



बिड संख्या/Bid Number: GEM/2026/B/7244881

दिनांक /Dated: 16-02-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	02-03-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	02-03-2026 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Commerce And Industry
विभाग का नाम/Department Name	Department Of Commerce
संगठन का नाम/Organisation Name	Spices Board
कार्यालय का नाम/Office Name	Head Office
वस्तु श्रेणी /Item Category	Event or Seminar or Workshop or Exhibition or Expo Management Service - National; Seminar; Participation arrangements, Venue Development, Coordination and Staffing, As per the scope in ATC; Outdoor Event; Full day , Event or Seminar or Workshop or Exhibition or Expo Management Service - National; mega awareness programme & market linkage programme at Philibit, Uttar Pradesh; Conceptualization and Planning, Coordination and Staffing, IT related work, Participatio..
अनुबंध अवधि /Contract Period	4 Month(s) 25 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	40 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	2750000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	PUNJAB NATIONAL BANK
ईएमडी राशि/EMD Amount	100000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document

for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Secretary
Spices Board, Sugandha Bhavan, NH By Pass, Palarivattom PO, Kochi-682025
(Secretary Spices Board)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within $L-1+ 15\%$ of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any

impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Financial bid price breakup - [1771227524.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work to be uploaded by the Buyer:[1771227573.pdf](#)

Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; Seminar; Participation Arrangements, Venue Development, Coordination And Staffing, As Per The Scope In ATC; Outdoor Event; Full Day (3)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Location of event	National
State	NA
District	NA
pincode	NA
Nature of events	Seminar
Category of work required	Participation arrangements , Venue Development , Coordination and Staffing , As per the scope in ATC
Event premises	Outdoor Event
Duration of event	Full day
Coverage of the event	Photography , Videography
Boarding	Lunch , Two High Teas , Water Bottles
Inclusion for the event	Mike and Sound Setup , Backdrop Standees , Flower Decoration , Internet Facility , Laptop , Printer , Projector , Stage , Welcome Lamp , Participation kit for attendees , Pick and Drop
Seating arrangement	Classroom style
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Estimated/ Indicative number of participants in the event	200

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of event to be organized	अतिरिक्त आवश्यकता /Additional Requirement
1	Sandeep Singh Yadav	225001,Spices Board - Regional Office R. P Singh building Kanshi Ram Avas Road Barabanki, U.P, India	3	N/A

Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; Mega Awareness Programme & Market Linkage Programme At Philibit, Uttar Pradesh; Conceptualization And Planning, Coordination And Staffing, IT Related Work, Participatio.. (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Location of event	National
State	NA
District	NA
pincode	NA
Nature of events	mega awareness programme & market linkage programme at Philibit, Uttar Pradesh
Category of work required	Conceptualization and Planning , Coordination and Staffing , IT related work , Participation arrangements , Venue Development , As per scope of ATC
Event premises	Third-party premise
Duration of event	Full day
Coverage of the event	Photography , Videography
Boarding	Lunch , Two High Teas , Separate space for lunch/dinner of the Chief Guest/ Resource Persons , Water Bottles
Inclusion for the event	Backdrop Standees , Flower Decoration , Internet Facility , Laptop , Mike and Sound Setup , Printer , Projector , Stage , Welcome Lamp , Participation kit for attendees , Pick and Drop , stay
Seating arrangement	Classroom style
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	

विवरण/ Specification	मूल्य/ Values
Estimated/ Indicative number of participants in the event	250

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents
प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of event to be organized	अतिरिक्त आवश्यकता /Additional Requirement
1	Sandeep Singh Yadav	225001,Spices Board - Regional Office R. P Singh building Kanshi Ram Avas Road Barabanki, U.P, India	1	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions
1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-

compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



**GEM BID NOTICE FOR SELECTION OF EVENT MANAGEMENT AGENCY FOR
CONDUCTING VARIOUS AWARENESS PROGRAMMES IN UTTAR PRADESH**

**(MEGA AWARENESS PROGRAMME & MARKET LINKAGE PROGRAMME AT PHILIBIT DISTRICT OF
UTTAR PRADESH and 3 DISTRICT LEVEL AWARENESS PROGRAMMES IN THE DISTRICT
HEADQUARTERS OF SHAHJAHANPUR, BAREILLY, AND BUDAUN DISTRICTS OF UTTAR PRADESH)**

Reference No. DEV/MISC-COR/UP/0001/2025

Dated: 16 February 2026

ISSUING AUTHORITY:

For the Secretary of Spices Board,
The Director (Development) Spices Board,
Sugandha Bhavan, N.H. By Pass, Palarivattom P.O, Cochin – 682025, Kerala, India.
Phone: 0484-2333610-615, Website: www.indianspices.com

(Hindi version follows)

Important Disclaimer:

While the document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by Spices Board India or any of its employees, in relation to the accuracy or completeness of this document any liability thereof is hereby expressly disclaimed. This notice inviting Tender is not an offer by Spices Board , but an invitation to receive response from eligible interested Event Management Agencies having good track record for the event management for conducting

1. One mega awareness programme & market linkage programme at Philibit, Uttar Pradesh
&
2. Three district level awareness programme in the district headquarters of Shahjahanpur, Bareilly, and Budaun districts of Uttar Pradesh.

No contractual obligation whatsoever shall arise from the Tender process unless and until a formal contract is signed and executed by Spices Board India with the agency. This document should be read in its entirety.

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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 proposes to conduct

1. One Mega awareness programme and market linkage programme in Pilibhit, Uttar Pradesh to establish direct market linkage between farmers and farmers' groups with exporters / processors/ institutional buyers (approximately 250 participants).
2. Three district level awareness programme in the district headquarters of Shahjahanpur, Bareilly, and Budaun districts of Uttar Pradesh (approximately 200 participants).

1. Scope of Work, Eligibility Criteria and General Conditions

Tentative period of requirement: March 2026. (Final Date intimated later)

- All arrangements for the session as outlined below must be completed at the venue before the event. A coordinator for these services should be physically present at the venue hotel during this period, who will be responsible for all the activities including the upkeep of the gadgets. Spices Board **will not arrange any travel and accommodation** for this requirement.
- The Bidder should be able to undertake all the on-site arrangements of

1. The mega awareness programme and market linkage programme in Pilibhit, Uttar Pradesh.
2. Three district level awareness programme in the district headquarters of Shahjahanpur, Bareilly, and Budaun districts of Uttar Pradesh.

1.1 Scope of the Work

Bids are invited from reputed and experienced Event Management Agencies having proven expertise in conducting events.

The bidder must possess adequate manpower, logistical capacity, technical infrastructure and local coordination strength to deliver the services as specified and comply with the requirements listed in **Annexure-1**.

The agency shall be capable of undertaking complete on-site event arrangements, including but not limited to the following:

- a) **Mega Awareness & Market Linkage Programme** — *Pilibhit District, Uttar Pradesh*

- Venue (Hotel/Conference Facility) and food coordination
- Stage, backdrop and seating setup
- Audio-visual equipment, digital displays and supporting gadgets
- Participant registration and welcome kits
- Photography & videography with post-event documentation
- Local transportation support for officials, experts and materials

b) Three (3) District Level Awareness Programmes — *District Headquarters of Shahjahanpur, Bareilly & Budaun, Uttar Pradesh*

- Venue (Hotel/Conference Facility/Pandal), food coordination and infrastructure setup
- Stage and audio-visual arrangements
- Participant management kits
- Photography, videography and event reporting
- Local logistics and transportation support

The **eligibility and mandatory document checklist** is provided in **Annexure-1**.

All required documents shall be submitted in the **Technical Bid**, failing which the bid will be summarily rejected.

Only bids meeting the eligibility criteria shall be considered for further evaluation.

This tender follows a **Two-Cover (Technical & Financial) Bid Process**.

The bidding procedure, instructions for bid preparation and submission are detailed in **Section-7** of this document.

Bid Evaluation & Award Criteria

The contract shall be awarded to the **L1 (Lowest quoted) bidder who meets the essential eligibility criteria**, as determined by the **Tender Evaluation Committee constituted by the Spices Board**.

1.2 Eligibility Criteria - Documents Required

The eligibility criteria for participating in the tender are given in **Annexure I**. Supporting documents proving the eligibility criteria, as detailed in **Annexure I**, should be included as a single set in the technical bid. Evaluation of the technical / financial bids will be subject to compliance with the eligibility criteria.

1.2.1. The bidder should have a minimum of three years' experience in Event Management as of January 2026.

1.2.2. The bidder should have successfully conducted at least two events, with work order value, not less than Rs. 20 lakhs for each event. Proof of each event (work order copies / completion certificate from event organizer) should be attached in the format given in **Annexure 4**.

1.2.3. The bidder should have average annual turnover of Rs. 40 Lakhs for the last three consecutive financial years (FY, 2022-23, 2023-24 and 2024-25). Copies of Audited balance sheet certified by CA should be attached.

1.2.4. An undertaking to the effect that the bidder has not been blacklisted by any of the department/organizations of the Govt. of India/State Govt./PSUs. Self-declaration in this regard, in the company letterhead, signed by an authorized signatory should be attached.

1.2.5. The bidder should provide GST for all branches and PAN Numbers. Provide a signed document with GST and PAN numbers. Attach copies of GSTN registration certificate and PAN card

1.2.6 Prospective bidders should attend an online pre-bid meeting in order to understand the requirement and to clarify the doubts if any.

1.2.7. The technical bid shall be considered, only, if the firm meets the individual essential qualifications, as per **Annexure 1**.

1.3 General Conditions of the Tender

1.3.1. Prior to bidding, bidders shall carefully read and examine the tender document and all terms & conditions.

Any errors, omissions, or discrepancies identified shall be reported to the Spices Board in writing via email, before the deadline for tender queries, in the format prescribed in **Annexure-7**.

1.3.2. The Spices Board does not guarantee the absolute accuracy or completeness of the tender information and shall not be held liable for any inadvertent error.

The Board reserves the right to modify, update, amend, or issue clarifications/corrigenda to the tender content without obligation.

1.3.3. All expenses related to tender preparation, submission, meetings, site visits, demonstrations, or presentations, including time and financial resources, shall be borne solely by the bidder.

1.3.4. Bidders shall perform independent assessment and due diligence on all tender information prior to submission.

1.3.5. Both Technical & Financial Bids shall be submitted simultaneously, in the formats prescribed under **Annexure-3** and **Annexure-6**, within the tender submission timeline.

1.3.6. The Spices Board reserves the right to accept or reject any or all bids, in full or part, without assigning reasons.

No post-disqualification discussions will be held with technically disqualified bidders.

1.3.7. Bidders shall strictly follow all tender submission guidelines including general instructions and technical specifications.

1.3.8. Bids lacking any mandatory documentary proof will be liable for rejection.

1.3.9. All pages of the tender document, including GeM bid forms and supporting attachments (except locked digital signature files) shall be:

- Signed by the authorised signatory, and
 - Stamped with the company seal
- The bidder shall upload a valid authorisation letter issued by the company to the signatory.

1.3.10. All supporting documents shall be uploaded in PDF format only.

1.3.11. *Uploaded documents shall:*

- Carry **clear section headings**, and
 - Include a **short explanatory note mentioning the tender requirement it supports**
- Scanned copies of **previous work orders and performance certificates** shall also be included within the same PDF, where applicable.

1.3.12. Bidders shall submit:

- A signed declaration on company letterhead, as per Sl. No. 5 of **Annexure-I**, and
 - Signed copies of published tender amendments/corrigenda (if any)
- as proof of having read, understood and accepted all tender terms & conditions.

1.3.13. If any false information, forged documents, or misrepresentation is detected at any stage, the contract shall be cancelled at the risk and cost of the bidder.

1.3.14. Financial bids submitted in unclear, vague, or conditional terms will be treated as non-responsive and rejected.

1.3.15. The Financial Bid opening date shall be notified through the GeM portal after completion of technical evaluation.

1.3.16. The tender document can be downloaded free of cost from the GeM and CPP portals, as well as from the official website of the Spices Board.

1.3.17. Bidders shall regularly monitor GeM/CPP portals and the Spices Board website for corrigenda or updates and ensure their bid complies with the latest published information.

2. Technical Requirements and Compliance Statement

The technical requirements for the required services for mega awareness programme and market linkage programme are given in **Annexure 3**. The bidder should prepare a compliance statement as per the **Annexure 3**, marking 'Yes' or 'No' against each requirement, and include it as a signed document, with bidders seal affixed, in the Technical Bid.

Financial bids will be opened for only those bidders who comply with the technical requirements. In all other cases, the financial bid will be returned unopened.

3. Earnest Money Deposit

(1) Bidders should submit an EMD equal to Rs. 1,00,000/- (Rupees one lakh only) by way of Demand Draft (DD) drawn in favour of “Secretary, Spices Board” payable at Kochi, from any nationalized/ scheduled bank or through online Bank transfer to **A/c No: 7176002100002354, Bank: PUNJAB NATIONAL BANK, Branch: VENNALA, IFSC: PUNB0717600**. The EMD shall be valid for three months. The DD should be sent to the following address, on or before the bid due date.

**Director (DEVELOPMENT)
Spices Board, Govt of India
'Sugandha Bhavan"
N.H.By Pass, Palarivattom.P.O
Cochin - 682025
Kerala, India.**

(2) Those bidders registered under MSME are exempted from EMD and bidders seeking exemption must upload a valid MSME certificate and the technical bid without EMD or without valid MSME certificate will be rejected.

(3) EMD of the unsuccessful bidders will be refunded (without any interest) within 45 days from the date of opening of tender. EMD of the selected bidder will be refunded after the satisfactory completion of the service.

(4) EMD will be forfeited if the vendor withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender.

4. The Bidding Process

This tender will be a two-bid process, with the following covers to be submitted

4.1 . Cover 1 - Technical Bid

The technical bid shall be submitted as PDF document duly signed and stamped by the vendor and uploaded on the GeM portal. This cover should contain the following

- a. Compliance statement as per **Annexure 3**, signed by authorized signatory
- b. Documents as proof of eligibility criteria as per **Annexure 1**
- c. Name and details of the technically qualified person assigned for the conference - see item 7 in **Annexure 2**
- d. EMD for Rs.1,00,000 /- (except MSME firms)
- e. Checklist of tender requirements

The technical bid should not contain any financial information and such technical bid will be liable for rejection.

4.2. Cover 2: Financial Bid

The respective cover - 2, i.e. financial bid, of only the technically qualified bidders will be opened. The financial bid shall be submitted in the enclosed format in **Annexure 6, only** online through the Government e Marketplace (GeM). No financial information should be disclosed in the technical bid documents. Any such instance will make the bid unresponsive. **The prices quoted should be inclusive of taxes.** If the bids are not submitted as per the requirements prescribed by the Board, the bid will be summarily rejected.

5. Amendment of Tender Documents

5.1. At any time prior to the deadline for submission of tender, Spices Board may, for any reason, modify the tender document by corrigendum /addendum.

5.2. The corrigendum/addendum shall be published in the Government e Marketplace (GeM) and on the official website of Spices Board.

5.3. The bidder shall submit copy of corrigendum /addendum published if any, signed by the bidder or the authorized representative as part of the technical bid as proof of having read and accepted the terms and conditions of the tender document.

5.4. Spices Board reserves the right to accept a tender in full or in part or to reject without assigning any reasons at any stage.

6. Evaluation of Bids

A Tender Evaluation Committee (TEC), constituted by Spices Board, will carry out a detailed evaluation of the Technical Bids in order to determine if the same are substantially responsive to the requirements set forth in the scope of work prescribed.

6.1 Technical Evaluation

The bidding process shall be a two-stage process. Prior to the detailed evaluation of the Technical Bids, Spices Board shall determine whether each bid is complete in all respect, accompanied by the required information and documents and substantially responsive to the requirements set forth in the tender document.

6.1.1. Tenders received by the designated date and time will be examined by Spices Board to determine if they meet the eligibility criteria and the terms and conditions mentioned in this document including its subsequent amendment(s), if any, and the tenders are complete in all respects.

6.1.2. On scrutiny, the tenders found illegible/not in desired format/incomplete/not containing clear information, will not be considered for further evaluation process.

6.1.3. If deemed necessary, Spices Board may seek clarifications on any aspect of tender from the bidder. If a written response is requested, it must be provided within 3 days. Response received beyond 3 days, if any, will not be considered. However, that would not entitle the applicant to change or cause any change in the substances of their tender document already submitted. Spices Board will also make enquiries to establish the past performance of the applicants in respect of similar projects. All information submitted in the application or obtained subsequently will be treated as confidential.

6.1.4 All the bids received will be evaluated against the minimum eligibility criteria detailed in the tender. Bids which fulfil these criteria, will be subjected to detailed technical evaluation.

6.1.5. During the technical evaluation, scrutiny of the documents submitted will be done and marks will be awarded as per the bid evaluation criteria enumerated below.

6.2 Evaluation of Financial Bids

6.2.1.-The bidder shall submit their financial quote in the format given in Appendix 6

6.2.2. Final Selection: The contract shall be awarded to the **L1 (Lowest quoted) bidder who meets the essential eligibility criteria**

6.2.3. There should be no mention of prices in any part of the bid other than the financial bids.

6.2.4. In the financial bid, if there is any discrepancy between the prices mentioned in figures and in words, the prices mentioned in words will prevail.

6.2.5. Substantially Responsive Bids: A substantially responsive bid is one, which conforms to all the requirements, terms, conditions and specifications of the tender.

6.2.6. Any attempt by a bidder to influence the bidding evaluation process or the Tender Evaluation Committee's processing of bids or award of decisions will result in the rejection of the bid.

6.2.7. If deemed necessary, Spices Board in its sole discretion may make required variations in the cut-off points for technical evaluation including criteria for technical evaluation.

6.2.8. The Tender Evaluation Committee may choose to conduct technical negotiation or discussion with any or all the bidders. The decision of the evaluation committee in the evaluation of the technical and financial bids shall be final and binding on all the parties.

6.2.9. Failure of the bidder to comply with the terms and conditions of the tender/contract shall constitute sufficient grounds for the annulment of the award of contract, in which event the contract may be awarded to the next most responsive bidder.

7. Period of Bid Validity

The Bids shall be valid for a period of 90 days from the closing date for submission of the bid.

8. Notification of Award

The acceptance of a bid, and award of the contract, will be communicated through GeM portal only.

9. Terms and Conditions

9.1. The bidder should have required infrastructure and manpower (if hired, the original consent letter from the supplier with detail of infrastructure available to be submitted)

9.2. Incomplete Tenders are liable to be rejected. It means that bidder should quote for all the items. If any item is missed or not quoted, the rates for that item, would be termed as zero and the bidder would have to do that job free of cost.

9.3. Tenders not accompanied by the requisite Earnest Money shall be rejected summarily, unless EMD has been exempted as per the rule. The EMD of the successful bidder shall be treated as a part of the security deposit.

9.4. When deemed necessary, Spices Board may seek clarification on any aspect from the bidders. However, that would not entitle any bidder to change or cause any change in the rates. All expenses for preparation of documents and meetings if any, will be borne by the bidder.

9.5. The financial bids of only those parties would be opened whose credentials (Technical Bids) are found up to the satisfaction of the designated committee of the Board, whose decision would be final and binding.

9.6. The full schedule of work will be given to the selected bidder well in advance. However, any programme may be added or deleted due to unforeseen circumstances at any stage and the bidder should be ready to increase/decrease his/her manpower and machinery accordingly.

9.7. The agency should engage experienced personnel for the job. Professional and experienced crew must be available at the venue.

9.8. Spices Board shall not provide any transport, food or any accessory for proper discharge of duties by the agency's workers. The rate quoted by the bidder shall be inclusive of the charges like crew/staff, transportation, assemble, dismantle, insurance, freight, clearance and loading or unloading, etc., at the event.

9.9. Spices Board will award the contract to the bidder whose bid has been determined to be the lowest quote. Spices Board shall, however, not bind itself to accept the lowest or any tender, wholly or in part.

9.10. Prior to award of the contract the successful bidder will be required to deposit a Performance Security amount (refundable) equal to 5% of the value of the contract, after adjustment of Earnest Money Deposit in the form of a Demand Draft drawn in favour of the Secretary, Spices Board, Kochi, payable at Kochi or through online payment mode. The Security Money will be retained till conclusion of the event and would be refunded at the time of full and final settlement of bill(s) without interest.

9.11. In the event of any negligence or unsatisfactory execution on the part of the agency, Spices Board will have the right to forfeit the Performance Security and to recover penalty as it deems appropriate from the amount payable against the agency's bill(s). If deemed necessary, the agency may also be blacklisted for future.

9.12. Security money shall, however, be liable to be forfeited in the event the agency fails to complete the job within the stipulated time or if the job is not done satisfactorily as per the requirements. If the successful bidder backs out after award of the contract, Earnest Money Deposit is liable to be forfeited.

9.13. Income Tax as applicable shall be deducted at source. Permanent Account Number (PAN) allotted by the Income Tax Authorities must be mentioned in the tender document, without which the Tender is liable to be rejected. PAN holder and Vendor should be the same. In case of difference, a letter from PAN holder is to be attached.

9.14. 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 bidder or bidders on the grounds of the Board's action. The decision of Spices Board in this regard would be final and binding.

9.15. 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. Any amendment shall be informed to the bidders by publishing in website/ GeM and shall be binding on them. Spices Board may at its discretion extend the deadline for the submission of tender.

9.16. The applicant is required to visit the Spices Board website/ GeM for any changes or amendments in the tender before submitting their tenders.

9.17. Spices Board and the agency shall make every effort to resolve amicably by direct informal negotiations, any disagreement or dispute, arising between them under or in connection with the contract. However, any unresolved disputes would be subject to the jurisdiction of courts in Kochi, Kerala only.

9.18. Corrupt or Fraudulent Practices Bidders should observe the highest standard of ethics during the procurement and execution of such contracts. Spices Board, India will reject a proposal if it is found that the Bidder recommended for award has engaged in corrupt or fraudulent practice(s) while competing for the contract in question.

9.19. Successful bidder shall accept the work within 10 days of receipt of work order.

9.20. The tender must remain valid for at least 3 months (90 days) after the submission date. During this period, the bidder is expected to keep available the professional staff proposed for the assignment. Spices Board will make its best efforts to decide on the tender within this period. If Spices Board wishes to extend the validity period of the proposals, the bidders who do not agree have the right not to extend the validity of their proposals.

9.21. Spices Board reserves the right to increase or reduce the contract value/scope as per the requirement.

10. Terms of Payment

10.1. SPICES BOARD will not make any advance payment. The payment shall be released within 45 days of invoice, complete in all respect, being raised by event management Agency. All applicable taxes including GST, etc., will be deducted at source (TDS) from the final bills as required under Income Tax Act.

10.2. If the deliverables are not found to be of good quality, SPICES BOARD will have the right to make suitable deductions from the payable amount or reject the invoice on its sole discretion, in addition to other remedies including claiming of damages. The decision of SPICES BOARD in this regard will be final & binding.

10.3. Payments will be made based on the actual delivery of items at the rates quoted by the bidder in the financial bid and approved by the Board.

11. Clarifications

The bidder may contact the Spices Board Establishment division for any clarifications at +91-484-2333610 - 616, (Extensions 331 and 269) or by email from estt.sbk-ker@gov.in;

12. Compliance with Applicable Laws and Regulations

12.1. Compliance with all applicable laws: The agency/bidder shall undertake to observe, adhere to, abide by, comply with and notify Spices Board about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this tender and shall indemnify, keep indemnified, hold harmless, defend and protect Spices Board and its employees/officers/staff/personnel/representatives/ agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.

12.2. Compliance in obtaining approvals/permissions/licenses: The agency/bidder shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate Spices Board and its employees/officers/staff/personnel/representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from and Spices Board India will give notice of any such claim or demand of liability within reasonable time to the agency/bidder.

13. Critical dates

Bid start date: 16.02.2026, 15:00 Hrs

Bid end Date: 02.03.2026, 15:00 Hrs

Bid opening Date: 02.03.2026, 15:30 Hrs

14. Disclaimer

Spices Board is not committed either contractually or in any other way to the bidders whose applications are accepted. The issue of this tender does not commit or otherwise oblige Spices Board to proceed with any part or steps of the process. Subject to any law to the contrary, and to the maximum extent permitted by law, Spices Board and its employees disclaim all liabilities (including liability by reason of negligence) from any loss or damage, cost or expense incurred or arising by reasons of any person using the information and whether caused by reasons of any error, omission or misrepresentation in the information contained in this document or suffered by any person acting or refraining from acting because of any information contained in this request for tender document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, default, lack of care or misrepresentation on the part of Spices Board or any of its officers.

Annexure 1 -Checklist - Eligibility Criteria

Sl No	Eligibility Criteria	Supporting Document Required	Compliance
1	The vendor should be a registered legal entity with relevant expertise and creative personnel as well as required infrastructure/ resources.	<ul style="list-style-type: none"> • Copy of Company Incorporation Certificate or Registration Certificate from ROC (Registrar of Company)/Partnership deed (in case of partnership firm)/ GST registration details (in case of proprietorship)/registration of society from Registrar of societies (in the case of societies) • Copy of GST Registration Certificate • Self-declaration by authorized signatory on official letterhead indicating office-wise staff details including qualification, expertise, etc., and infrastructure • Proof of Address (GST registration/rental) 	Yes/No

2	The vendor should have been in the business for a minimum of three years as on January 2026	<ul style="list-style-type: none"> • Copy of annual GST returns filed , for 3 years / copy of IT returns , for 3 years • Copy of Agreement/Workorder or Certificate of Experience from two clients of repute with which the vendor has/had previously worked for. 	
3	The agency should have average annual turnover of Rs. 40 Lakhs in the last three financial years (FY 2022-23, 2023-24 and 2024-25) in similar areas of operation.	<p>a. CA-certified copies of balance sheet pertaining to the last three financial years (FY 2022-23, 2023-24 and 2024-25).</p> <p>b. CA-certified copies of average annual turnover for the last three financial years (FY 2022-23, 2023-24 and 2024-25)</p> <p>c. Copy of IT returns (FY 2022-23, 2023-24 and 2024-25)</p>	
4	The Agency should have successfully conducted at least two (2) events spanning not less than 2 days during the last 3 years, with work orders with total value not less than Rs. 20 lakhs.	Copy of work order / agreement/ Certificate of Experience/ Client feed back from at least two clients during the period between 2023-2026 indicating that the vendor has previous experience in successfully conducting similar events.	
5.	The bidder should not have been blacklisted by any government organization in India.	Self-declaration by the authorized signatory on official letterhead (Format given in Annexure 5)	

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NOTE: Wherever a document/set of documents is required as a supporting document for more than one eligibility criteria, the same may be submitted only once.

Annexure 2 - Bid Submission form

		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 : (Include profiles of team members/ full time employees)	
8	Legal Status of Bidder : (proprietor/partnership/private ltd/public ltd etc)	
9	GST Registration (enclose copy) :	
10	PAN No (enclose copy) :	
11	Contact Details of CEO/Head of the Agency: (Name, address, phone, email, mobile)	
12	Work Experience	
13	Turnover: (Attach supporting documents)	

SIGNATURE & NAME (along with seal)

Annexure 3 - Technical Requirements
FOR MEGA AWARENESS & MARKET LINKAGE PROGRAMME

Sl No	Description	Unit	Compliance
1	Stage & Decoration		
	Octonorm Stall (3X3 Mt size) for different line department for it activity display	14 Nos.	
	Signages 5 nos(2'X2') and Standees 5 nos(6'X3'- 5 Nos) and Hording 3 nos(10'x20')	15 Nos	Yes/No
	Speaker podium with decorations/standee	1 no	Yes/No
	To Provide Backdrop banner (4' x 8') including printing based on the size of the stage	2 nos	Yes/No
	LED TV 50 Inch and TV Floor Stand Angled for Speaker -	1 no	Yes/No
	LED screen (8 x12 feet)	1 No	Yes/No
	- Wireless Microphones - 8 pcs	1 no	Yes/No
	- Dynacord 4 Top, Dynacord Sub, Cobra Amplifire Rac, Microphone	1 no	Yes/No
	- Shure/Mipro Wireless Handheld Machine	1 no	Yes/No
	- Instrument Microphone & Drum Mic	1 no	Yes/No
	- Digital Stage Box 32	1 no	Yes/No
	- Microphone Stand, Cable & Accessories	1 no	Yes/No
	- Stage Lighting System	1 no	Yes/No
	Laptop with pointer for powerpoint presentations	1 no	Yes/No

	AV Recording of the proceedings of the meetings	1 no	Yes/No
	Tools for projecting the presentations and ppt pointer	1 no	Yes/No
	Carpeting of dais and conference hall	1 lot	Yes/No
2	For Inaugural Session		
	Lamp, oil, wick, camphor,	1 no	Yes/No
	Munch Decoration (natural flower)	1	Yes/No
	Table Pot(Flower)	8	
	Bouquet	12	Yes/No
	Ornamental Tree Pot	10	
	- Emcee (Female)	1 no	Yes/No
3	Documentation		
	- Photographer with 1 cam	1 no	Yes/No
	- Videographer with 1 cam	1 no	Yes/No
4	Transportation Charges		
	To and fro Transportation of farmers from villages(barabanki district) to Philibit venue of programme bus/traveller (approx 700 km)	1	
	To and fro Transportation of farmers from villages of Philibit venue of programme bus/mini van(approx 150 km X 4)	4	
	Local conveyance (3 innova,2 ertiga,3 dezire)		
5	130 KVA DG Set -2 Nos	1 lot	Yes/No
	1 Generator technician		
6	FOOD		
	Lunch Main Dishes -Matar Paneer, Palak Paneer, Chola, Dal Fry, Jeera Rice, Boondi Raita,Mixed Veg,Soup-veg hot and sour	250	

	Roti and Bread: • Puri - Hot and Crispy• Roti - Tawa Roti• Naan - Missi Naan and Butter Naan, Other: • Papad • Pickles • Salads Dessert: • Moong Dal Halwa• Gulab Jamun - Gulab Jamun Flavor)		
	Refreshments (Cutlets - Crunchy and Spicy • Paneer Dumplings• Kachoris - Hot and Crispy • Tea, Coffee	250	
	Hi Tea Tea, Coffee - Hot and Delicious • Snacks	250	
7	Accommodation		
	Standard A/C rooms for Officials and exporters for 1 days (double occupancy)	6	
	Standard A/C rooms Farmers 26 Nos. (double occupancy) per room for one day	13	
8	Jute Folder/bag and POP of Spices		
	250 Nos. Jute Folder, Note pad, pen, Lanyard B-4 with ID with programme name printing for 250 participants	250	
	Printing of Brochure (approximately 4 pages)	250	
9	Centralized AC Meeting Hall (250 Nos. Capacity) for one day	1 no	

FOR DISTRICT LEVEL AWARENESS PROGRAMME

Sl No	Description	Unit	Compliance
1	Stage & Decoration		
	Signages 5 nos(2'X2')) and Standees 5 nos(6'X3'- 5 Nos) and Hording 1 no(10'x20')	15 Nos	Yes/No
	Speaker podium with decorations/standee	1 no	Yes/No
	-Backdrop banner(4' x 8') including printing based on the size of the stage	1 no	<u>Yes/No</u>
	LED TV 50 Inch and TV Floor Stand Angled for Speaker -	1 no	Yes/No
	LED screen (8' x12')	1 No	Yes/No
	- Wireless Microphones - 8 pcs	1 no	Yes/No
	- Dynacord 4 Top, Dynacord Sub, Cobra Amplifire Rac, Microphone	1 no	Yes/No
	- Shure/Mipro Wireless Handheld Machine	1 no	Yes/No
	- Instrument Microphone & Drum Mic	1 no	Yes/No
	- Digital Stage Box 32	1 no	Yes/No
	- Microphone Stand, Cable & Accessories	1 no	Yes/No
	- Stage Lighting System	1 no	Yes/No
	Laptop with pointer for powerpoint presentations	1 no	Yes/No
	AV Recording of the proceedings of the meetings	1 no	Yes/No
	Tools for projecting the presentations and ppt pointer	1 no	Yes/No
	Carpeting of dais and conference hall	1 lot	Yes/No
2	For Inaugural Session		

	Lamp, oil, wick, camphor,	1 no	Yes/No
	Munch Decoration (natural flower)	1	Yes/No
	Bouquet	8	Yes/No
	- Emcee	1 no	Yes/No
3	Documentation		
	- Photographer with 1 cam	1 no	Yes/No
	- Videographer with 1 cam	1 no	Yes/No
4	Transportation Charges		
	To and fro Transportation of farmers from villages of Bareilly ,badaun and Shahjahapur venue of programme bus/mini van(approx 150 km X 4)	4 nos	
	Local conveyance (2 innova,4 deziere)		
5	30 KVA DG Set -2 Nos	1 lot	Yes/No
	1 Generator technician		
	Coolers if required	5 Nos	Yes/No
6	FOOD		
	Lunch Main Dishes -Matar Paneer, Chola, Dal Fry, Jeera Rice, Boondi Raita,Mixed Veg Roti and Bread: Puri - Hot and Crispy• Roti - Tawa Roti Other:• Papad • Pickles • Salads Dessert: Moong Dal Halwa, Gulab Jamun	200 nos	
	Refreshments(Cutlets , Paneer Dumplings, Kachoris Tea or Coffee	200 nos	
	Hi Tea Tea, Coffee - Hot and Delicious • Snacks	200 nos	
7	Accommodations		
	Standard A/C rooms for Officials and exporters for 1	6 nos	

	days		
8	Jute Folder/bag and Broucher of Spices		
	200 Nos. Jute Folder, Note pad, pen, Lanyard B-4 with ID with programme name printing for 200 participants	200 nos	
	Printing of Broucher	200 nos	
9	Meeting Hall (200 Nos. Capacity) for one day (with sufficient number of coolers)	1 no	

Annexure 4 - Format for Previous Experience

NO	Name of International Event	Venue and City	Dates (From-To) between 2019-25	Name and address of organizing Institution/organizer	Name and Contact number of organizer	Work order value in Rs

Annexure 5 - Declaration**DECLARATION**

I/We _____ (Name)
 _____ (designation) of
 _____ (Firm) do hereby solemnly affirm and declare that the individual/firm/company is not black listed by any Government Department / Autonomous body / Private Organization. Further, no litigation/ enquiry is pending and / or initiated by any Government Department /Autonomous body / Private Organization or Court of Law.

I/We _____ (Name)
 _____ (designation) of
 _____ (Firm) do hereby solemnly affirm and declare that the individual/firm/company have not defaulted in paying dues to Government Department /Autonomous body / Private Organization, Banks and Tax authorities, etc.

I / We (Name) (Designation
 of (Name of the Agency / Firm / Company)
 have read and understood and hereby accept the terms and conditions of the tender for selection event management service for Spices Board, Ministry of Commerce and Industry, Govt. of India.

(Signature of the authorized representative)

Full Name:

Designation:

Name and Address of the Agency:

Seal:

Place:

Date

Annexure 6 - Financial Bid**[FINANCIAL BID SHALL NOT BE UPLOADED IN THE TECHNICAL BID]****TABLE:A. Mega awareness & market linkage programme(1 event)**

Sl No	Description	Unit	Rate in Rupees (With GST)
1	Stage & Decoration		
	Octonorm Stall (3X3 Mt size) for different line department for it activity display	14 Nos.	
	Signages 5 nos(size as per requirement) and Standees 5 nos(6'X3'- 5 Nos) and Hording 5 nos(10'x20')	15 Nos	
	Speaker podium with decorations/standee	1 no	
	To Provide Backdrop banner including printing based on the size of the stage	1 no	
	LED TV 50 Inch and TV Floor Stand Angled for Speaker -	1 no	
	LED screen (8 x12 feet)	1 No	
	- Wireless Microphones - 8 pcs	1 no	
	- Dynacord 4 Top, Dynacord Sub, Cobra Amplifire Rac, Microphone	1 no	
	- Shure/Mipro Wireless Handheld Machine	1 no	
	- Instrument Microphone & Drum Mic	1 no	
	- Digital Stage Box 32	1 no	
	- Microphone Stand, Cable & Accessories	1 no	
	- Stage Lighting System	1 no	
	Laptop with pointer for powerpoint presentations	1 no	

	AV Recording of the proceedings of the meetings	1 no	
	Tools for projecting the presentations and ppt pointer	1 no	
	Carpeting of dais and conference hall	1 lot	
2	For Inaugural Session		
	Lamp, oil, wick, camphor,	1 no	
	Munch Decoration (natural flower)	1 No	
	Table Pot(Flower)	8 no	
	Bouquet	12 nos	
	Ornamental Tree Pot	10 nos	
	- Emcee (Female)	1 no	
3	Documentation		
	- Photographer with 1 cam	1 no	
	- Videographer with 1 cam	1 no	
4	Transportation Charges		
	To and fro Transportation of farmers from villages(barabanki district) to Philibit venue of programme bus/traveller	1	
	To and fro Transportation of farmers from villages of Philibit venue of programme bus/mini van	4 nos	
	Local conveyance (6 innova,3 ertiga,10 dezire)		
5	130 KVA DG Set -2 Nos	1 lot	
	1 Generator technician	1	
6	FOOD		
	Lunch Main Dishes -Matar Paneer, Palak Paneer, Chola, Dal Fry, Jeera Rice, Boondi Raita,Mixed Veg,Soup-veg hot and sour Roti and Bread: • Puri - Hot and Crispy• Roti - Tawa Roti• Naan - Missi Naan and Butter Naan, Other: • Papad • Pickles • Salads	250 nos	

	Dessert: • Moong Dal Halwa• Gulab Jamun - Gulab Jamun Flavor)		
	Refreshments (Cutlets - Crunchy and Spicy • Paneer Dumplings• Kachoris - Hot and Crispy • Tea, Coffee	250 nos	
	Hi Tea Tea, Coffee - Hot and Delicious • Snacks	250 nos	
7	Accommodation		
	For Secretary ,Spices Board (Five star) for 2 Days	1 no	
	For Others department Officials and exporters for 1 days (Standard room A/C double occupancy)	6 nos	
	For Barabanki Farmers 26 Nos. per room for one day(Standard room A/C double occupancy)	13 nos	
8	Jute Folder/bag and POP of Spices		
	250 Nos. Jute Folder, Note pad, pen, Lanyard B-4 with ID with programme name printing for 250 participants	250	
	Programme Brochure (appx 4 pages)	250 nos	
9	Centralized AC Meeting Hall (250 Nos.) Capacity for one day	1 no	
	TOTAL (A)		(QUOTED IN GEM)

TABLE B. For district level awareness programme (3 EVENTS)

Sl No	Description	Unit	Rate in Rupees (With GST)
1	Stage & Decoration		
	Signages 5 nos(size as per requirement) and Standees 5 nos(6'X3'- 5 Nos) and Hording 5 nos(10'x20')	15 Nos	
	Speaker podium with decorations/standee	1 no	
	Provide Backdrop banner(4' x 8') including printing	2 no	

	based on the size of the stage		
	LED TV 50 Inch and TV Floor Stand Angled for Speaker -	1 no	
	LED screen (8' x12')	1 No	
	- Wireless Microphones - 8 pcs	1 no	
	- Dynacord 4 Top, Dynacord Sub, Cobra Amplifire Rac, Microphone	1 no	
	- Shure/Mipro Wireless Handheld Machine	1 no	
	- Instrument Microphone & Drum Mic	1 no	
	- Digital Stage Box 32	1 no	
	- Microphone Stand, Cable & Accessories	1 no	
	- Stage Lighting System	1 no	
	Laptop with pointer for powerpoint presentations	1 no	
	AV Recording of the proceedings of the meetings	1 no	
	Tools for projecting the presentations and ppt pointer	1 no	
	Carpeting of dais and conference hall	1 lot	
2	For Inaugural Session		
	Lamp, oil, wick, camphor,	1 no	
	Munch Decoration (natural flower)	1	
	Bouquet	8	
	- Emcee (Female)	1 no	
3	Documentation		
	- Photographer with 1 cam	1 no	
	- Videographer with 1 cam	1 no	
4	Transportation Charges		
	To and fro Transportation of farmers from villages of Bareilly ,badaun and Shahjahapur venue of	4 nos	

	programme bus/mini van		
	Local conveyance (2 innova,4 dezire)		
5	30 KVA DG Set -2 Nos	1 lot	
	1 Generator technician		
	Coolers if required	5 Nos	
6	FOOD		
	Lunch Main Dishes -Matar Paneer, Chola, Dal Fry, Jeera Rice, Boondi Raita,Mixed Veg Roti and Bread: Puri - Hot and Crispy• Roti - Tawa Roti Other:• Papad • Pickles • Salads Dessert: Moong Dal Halwa, Gulab Jamun	200 nos	
	Refreshments(Cutlets , Paneer Dumplings, Kachoris Tea or Coffee	200 nos	
	Hi Tea Tea, Coffee - Hot and Delicious • Snacks	200 nos	
7	Accommodations		
	Standard A/C rooms for Other department Officials and exporters for 1 days	6 nos	
8	Jute Folder/bag and POP of Spices		
	200 Nos. Jute Folder, Note pad, pen, Lanyard B-4 with ID with programme name printing for 200 participants	200 nos	
	Programme Brochure (appx 4 pages)	200 nos	
9	Meeting Hall (200 Nos.) Capacity for one day(with sufficient number of coolers)	1 no	
TOTAL (QUOTED IN GEM)			
TOTAL FOR 3 EVENTS(B) (QUOTED IN GEM)			

TABLE C: Consolidated Total Charges & Taxes (Table A & Table B)

Sl.No	EVENT	Rate in Rupees (With GST)
1.	Total of TABLE A	(QUOTED IN GEM)
2.	Total of TABLE B	(QUOTED IN GEM)
GRAND TOTAL		(QUOTED IN GEM)
Grand Total (In words) (QUOTED IN GEM)		

Note ::

- 1. The GRAND TOTAL indicated above must exactly match the amount quoted in the Financial Bid on the Government e-Marketplace (GeM) portal. Any mismatch will lead to rejection of the bid.*
- 2. Service charges shall be paid on the whole bill amount excluding Govt. taxes, duties or cess, GST etc.,*
- 3. Total amount quoted should be in figures as well as in words and no over writing or cutting is allowed.*

Annexure 7 - Clarification/Queries Form

Clarifications required:
(Clarification/queries to be submitted in word document in the following format)

No	Section No & Page No.	Text as per Tender document	Clarifications and Amendments sought
