



**Inviting Tender for designing and fabrication of Spices Board's stall in Indian
International Trade Fair at Bharat Mandapam, New Delhi**

Reference No: PUB/0052/2025-PUBLICITY

Dated: 13th October 2025

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

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**NOTICE INVITING TENDER FOR DESIGNING AND FABRICATING THE STALL OF
SPICES BOARD IN THE INDIAN INTERNATIONAL TRADE FAIR 2025,
AT BHARAT MANDAPAM, NEW DELHI**

Spices Board (Ministry of Commerce and Industry, Govt of India) is participating in Indian International Trade Fair (IITF) 2025 exhibition which is scheduled from 14-27 November 2025 at Bharat Mandapam, New Delhi. Board has secured 72 Sq M of bare space (Three side open) 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 free of cost 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 **21-10-2025, 12.30 PM**. The bids will be opened on **22-10-2025**.

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**

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 : Indian International Trade Fair (IITF) 2025 Stand No: H12-05B Area : 72 Sq M Type: Bare space (Three side open) – Layout attached as Annex- 1 Venue: Bharat Mandapam, New Delhi
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, common store room & remaining portion shall be equally divided for 12 co participants with equal dimensions.
3	Co participant area Number of co participant booths required : 11 11 booths shall be there in the stall for accommodating 11 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 • the co participant booths should have equal size and dimensions (with same length, width & height). No disparity in the facilities and size between the co exhibitor booth will be allowed at any circumstances.

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 Bharat Mandapam, New Delhi.
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 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 Indian International Trade Fair (IITF) 2025
3	Reference Number	PUB/0052/2025-PUBLICITY
5	Last Date and Time for submission of bids	21-10-2025, 12.30pm
6	Place of opening of Bids & Date and Time	Spices Board, Sugandha Bhavan, NH Bye Pass, Palarivattom P.O., Cochin-25 22-10-2025, 12.30 pm
7	Bid Validity	60 days
8	Contact person	Shri Kanagadhileepan K. Assistant Director Spices Board, Cochin-25 Ph: 0484 2333 610, Extn: 259/313 e mail: kanagadhileepan.k@nic.in

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. Spice Board will have the right to increase or decrease the number of co participant booths during the time of Award of Contract & the fabrication should be according to the final decision of Board
6. Spices Board does not make advance payments. Any request of Advance payment will be rejected summarily.
7. 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. A layout with grid lines with proper demarcation of components of the stall (viz, co participant booths, Spices board area, store room, reception etc.) & 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

- 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%
- 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.
- The scoring pattern shall be

Sl No	Criteria	Marks	
	Sub-criteria	Criteria total	Sub-criteria
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 coparticipants 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 (F) = $\frac{100 \times \text{Lowest Quoted Price}}{\text{Quoted price}}$		
	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 mentioned above without assigning any reason thereof.

IITF - 2025

HALL 12 & 12A

Hall 12 & 12A : Processed Food & Beverage/Spices, Agri-Produce, Handicrafts, Home Furniture/ Stat-ups/ Multi products.

			SIGN OF ISSUING OFFR.	
			DATE OF ISSUE	
		RADHIKA CHAUHAN YP (ARCHITECT)		SHREE NATH YP (ARCHITECT)
		SAURABH SHARMA S.G. MANAGER (ARCHITECT)		BRIJ LAL GENERAL MANAGER (ARCHITECT)

TENTATIVE PLAN

LEGEND :



HOSE REEL



ELECTRIC PANEL



EMERGENCY EXIT



MANUAL CALL POINT



ALLOTTED TO MARQUE CO.



PREMIUM STALLS

**Food & Beverage cos.**

Multi-Product

ROAD
↓ FROM METRO STN.

**ENTRY FROM
HALL 11**

NOTES:

1. Grid is 1m X 1m and all stalls are of 12 sqm, unless otherwise mentioned.
2. Errors And Omissions Expected (E.&O.E.)
3. ITPO reserves the right to change the Layouts in case of exigencies.

**INDIA TRADE
PROMOTION ORGANISATION**
ARCHITECTURE UNIT
I T P O
Bharat Mandapam N. DELHI.

DATE:	13.08.2025	SCALE:	FIT TO PAPER	DRAWING NO:	IITF-2025, H 12-12A	NORTH:	
NOTE: THIS DRO IS THE PROPERTY OF IPTO. IT SHALL BE USED ONLY FOR THE PURPOSE FOR WHICH IT HAS BEEN ISSUED BY THE ARCHITECTURE DEPARTMENT. IF ANY REQUIREMENT IS REQUIRED IN THE LAYOUT PLAN SHALL BE GOT APPROVED FROM ARCH DIVISION. THE DRO SHALL BE FOR ARCHITECTURE & FURNITURE. IT SHALL BE USED FOR OUTDOOR OPEN SPACE BY THE PARTICIPANTS AGENCIES. THE DESIGN OF THE SAME STANDS ARE TO BE GOT APPROVED FROM ARCHITECTURE DEPARTMENT. NO SLEETING OF STALLS IS PERMITTED BY IPTO.							

PROJECT TITLE :
**INDIA INTERNATIONAL
TRADE FAIR - 2025**
LAYOUT PLAN: HALL 12 & 12A
Bharat Mandapam, NEW DELHI