

**Tender Notice for**  
**Venue hotel in Kochi with adequate facilities for the**  
**Seventh Session of Codex Committee on Spices and Culinary Herbs**  
**(CCSCH7)**

**TWO STAGE BID**

10.07.2023

**[ HINDI VERSION WILL FOLLOW ]**

**SPICES BOARD INDIA**

## TENDER FOR VENUE HOTEL, CCSCH7

### 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 seventh session of this committee, CCSCH7, is scheduled to be held at Kochi during January 29 – February 2, 2024.

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

### 2. Bid process

This bid will be a two-stage process. In the first stage, a technical bid as per Section 4 below has to be submitted by the bidder. Hotels which qualify after the technical evaluation will be invited to submit the financial bid as per Section 5 below.

The Quotes will be evaluated and ranked by a duly constituted evaluation committee of the Board on the basis of the following scheme:

- Score for technical bid: 70 %. The marking scheme for technical evaluation is given in Annexure I.
- Score for financial bid: 30%.

The bid will be awarded to the hotel which scores highest in the above evaluation scheme.

### 3. Eligibility Criteria

Tender shall be submitted by reputed hotels with 5-star rating or above, 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 4 below.

### 4. Technical bid requirements

The technical bid document must be prepared in the format provided in Table 1, with details and compliance statement. The technical bid must then be submitted in a sealed cover, superscribed with "Venue Hotel for CCSCH7, 2023 – Technical Bid. See Section 7 for the submission address and due dates.

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

No	Technical Requirement	Details	Compliance	Comments
1.	Category of Hotel/ Resort should be 5 Star or above.	-	Yes/No	Mandatory requirement
2.	Availability of plenary conference hall without intervening pillars (indoor, permanent structure) during <u>27th January to 2nd February 2024</u>	-	Yes/No	Mandatory requirement
3.	Plenary conference hall size, minimum 5000 square feet or above	(indicate hall size in square feet)	Yes/No	-
4.	Availability of 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}	Yes/No	-
5.	Pre-function area adjacent to plenary hall of minimum 6000 square feet	(Indicate the are in square feet)	Yes/No	-
6.	Dinner area to accommodate 200 pax, both indoor and / or outdoor. In case of inclement weather, there should be choice of indoor arrangement of dinner.	-	Yes/No	Mandatory requirement
7.	Internet requirements: (a) High speed Wifi in the plenary hall and in the three side meeting halls (up to 150 connections total), and (b) Leased line (5 mpbs) for broadcasting the session to be made available in plenary hall	-	Yes/No	Mandatory requirement
8.	Availability of rooms during 27th January to 2nd February 2024, at concessional rates below the listed rates, minimum 15 rooms	(Indicate the number of rooms that can be made available)	Yes/No	-
9.	Name, designation, mobile number, email and full contact address of the competent authority at the hotel for future communications and coordination.	(Give full details)	Yes/No	Mandatory requirement
<b>Name of Authorized Signatory:</b> <b>Designation:</b>  <b>Hotel Seal</b>				

After the submission of the financial bid, the hotel representative(s) has to make a presentation before the bid evaluation committee on the appointed date (refer Section 7 for the presentation date). The presentation should cover at least the following points:

- Photographs and descriptions of the plenary hall, side meeting rooms and other facilities
- Details of past experience in holding similar international sessions
- Options for gala welcome dinner (spice theme) on 29th Jan 2024
- Showcasing additional features available at the hotel which are pertinent to the session
- Total workforce that available for managing the event

The scoring for technical bid will be conducted as detailed in Annexure I.

### 5. Financial Bid requirements

The financial bid should be submitted after receiving intimation from Spices Board regarding technical bid qualification and not before.

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 CCSCH7, 2023 – Financial Bid Bid. (refer Section 7 for the submission address)

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

No.	Facility	Per Day Cost / Per Pax cost for Food	Days / Pax	Total Rate Rs. (Inclusive of GST)
1	Plenary Hall rent per day (a) (inclusive of pre-function area), required from 27th Jan to 2nd Feb, 2024 (7 days confirmed)	a	7 days	a*7
2	Rent of three Conference rooms (b) with seating capacity of 30 persons in each. Required from 27th to 29th Jan 2024 (Confirmed 3 days, Can be extended based on need and availability)	b	3 days	b*3
3	Food (lunch) rate for per pax (c); (Confirmed 100 pax for 5 Days 29th Jan to 2nd Feb 2024 , may be increased based on registration up to 150pax and also may require on 27th and 28th on need basis)	c	5 days /100 pax	c*100*5
4	Standard High tea twice a day per pax rate (d) (Confirmed 100 pax for 5 Days 29th Jan to 2nd Feb 2024 , may be increased based on registration up to 150pax and also may require on 27th and 28th	d	5 days /100 pax	d*100*5

	on need basis)			
<b>5</b>	Galla Welcome Dinner per pax (e) on 29th Jan 2024 (Confirmed 160 pax may increase above 200 pax) (Spices Theme Dinner)	e	e*16 0pax	e*160
<b>6</b>	Internet connections			
	(a) High speed WiFi in the plenary hall and in all the side meeting halls per day cost (f) (up to 150 connections total)	f	7 days	f*7
	(b) Leased line (Minimum 5 mpbs) for broadcasting the session to be made available in plenary hall per day cost (g), during the period (27 <sup>th</sup> Jan to 2 <sup>nd</sup> Feb).	g	7 days	g*7
<b>7</b>	Other charges, if any per day (h) specify	h	7 days	h*7
<b>GRAND TOTAL (inclusive of all applicable charges and taxes)</b>				<b>X</b>
<b>Name of Authorized Signatory:</b>				
<b>Designation:</b>				
<b>Hotel Seal</b>				

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

**(a) Submission of Technical Bid:** The technical bid, in a **sealed cover** prepared as described in Table 1, shall reach the following address on or before [20<sup>th</sup> July 2023, 5 PM](#). The address to which the bid should be sent is:

Dr. Ramesh Babu N  
 Scientist C & Organizing Secretary CCSCCH  
 Codex Cell, Spices Board,  
 Sugandha Bhavan, NH Bypass,  
 Palarivattom PO, Kochi – 682025  
 Ph 0484 2333610 (ext. 520)

### **(b) Date of presentation by Hotel:**

Presentation by the Hotel is a mandatory requirement, as detailed in Section 3 above.

- Representative of the hotel has to make a presentation before the bid evaluation committee on **21.07.2023 at 2:30 PM**.
- The representative should arrive at Spices Board at least by 2 PM, with the presentation (PPT format) saved on a removable drive. The presentation should be limited to 15 minutes.

### **(c) Submission of Financial bid:**

The financial bid should be submitted **only after receiving intimation from Spices Board** regarding qualification of the technical bid. The due date for submitting the financial bid will be included in the intimation. The address for submitting the financial bid is same as that mentioned in 6(a) above.

## **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. The financial proposals (second stage) will be sought only from the bidders who have qualified technical requirements (first stage) are found up to the satisfaction of the designated committee of the Board, whose decision would be final and binding.
9. 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.
10. 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.
11. Any clarification required can be sought by contacting 0484 2333610 (ext. 520) or writing to [codex.sb-ker@gov.in](mailto:codex.sb-ker@gov.in) .

## ANNEXURE- I

### Evaluation and Selection Criteria - Technical Bid

The quotes shall be evaluated on the basis of the parameters of the Hotel/Bidder as given below.

The following parameters **are mandatory**, without which the hotel will not be considered for evaluation:

1. Category of Hotel/ Resort should be 5 Star or above.
2. Availability of plenary hall (minimum 5000 square feet, indoor permanent structure, **without intervening pillars**) during 27th January to 2nd February 2024
3. Dinner area to accommodate 200 pax, both indoor and / or outdoor. In case of inclement weather, there should be choice of indoor arrangement of dinner.
4. Internet requirements: (a) High speed Wifi in the plenary hall and in the three side meeting halls (up to 150 connections total), and (b) Leased line (5 mpbs) for broadcasting the session to be made available in plenary hall.

Other criteria for evaluation:

No.	Description	Score calculation	Maximum marks
1.	Hall size	<ul style="list-style-type: none"><li>• 7000 sq ft and above: 30 marks</li><li>• &gt;6000 sq ft to &lt;7000 sq ft: 15 marks</li><li>• &lt;6000 sq ft to 5000 sq ft: 5 marks</li></ul>	30
2.	Availability of side meeting halls near the plenary hall, each capable of seating 25 pax in board room arrangement	<ul style="list-style-type: none"><li>• 4 or more side meeting rooms: 15</li><li>• 3 side meeting rooms: 10</li><li>• 2 side meeting rooms: 5</li></ul>	15
3.	Availability of rooms during 27th January to 2nd February 2024, at concessional rates below the listed rates	<ul style="list-style-type: none"><li>• 50 – 80 rooms: 15 marks</li><li>• 30 – 49 rooms: 10 marks</li><li>• 15 - 29 rooms: 5 marks</li></ul>	15
4.	Pre-function area adjacent to plenary hall of adequate size	<ul style="list-style-type: none"><li>• 12000 sq ft and above : 15 marks</li><li>• &lt; 12,000 sq ft to &gt;10,000 sq ft: 10 marks</li><li>• &lt; 10,000 sq ft to &gt; 8,000sq ft: 5 marks</li></ul>	15
5.	Presentation by the hotel at Spices Board, for evaluation of competency and additional features available*	Evaluation by a committee at Spices Board	25
Total			100

\* The presentation should include (a) Detailed photographs of the venue and other facilities, (b) details of experience of holding similar international sessions (c) presenting options for gala welcome dinner (spice theme) on 29th Jan 2024 (d) showcasing additional features available which are pertinent to the session (e) total workforce available for managing the event etc.

**Final ranking of the quotes will be based on the criteria: 70% technical qualification score, 30% financial score**