



**Inviting Tender for designing and fabrication of spices board's stall in Anuga
Select India 2025 exhibition at Bombay Exhibition centre, Mumbai**

Reference No: PUB/0023/2025-PUBLICITY (CN:23174)

Dated:1st August 2025

SPICES BOARD

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

Sugandha Bhavan

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

Cochin – 682025, Kerala, 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 ANUGA SELECT INDIA 2025 EXHIBITION AT MUMBAI

Spices Board (Ministry of Commerce and Industry, Govt of India) is participating in Anuga Select India 2025 exhibition which is scheduled from 20 to 22 August 2025 at Bombay Exhibition centre , Mumbai. Board has secured 48 Sq M of bare space 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 wishes to invite quotes for designing & construction of stall in the said fair with the specified requirements. The tender notice can be downloaded from the Board's website (www.indianspices.com) and central public procurement portal (<https://eprocure.gov.in/eprocure/app>).

All documents mentioned in the bid submission including the Annexures should be duly signed and uploaded on the central public procurement portal (<https://eprocure.gov.in/eprocure/app>). The last date submitting the design & financial quote through the CPP portal is on or before 6th August 2025, **4.30 PM**. The bids will be opened on **7th August 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 : Anuga Select India 2025 Stand No: A08 Area : 48 Sq M (6m X 8m) Type: Bare space (Three side open) – Layout attached as Annex- 2 Venue: Hall No.6, Bombay exhibition centre, Mumbai
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 & remaining portion shall be equally divided for 10 co participants.
3	Co participant area Number of co participant booths required : 10 Ten booths shall be there in the stall for accommodating 10 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
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 any sort of assistance as well.
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 Bombay Exhibition Centre, Mumbai India. The stand construction guidelines is attached as Annex-1.
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 tax invoice.

TENDER -DATA SHEET

SI 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 Anuga Select India 2025 exhibition
3	Reference Number	PUB/0023/2025-PUBLICITY (CN:23174)
5	Last Date and Time for submission of bids	6 th August 2025
6	Place of opening of Bids & Date and Time	Spices Board, Sugandha Bhavan, NH Bye Pass, Palarivattom P.O., Cochin-25 7 th August 2025
7	Bid Validity	45 days
8	Contact person	Shri Kanagadhileepan K. Assistant Director Spices Board, Cochin-25 Ph: 0484 2333 610, Extn: 259/313

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. Spices Board does not make advance payments. Any request of Advance payment will be rejected summarily.

SUBMISSION OF BID

The interested agency should submit the bid with following details:

- a) Detailed design of the stall with dimensions. 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

- i. The selection criteria will be QCBS with a weightage 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%

- ii. The scoring pattern shall be

Sl No	Criteria	Marks	
	Sub-criteria	Criteria total	Sub-criteria
1	Quality	50	
1.a	Design quality & strength		20
1.b	Aesthetics of design		10
1.c	Optimum utilization of available space and innovation/creativity		20
	Scoring T = $\frac{100 \times \text{Technical marks obtained}}{\text{Technical Highest Mark}}$		
2	Cost	50	
	Scoring 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.

- iii. Spices Board reserves the right to amend, modify, add or delete, accept or reject in part or full, one or all conditions mentioned above without assigning any reason thereof.

STAND CONFIRMATION AT ANUGA SELECT INDIA 2025

To,
Mr. Prathyush T.P,
Spice Board India
Sugandha Bhavan, NH By Pass,
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Cochin - 682025, Kerala.

Date
26 March 2025

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U74999MH2007PTC171042

GST Number:
27AAACY3070H1ZC
PAN: AAACY3070H

We appreciate your interest in participating in the forthcoming Anuga Select India to be held from 20 - 22 August 2025, at the Bombay Exhibition Centre, Mumbai.

While acknowledging the duly signed copy of the application received from you, we are pleased to offer the below stand allotment for your esteemed organization while trying to maintain the best possible amongst available options. We hope the same would offer you the best mileage during the 2026 show.

STAND ALLOTTED	A08
HALL NO	6
DIMENSIONS	6X8
GROSS AREA	48
STAND TYPE	Bare Space
SIDE OPEN	3

Stand space allocation is subject to payment receipts per the contract terms below.

- 50% along with contract/confirmation (if the advance payment is not received the location will be released)
- 50% till 30th June 2025

IMPORTANT NOTES for your notice:

- No wooden work, platform raise or any special design will be allowed under 18 sqm.
- Exhibitor who has opted for raw space only and above 18 sqm are allowed to design their stands. The designs will be required to submitted to the vendor 3 months before the event for approval.
- The enclosed Floorplan reflects the current planning stage. We reserve the right to make any necessary alterations, particularly regarding the environment around your stand before the event begins.

BOOTH CONSTRUCTION GUIDELINES & DELIVERABLES

Minimum space for shell scheme is 12 sq. mt. & Bare Space is 18 sq. mt.

Listed below are the deliverables of the shell scheme booth as per the respective sizes.

Space	12 Sqm	15 Sqm	18 Sqm
Carpet	On all closed sides		
System wall elements	On all closed sides		
Wooden fascia board with exhibitor name and booth number in English	On all open sides		
Counter	1	1	2
Glass round table	1	1	2
Chairs	3	5	6
Shelves	4	5	6
Spotlights	4	5	6
Power socket	1	1	2
Wastebasket	1	1	2

FOR BARE SPACE BOOTH

- Bare Space - The height of all periphery walls should be restricted to 4.00 meters and the stall design must be approved by the organizers.
- Booths that are higher than 2.50m and with at least one side adjacent to shell scheme package booths, should ensure that their back wall is with white finishing. Visible wooden or batten grid is not allowed. If the exhibitors or contractors violate the above regulations, the organizer reserves the right to deduct the deposit received from the contractors.
- Double-storey/mezzanine booths may be allowed for contracted floor space of at least 100 sq. meters and the built-up area of the 2nd level must NOT exceed 40% of the contracted floorspace at an additional charge of 50% over and above the applicable rates of that.

We request you acknowledge the above. In case of any further information/clarifications please feel free to contact my colleague Ms. Reema Pawar, Credit controller, who will be pleased to assist further in this regard. You may contact her at Tel: +91-9867140660 Ext- 022-62044809, email id - p.reema@koelnmesse-india.com

We look forward to a long and mutually beneficial business relationship with- **Spice Board India**.

Yours sincerely




Vaishali Thakker
Project Manager- Food Portfolio



ANUGA SELECT INDIA

20 - 22 August 2025,

Hall 6, Bombay Exhibition Center, Mumbai, INDIA

