



Tender Notice for

Venue hotel in Guwahati, Assam

**During [October 12-17, 2025](#) with adequate facilities for organizing the
Eighth Session of Codex Committee on Spices and Culinary Herbs ([CCSCH8](#))**

Ref.no: SB/CODEX/CCSCH8/Venue Hotel/2025

Tender date:4 August, 2025

Last date for submission: 14 August, 2025, 5:00 PM

Bid Opening date: 18 August, 2025, 4:00 PM

[HINDI VERSION WILL FOLLOW]

SPICES BOARD INDIA

TENDER FOR VENUE HOTEL, CCSCH8

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.

Codex Alimentarius Commission (CAC) is an intergovernmental organization which develops international food standards by harmonizing various national and regional standards.

The Codex Committee on Spices and Culinary Herbs (CCSCH) is one of the subsidiary bodies under CAC which works for the development of Codex standards for spices and culinary herbs.

Spices Board (Ministry of Commerce and Industry, Government of India) holds the secretariat for CCSCH on behalf of India. The eighth session of this committee (CCSCH8) is scheduled to be held in India during 13-17 October 2025, at Guwahati, Assam, India.

Spices Board is now inviting bids from hotels rated five star or above in Guwahati, with competency and facilities available to suit the hosting of this international event.

2. Bid process

This bid will be a two-bid process. Section 4,5 & 6 outlines the bidding process and instructions for preparing the technical and financial bids.

3. Eligibility Criteria

Tender shall be submitted by reputed hotels with 5-star rating or above, with valid HRACC certificate, and with prior experience in conducting such international conferences and must possess the requisite strengths and capabilities in providing the services necessary to meet the requirements as detailed in Section 4a below.

4. Document requirements

The quote should be submitted as hard copy, in two separate sealed covers as detailed below:

A) Cover 1 Technical bid: Documents in support of the technical requirements are detailed in Table 1 in Section 4a below. This cover should be labelled as technical bid.

B) Cover 2 Financial bid : Cost details, as Section 5. This cover should be labelled as financial bid

4a. Cover 1: Technical Bid

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 CCSCH8, 2025 – Technical Bid. See **Section 6** for the submission address and due dates.

Table 1. Format for Preparing Technical Bid. All the requirements are mandatory.

A table in the following format should be prepared with all requisite details and with copies of all required documents attached, duly signed by authorized signatory of the bidder, and submitted as the Technical Bid in a sealed cover.

Sl. No	Technical Requirement	Details
1.	Category of Hotel/ Resort should be 5 Star or above. (with valid HRACC certificate)	(Provide details and attach copy of the certificate)
2.	Plenary conference hall should be without intervening pillars (indoor, permanent structure with minimum 5500 square feet or above)	(Indicate hall size in square feet. Attach photographs of the plenary hall)
3.	Plenary hall dais with head table and executive chairs capable of seating 7 officials. Tables and chairs for plenary hall in classroom arrangements for 150 delegates also will be under the scope of the hotel.	(Provide concurrence)
4.	Availability of 3 side meeting halls near the plenary hall, each capable of seating 30 pax in board room arrangement	(Indicate the number of side meeting halls available, with the size in square feet and capacity in number of pax in board room arrangement. Include photographs of each room)
5.	Pre-function area adjacent to plenary hall of minimum 5000 square feet	(Indicate the area in square feet and provide photograph)
6.	Dinner area to accommodate 150 pax, both indoor and / or outdoor. In case of inclement weather, there should be choice of indoor arrangement of dinner.	(provide details)
7.	Internet requirements: High speed WiFi in the plenary hall and in the three side meeting halls (up to 150 connections in the plenary hall and 30 connections each in the side meeting halls)	(provide details)
8.	The plenary hall should be available during 12 th to 17 th October 2025. The venue hall and side meeting halls will be made available on 12th October 2025 at 00:00 hours for commencing the technical setup.	(confirm availability)
9.	Availability of rooms during 12-17 October 2025, at concessional rates below the listed rates, minimum 15 rooms.	(Indicate the number of rooms that can be made available)
10.	Name, designation, mobile number, email and full contact address of the competent authority at the hotel for future communications and coordination.	(Provide details)
Signature of Authorized Signatory: Name and Designation: Hotel Seal		

5. Cover 2 -Financial 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.

The financial bid document must be prepared in the format provided in **Table 2** below. The financial bid must then be submitted in a sealed cover, superscribed with “Venue Hotel for CCSCH8, 2025 – Financial Bid. (refer **Section 6** for the submission address)

Table 2. Format for Preparing Financial Bid

Sl.No.	Facility	Per Day Cost / Per Pax cost for Food	Days / Pax	Total Rate Rs. (Inclusive of GST)
1	Plenary Hall rent per day (required from 12-17 October 2025 (6 days)	a	6 days	a*6
2	Rent of three Conference rooms (b) with seating capacity of 30 persons in each. Required from 12-14 October 2025 (Confirmed 3 days, May be extended based on need and availability)	b	3 days	b*3
3	<u>Food (lunch) cost **:</u> <ul style="list-style-type: none">For 4 Days, i.e. 13-15 and 17 Oct 2025, 100 pax (confirmed), may be increased based on registration numbers up to 150 pax.On 12th and 16th Oct 2025, 35 pax confirmed.	c (1)	4 days / 100 pax	c1 × 100 × 4
		c (2)	2 days/ 35 pax	c2 × 35 × 2
4	<u>High tea twice cost **</u> <ul style="list-style-type: none">For 4 Days 13-15 and 17 Oct 2025, 100 pax (confirmed), may be increased based on registration up to 150 pax.On 12th and 16th Oct 2025, 35 pax confirmed.	d (1)	4 days/ 100 pax	(d1 × 100 × 4) × 2
		d (2)	2 days / 35 pax	(d2 × 35 × 2) × 2
5	Dinner for 150 pax, on 13 October 2025**	e	e*150 pax	e × 150
6	<u>Internet connections: per day cost</u> High speed WiFi connections are required in the plenary hall and all the side meeting halls (up to 150 connections total).	f	6 days	f × 6
7	Any additional daily or recurring charges required to fulfil the scope (h)	h	6 days	h × 6
<u>GRAND TOTAL (inclusive of all applicable charges and taxes) (sl.no 1-7)</u>				

Sl.No.	Facility	Per Day Cost / Per Pax cost for Food	Days / Pax	Total Rate Rs. (Inclusive of GST)
Name of Authorized Signatory: Designation: Hotel Seal				

**** As per Govt of India, Ministry of Finance, Office Memorandum Dated 6th May, 2015 Max rate (including all taxes) permissible for Buffet Lunch is Rs 950/-, Sit down dinner is Rs 1050/- and High tea is Rs 500/-.**

(Ref - https://doe.gov.in/files/circulars_document/RefreshmentsRate_revision06052015.pdf)

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

6. Submission of the bids, and due dates

Both cover 1 and cover 2 should be sealed separately and put in a single sealed cover, superscribed with “Venue Hotel for CCSCH8, 2025”, and shall reach the following address on or before 14 August, 2025, by 5 PM. The address to which the bid should be sent is:

Organizing Secretary CCSCH
Codex Cell, Spices Board,
Sugandha Bhavan, NH Bypass,
Palarivattom PO, Kochi – 682025
Ph 0484 2333610 (ext. 520)

Any Clarifications required can be had by writing to Organizing Secretary, Codex Cell, Spices Board at codex.sb-ker@nic.in

7. General terms and conditions

1. The bidder should quote for all the items, and incomplete tenders are liable to be rejected.
2. When 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 and has been determined as the lowest evaluated bid, provided further that the Tenderer meets all the requested 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 their tenders.
8. Successful bidder shall accept the work within 7 days of receipt of work order, and the bidder shall sign an agreement with Spices Board regarding the execution of the work.
9. The tender must remain valid for at least 2 months after the submission date. 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.
10. Any clarification required can be sought by contacting 0484 2333610 (ext. 520) or writing to codex.sb-ker@gov.in .
11. Single bidder will also be entertained: Even if only one bidder responds to this notice for inviting tenders, the contract may be awarded to that single participant provided all terms and conditions mentioned in this Tender Notice are fulfilled by the participating service provider.

Sd/-

Director (Research)