and Gala Dinner on 29 <sup>th</sup> October 2025	Yes/No
5	Additional features available at the hotel which are pertinent to the session	Yes/No
6	A note on the total workforce available for managing the event including venue management, assistance in civil and electrical services, hospitality arrangements, - serving of tea/ coffee and refreshments, arrangements for lunch and dinner, etc.	Yes/No

Technical bids will be evaluated against the eligibility criteria and technical requirements mentioned above. The financial bids of only those hotels which qualify the technical eligibility criteria will be opened and evaluated. The bid will be awarded to the hotel which offers the lowest cumulative rate.

## **5. Financial Bid requirements**

The financial bid document must be prepared in the format provided in **Table 2** below. The financial bid must be submitted in a sealed cover, superscribed with “Venue Hotel for 53rd Annual Session and Meetings of the IPC – Financial Bid”. (refer **Section 7** for the submission address). The tentative menu is given in the annexure 1 for reference. Bidders may refer the menu given and quote the rates accordingly.

**Table 2. Format for Preparing Financial Bid**

<b>Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Type of Event</b>	<b>Requirement</b>	<b>Setup</b>	<b>No. of confirmed guests</b>	<b>Per Day rate in INR Inclusive of GST (A)</b>	<b>Food Rate (Per Person inclusive of GST in INR) (B)</b>
<b>27<sup>th</sup> October 2025</b>	12 noon	18:00 hrs	Meeting	Conference room of 1000 Sq Ft or above	U shape	25		High Tea: Lunch:
	12 noon	14:00 hrs	Buffet Lunch			25		
	19:00 hrs	22:00 hrs	Buffet Dinner			25		Dinner:
<b>28<sup>th</sup> October 2025</b>	09:00 hrs	18:00 hrs	Conference	Conference Hall of 13000 Sq Ft or above and pre-function area of 1750 Sq Ft	Cluster	250		
	09:00 hrs	18:00 hrs	Conference	Pre-function area of 1750 Sq Ft				
	13:00 hrs	14:00 hrs	Buffet Lunch	Indoor Lunch area of 10000 Sq Ft		250		High Tea: Lunch: Tea and Cookies:
	13:00 hrs	14:00 hrs	Buffet Lunch	Conference room of 2500 Sq Ft		25		
	18:00 hrs	22:00 hrs	Welcome Dinner	Outdoor Dinner area of 10000 Sq Ft		250		Dinner:
<b>29<sup>th</sup> October 2025</b>	09:00 hrs	18:00 hrs	Conference	Conference Hall of 13000 Sq Ft or above and pre-function area of 1750 Sq Ft	Cluster	250		
	09:00 hrs	18:00 hrs	Conference	Pre-function area of 1750 Sq Ft				

	13:00 hrs	14:00 hrs	Buffet Lunch	Indoor Lunch area of 10000 Sq Ft		250		High Tea: Lunch: Tea and Cookies
	13:00 hrs	14:00 hrs	Buffet Lunch	Conference Room of 2500 Sq Ft		25		Lunch:
27-29 October 2025	8.00 hrs	20.00 hrs	NA	(a) High speed Wifi in the Conference hall and in the meeting halls (up to 150 connections total), and  (b) Leased line	NA	NA		NA
27-29 October 2025				Any other incidental expenses	NA	NA		NA
	GRAND TOTAL (inclusive of all applicable charges and taxes)							
Name of Authorized Signatory:								
Designation:								
Hotel Seal								

Bidders may please note that two (2) meeting halls near the conference hall with a minimum area of 1750 Sq Ft each for organizing international spice , exhibition mentioned vide sl no.5 of the Table 1 above should be made available during 27-29<sup>th</sup> October 2025, if required by the Board. In addition, Outdoor Dinner area of 10000 Sq Ft mentioned vide Sl No. 7 of the Table 1 should be made available on 29<sup>th</sup> October 2025, if required by the Board. However, rates for the same may be provided separately as and when asked for.

**Cumulative cost of (A)+ (B x No. of Pax, wherever applicable)** will be considered for evaluation of the financial bids.

The tender will be awarded to the technically eligible hotel which offers the lowest cumulative rate inclusive of all applicable charges and taxes.

## **6. Address for submission of the bids, and due dates**

**(a) Submission of Bid:** The technical bid and financial bid must be placed in two separate sealed covers. The technical and financial bid covers should be placed in a single envelope and it should be superscribed "Tender for Venue Hotel for 53rd Annual Session and Meetings of the IPC". There should not be any mention of the financial bid in the technical bid cover. The bid shall reach the following address on or before 01<sup>st</sup> August 2025, 5 PM.

**(b)** The address to which the bid should be sent is:

Mr B N Jha  
Director (Marketing)  
Sugandha Bhavan, NH Bypass,  
Palarivattom PO, Kochi – 682025  
Ph 0484 2333610 (ext.322/ 233)

## **7. General terms and conditions**

1. The bidder should quote for all the items, and incomplete tenders are liable to be rejected.
2. If deemed necessary, Spices Board may seek clarification on any aspect from the tenderers. However, that would not entitle any Tenderer to change or cause any change in the rates. All expenses for preparation of documents and meetings if any, will be borne by the Tenderer.
3. Spices Board will award the contract to the Tenderer whose Tender has been determined to be substantially responsive on technical evaluation and has been determined as the lowest cumulative bid, provided that the Tenderer meets all the requirements. Board shall however not bind itself to accept the lowest or any tender, wholly or in part.
4. Spices Board, reserves the right to accept or reject any Tender, and to annul the Tender process and to reject all bids at any time prior to award of the contract, without thereby incurring any liability to the affected Tenderer or Tenderers on the grounds of Board's action. The decision of Spices Board in this regard would be final and binding.
5. At any time before the last date of submission of tender, Spices Board may, for any reason, whether at its own initiative or in response to a clarification requested by potential bidders, amend the tender document.



6. Any amendment shall be informed to the bidders by publishing in website and shall be binding for the Tender. Spices Board may at its discretion extend the deadline for the submission of tender.
7. The applicant is required to visit the Spices Board website for any changes or amendments in the tender before submitting his bid.
8. Successful bidder shall accept the work within 7 days of receipt of work order, and such bidder shall sign an agreement with Spices Board regarding the execution of the work.
9. The tender must remain valid for at least four months after the submission date. Spices Board will make its best efforts to decide on the tender within this period.
10. Any clarification required can be sought by contacting 0484 2333610 (ext. 358/334) or in writing to [marketing.sb-ker@gov.in](mailto:marketing.sb-ker@gov.in)

**Annexure 1: Tentative Menu on 27<sup>th</sup>, 28<sup>th</sup> & 29<sup>th</sup> October 2025**

<b>Buffet Lunch on 27, 28 &amp; 29 and Buffet Dinner on 28<sup>th</sup> October Menu</b>
01 non-veg Salad 02 Veg salad Green Salad Pappad Frymes Pickles – 2 types 01 Veg soup 01 Non-veg Soup 02 Non-Veg Dishes (Chicken & Fish) 02 Types of Veg Dishes 01 Dal 01 Flavoured Veg Rice preparation 01 Steamed Rice 02 Indian Breads 02 Desserts

**Tea & Cookies for 28<sup>th</sup> & 29<sup>th</sup> October 2025**

<b>Tea/ Coffee &amp; Cookies</b>
Tea Coffee Assorted Cookies

**High Tea for 27<sup>th</sup>, 28<sup>th</sup> & 29<sup>th</sup> October 2025**

<b>Buffet High Tea</b>
Tea Coffee Assorted Cookies 02 Veg Snacks

**Buffet Dinner on 27<sup>th</sup> October 2025**

<b>Menu</b>
02 Types of Welcome Drinks upon arrival (Non-Alcoholic) 02 Veg Appetizer 02 Non-Veg Appetizer 01 Soup Counter – Veg & Non-Veg 04 Artisanal Rolls 06 Salads with Accompaniments 02 Indian Salads 04 Indian Accompaniments 03 Non-Veg Main Course (Choice Of Fish or Chicken or Beef or Mutton) 03 Veg Main Course One Paneer or Any Veg Dish Dal/ Puliserry /Sambhar / Rasam 01 Veg Flavoured Rice 01 Rice (Steamed Rice / Kerala Rice) 01 Indian Bread (North)

01 Indian Bread (South) Signature dish- Live Station (01 Veg & 01 Non-Veg) 02 Indian Desserts 02 Western Desserts Cut Fruits 01 Ice Cream 01 Indian Dessert (Live Station)
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**Dinner Menu on 28<sup>th</sup> October 2025**

Dinner Menu
01 Non-veg salad
02 Veg salad
Green salad
Pappad
Frymes
Pickles – 2 types
01 Veg soup
01 Non-veg soup
02 Non-Veg Dishes (Chicken & Fish)
02 Types of Veg Dishes
01 Dal
01 Flavoured Veg Rice preparation
01 Steamed Rice
02 Indian Breads
02 Desserts