



बिड संख्या/Bid Number: GEM/2025/B/6647513

दिनांक /Dated: 04-09-2025

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	15-09-2025 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	15-09-2025 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (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; Conferences; IT related work, Participation arrangements, Coordination and Staffing, Venue Development, As per scope in ATC; Third-party premise; Four day
अनुबंध अवधि /Contract Period	3 Month(s) 2 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	100 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption 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 बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं 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	7
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	2500000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

## 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.

**लभार्थी /Beneficiary :**

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

**विभाजन/Splitting**

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

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance	Yes
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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. 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 - [1756987168.xlsx](#)

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Number of years being in the business of the agency as on August 2025	30	10	<a href="#">View File</a>
Average annual turnover of the agency in the last three financial years (FY 2021-22, 2022-23 and 2023-24)	30	10	<a href="#">View File</a>
Previous experience in similar works spanning not less than 2 days during last 5 years	40	10	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 30**

**QCBS Weightage(Technical:Financial):30:70**

**Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; Conferences; IT Related Work, Participation Arrangements, Coordination And Staffing, Venue Development, As Per Scope In ATC; Third-party Premise; Four Day ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Location of event	National
State	NA
District	NA
pincode	NA
Nature of events	Conferences
Category of work required	IT related work , Participation arrangements , Coordination and Staffing , Venue Development , As per scope in ATC
Event premises	Third-party premise
Duration of event	Four day
Coverage of the event	Photography , Videography , Webcasting Open for only registered attendees
Boarding	Not Required
Inclusion for the event	Backdrop Standees , Flower Decoration , Laptop , Mike and Sound Setup , Printer , Projector , Stage , Welcome Lamp , Pick and Drop , As per the scope in ATC
Seating arrangement	Cluster/Banquet Seating
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Estimated/ Indicative number of participants in the event	250

**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	Mohammed Shameer Cheriya	682025,Sugandha Bhavan N.H.By Pass, Palarivattom.P.O Cochin Kerala, India GSTIN - 32AAIAS3118C1Z0	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. 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.
16. 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 are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditons 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 कार्यवाई 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---



**TENDER FOR SELECTION**  
**OF EVENT MANAGEMENT AGENCY FOR CONDUCTING THE 53<sup>RD</sup> ANNUAL**  
**SESSION AND MEETINGS OF THE INTERNATIONAL PEPPER COMMUNITY**

Bid Reference No. MKT-IPC/0001/2023-MARKETING  
Dated: 04<sup>th</sup> September **2025**

ISSUING AUTHORITY:  
For the Secretary of Spices Board,  
Director (Marketing)  
(Ministry of Commerce and Industry, Govt. of India)  
Sugandha Bhavan, N.H. By Pass, Palarivattom P.O, Cochin – 682025, Kerala, India.  
Phone: 0484-2333610-615, Website: [www.indianspices.com](http://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 of 53<sup>rd</sup> Annual session and meetings of the International Pepper Community (IPC). 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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## **Tender Notice Inviting Event Management for the 53<sup>rd</sup> Annual Session and Meetings of the International Pepper Community**

### **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. The International Pepper Community (IPC) is an intergovernmental organization of pepper producing countries. The Community now includes India, Indonesia, Malaysia, Sri Lanka and Vietnam as permanent members and Papua New Guinea, Philippines as an associate member. The IPC was established in 1972 under the auspices of the United Nations Economic and Social Commission for Asia and the Pacific (UN-ESCAP). The IPC Secretariat is located in Jakarta, Indonesia.

Currently, India is the Chair of the IPC and proposes to host the 53<sup>rd</sup> Annual Session and meetings of the International Pepper Community, **during 27-30 October 2025, at Hotel , Le Meridien, Kochi Kerala.**

*The Tender document can be downloaded free of cost from the websites <https://www.indianspices.com/tenders.html> and <https://gem.gov.in>*

### **2. Scope of Work, Eligibility Criteria and General Conditions**

**Dates of requirement:** 27<sup>th</sup> October to 30<sup>th</sup> October 2025.

- The venue will be at Hotel Le Meridien, Kochi, Kerala, **India**
- The venue hall and side meeting halls will be made available to the service provider on **26<sup>th</sup> October 2025 at 00:00 hours.**
- All arrangements for the session as outlined below must be completed at the venue by **27<sup>th</sup> October 2025 by 09.00 hours.** 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 the 53rd Annual Session of the International Pepper Community, during 27-30 October 2025, in Kochi Kerala.

## 2.1 Scope of the Work

Tender shall be submitted by reputed event management groups with prior experience in conducting similar international conferences with participation from multiple countries, and must possess the requisite strength and capabilities in providing the services necessary to meet the requirements as outlined in **Annexure 1**.

The Bidder should be able to undertake all the on-site arrangements of the 53<sup>rd</sup> Annual Session of the International Pepper Community at the venue hotel, including stage arrangements, audio-video gadgets and displays, cultural programmes, exhibition and sponsor booths, registration kits, photography and videography services, etc.

The eligibility criteria for participating in the tender is given in Annexure 1 below. Documents as required in this section has to be included in the technical bid. Only those bids that satisfy these criteria will be considered.

This is a two-cover bid process. Section 7 this document outlines the bidding process and instructions for preparing the technical and financial bids. The bids will be evaluated and ranked by a duly constituted evaluation committee of Spices Board based on Quality & Cost Based Selection (QCBS) as per the weightage below

- Weightage of the score for technical bid is 30 %. The marking scheme for technical evaluation is given under the heading ‘Technical Evaluation’.
- Weightage of the score for financial bid is 70%.

The bid will be awarded to the bidder who scores highest in the above evaluation scheme.

## 2.2 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) The bidder should have an office in Kerala with GST registration . (Copy of GST registration in Kerala, not later than 31<sup>st</sup> March 2023, so as to ensure better networking with local vendors, for the smooth conduct of the event)
- (2) The bidder should have successfully conducted at least 2 international events (i.e., with participation of international delegates) spanning not less than 2 days within the last

5 years, with work order value, not less than Rs. 25 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.

- (3) The bidder should have average annual turnover of Rs. 1 crore for the last three consecutive financial years (2021-22, 2022-23 & 2023-24). Copies of Audited accounts certified by CA should be attached.
- (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.
- (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
- (6) The technical bid shall be considered, only, if the firm meets the individual essential qualifications, as per **Annexure 1**

### 2.3 General Conditions of the Tender

- Before bidding, the bidders are requested to carefully examine the tender notice and the terms and conditions specified therein. Bidders should notify Spices Board India for any error, omission or discrepancy found in this tender notice before last date and time for queries. If any bidder requires any clarification on this tender notice, they may notify Spices Board India in writing by email at the mailing address indicated in the Tender document as per the format given in the Annexure 7
- Spices Board makes no warranty, express or implied, and shall incur no liability whatsoever under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this tender notice. Spices Board may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this tender inviting notice.
- All costs and expenses (whether, in terms of time or money) incurred by the bidders in any way associated with the development, preparation and submission of responses,

including but not limited to attendance at meetings, discussions, demonstrations and for providing any additional information required by Spices Board, will be borne entirely and exclusively by the bidders.

- The bidders must conduct their own investigation and analysis regarding any information contained in this notice inviting tender and the meaning and impact of that information.
- Bids (Technical & Financial) should be submitted in the prescribed format s as per Annexure 3 & 6 at the same time within the time period specified in this notice inviting tender.
- Spices Board India reserves the right to accept or reject in part or full, any or all the offers without assigning any reasons whatsoever. No further discussion/interface will be entertained with bidders whose bid have been technically disqualified.
- The bidder must go through the instructions in the tender notice (general instructions and the instructions stipulated in the technical specifications) and prepare the tender for submission.
- In the event of documentary proof as required being not enclosed, the tender will be liable for rejection.
- All pages of this tender document, GeM bid document , and associated supporting documents, except for unamendable digitally signed soft copies, shall be signed by the authorized person or persons signing the bid along with the stamp of the bidder (an authorised person must upload the authorisation letter issued to him/her by the company).
- The supporting documents needed for the tender are to be uploaded as PDF files only.
- The supporting documents of the tender should be clearly marked with headings and should have a short note explaining against which tender requirement the document is being submitted. All documents uploaded should be in English language. In case of copy of earlier work orders and the performance certificates supporting the claim of past performance of the bidder, scanned copies of the same shall be included in the PDF document uploaded by the bidder.
- Bidder shall submit a declaration on letterhead as per sl.no 5 of the Annexure 1 and

copy of amendments of the tender published, if any, duly signed by the bidder or the authorized representative, as part of the technical bid, as a proof of having read and accepted the terms and conditions of the tender.

- If at any time, any misrepresentation of facts / documents / supply of false information comes to the notice, the contract is liable to be cancelled at the risk and cost of the bidder.
- An offer submitted in vague / ambiguous financial terms and the like, will be termed as non-responsive and shall be summarily rejected.

### **3. Technical Requirements and Compliance Statement**

The technical requirements for the required services for 53<sup>rd</sup> Annual Session and meetings of the International Pepper Community 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.

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

(2) Agencies exempt from EMD submission must upload a valid exemption certificate and the technical bid without EMD or without valid exemption 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.

## 5. The Bidding Process

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

### (A). Cover 1 - Technical Bid

The technical bid shall be submitted as a single PDF document duly signed and stamped by the vendor. This cover should contain the following

1. Compliance statement as per Annexure 3, signed by authorized signatory
2. Documents as proof of eligibility criteria as per Annexure 1
3. Name and details of the technically qualified person assigned for the conference - see item 7 in Annexure 2
4. EMD for Rs.1,00,000 /-
5. Checklist of tender requirements

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

### (B) 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 submitted at any time in print during the tender process. Any such instance will make the bid unresponsive. **The prices quoted should be inclusive of taxes.**

- b. The bidders who do not submit the technical bid within the stipulated date and time will be treated unresponsive.
- c. If the bids are not submitted as per the requirements prescribed by the Board, the bid will be summarily rejected.

## 6. Amendment of Tender Documents

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.



2. The corrigendum/addendum shall be published in the Government e Marketplace (GeM).
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.
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.

## **7. 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.

### **7.1 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.

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

- d. 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.
- e. 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.

Sl. No	Particulars	Response	Score	Maximum
1	Number of years being in the business of the agency as on August 2025	5 years – up to 8 years	10 marks	30
		Above 8 – up to 10 years	15 marks	
		Above 10 years	30 marks	
2	Average annual turnover of the agency in the last three financial years (FY 2021-22, 2022-23 and 2023-24)	1 cr – up to 2 cr	10 marks	30
		Above 2 cr – up to 5 cr	15 marks	
		Above 5 cr	30 marks	
3	Previous experience in similar works spanning not less than 2 days during last 5 years	2-5 works	10 marks	40
		6-10 works	15 marks	
		More than 10 works	40 marks	
	<b>Total</b>			<b>100</b>

The maximum mark that can be scored in Technical Evaluation is 100. A minimum of 30

marks out of total marks and 10 marks for individual items are required for considering in the next stage in the selection process, i.e., opening of the financial bids.

## **7.2 Evaluation of Financial Bids**

1. Financial Score (Sf): The firm quoting the lowest fee will be awarded 70 marks. The other firms will be allocated marks based on the formula,  $Sf = 70 * PL/P$ , where P is the fee quoted by the firm and PL the lowest fee quoted.
2. Final Selection: Total Score will be calculated by GeM based on the Technical and Financial marks awarded by the committee members and the applicable QCBS weight-age (30:70).
3. There should be no mention of prices in any part of the bid other than the financial bids.
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.
5. Substantially Responsive Bids: A substantially responsive bid is one, which conforms to all the requirements, terms, conditions and specifications of the tender.
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.
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.
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.
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.

## **8. Period of Bid Validity**

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

## 9. Notification of Award

The acceptance of a bid, subject to contract, will be communicated in writing at the address supplied by the bidding agency/bidder in the tender response. Any change of address of the agency/bidder should therefore be promptly notified to the Director (Marketing), Spices Board, Sugandha Bhavan, Palarivattom , Ernakulam-682025.

## 10. Terms and Conditions

- a. 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)
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. The agency should engage experienced personnel for the job. Professional and experienced crew must be available at the venue.
- h. 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.

i. Spices Board will award the contract to the bidder whose bid has been determined to be substantially responsive and has been determined as the highest ranked bid as per QCBS evaluation, provided further that the bidder is determined to be competent to execute the job satisfactorily. Spices Board shall, however, not bind itself to accept the lowest or any tender, wholly or in part.

j. Before award of the contract the successful bidder will be required to deposit as Performance Security (refundable) a sum 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 Secretary Spices Board, Kochi, payable at Kochi. 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).

k. 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.

l. 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.

m. 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.

n. 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.

- o. 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.
- p. The applicant is required to visit the Spices Board website/ GeM for any changes or amendments in the tender before submitting their tenders.
- q. 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.
- r. 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.
- s. Successful bidder shall accept the work within 10 days of receipt of work order.
- t. 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.

## **11. Terms of Payment**

- a. 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.
- b. 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.

- c. 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.

## **12. Clarifications**

The bidder may contact the Spices Board Marketing division for any clarifications at +91-484-2333610 - 616, (Extensions 358 and 334) or by email from [marketing.sarker@gov.in](mailto:marketing.sarker@gov.in)

## **13. Compliance with Applicable Laws and Regulations**

- a. 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.
- b. 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.

#### **14. Critical dates**

Bid start date: 04.09.2025

Bid end Date: 15.09.2025 6.00 PM IST

Bid opening Date: 16.09.2025, 9.30 PM IST

#### **15. 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.

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**Annexure 1 -Checklist - Eligibility Criteria**

<b>Sl No</b>	<b>Eligibility Criteria</b>	<b>Supporting Document Required</b>	<b>Compliance</b>
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"> <li>• 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)</li> <li>• Copy of GST Registration Certificate</li> <li>• Self-declaration by authorized signatory on official letterhead indicating office-wise staff details including qualification, expertise, etc., and infrastructure</li> <li>• Proof of Address (GST registration/rental</li> </ul>	Yes/No

2	The bidder should have an office in Kerala with GST registration . (Copy of GST registration in Kerala, not later than 31st March 2023	<ul style="list-style-type: none"> <li>• Copy of GST Registration Certificate in Kerala</li> </ul>	
3	The vendor should have been in the business for a minimum of five years immediately preceding the date of this notice inviting tender.	<ul style="list-style-type: none"> <li>• Copy of annual GST returns filed , for 5 years / copy of IT returns</li> <li>• Copy of Agreement or Certificate of Experience from two clients of repute with which the vendor has/had previously worked for.</li> </ul>	
4	The agency should have average annual turnover of Rs. 1 crore in the last three financial years (FY 2021-22, 2022-23 and 2023-24) in similar areas of operation.	<p>a. CA-certified copies of balance sheet pertaining to the last three financial years (FY 2021-22, 2022-23 and 2023-24).</p> <p>b. CA-certified copies of average annual turnover for the last three financial years (FY 2021-22, 2022-23 and 2023-24).</p> <p>c. Copy of IT returns</p>	
5	The Agency should have successfully conducted at least two (2) international events (i.e., with	Copy of work order / agreement/ Certificate of Experience/ Client feed back from at least two clients during the period between 2019-2025 indicating that the vendor has previous experience in successfully conducting international	

	participation of international delegates) spanning not less than 2 days during the last 5 years, with work orders with total value not less than Rs. 20 lakhs.	conferences and 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 <b>Annexure 5</b> )	

**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
<b>1</b>	Name	
<b>2</b>	Year of Establishment	
<b>3</b>	Place of Incorporation	
<b>4</b>	Address of Registered Office	
<b>5</b>	Address of Office in Kerala if any	
<b>6</b>	Details of Branches/Associates Outside Kerala	
<b>7</b>	Company Profile : (Include profiles of team members/ full time employees)	
<b>8</b>	Legal Status of Bidder : (proprietor/partnership/private ltd/public ltd etc)	
<b>9</b>	GST Registration (enclose copy) :	
<b>10</b>	PAN No (enclose copy) :	
<b>11</b>	Contact Details of CEO/Head of the Agency: (Name, address, phone, email, mobile)	
<b>12</b>	Work Experience	
<b>13</b>	Turnover: (Attach supporting documents)	

**SIGNATURE & NAME (along with seal)**

## Annexure 3 - Technical Requirements

Sl No	Description	Unit	Compliance
1	Digital Welcoming Arch	1 lot	Yes/No
	on LED Videotron		
	Size : 1,280 pxl x 640 pxl		
2	Signages and Standees	10 Nos	Yes/No
	Size: 8'X4'- 5 Nos; 6'X3'- 5 Nos		
3	Registration Counter	1 lot	Yes/No
	Size : 2.5 m x 5 m		
	Inclusive of :		
	- 5 nos counter 500 mm x 1m x 1m		
	- 5 nos Fluorescent Light		
	- 5 nos Chair		
	- 2 nos Waste Basket		
	- 5 nos 13 amp Power Point		
4	Laser Printer (Black and White)- 1 No	1 lot	Yes/No
	Photobooth / Selfie point- Shell Scheme Box up c/w Digital Print on Wooden Frame		
	Size :Height : 16'X10'; Platform: 16'X12'		
5	3 nos downlight	4 Nos	Yes/No
	L Stretch Banner c/w Digital Print on Synthetic Paper - 4 Nos		
6	Size : 900mm x 2120 mm	1 lot	Yes/No
	Stage		
	To Provide P4.8 mm LED Screen for Backdrop and Sponsor Logo on Each Side		

	Inclusive of :		
	- LED Screen Size : 3mHt x 7,5mL - 1 Pcs		
	- LED Screen for Sponsor Logo Size : 1mL x 3mHt - 2 Pcs		
	- Novastar LED Processor, Seamless Switcher, HDMI Distribution Unit		
<b>7</b>	<b>Stage tools for Inauguration and Conference</b>	1 lot	Yes/No
	- Flags and Flag Polls on Stages - 7 pcs		
	Speaker Podium :- 2 Nos		
	- Ground Support and Accessories		
	- Audio System (MIDAS M32) Digital Mixer		
	- LED TV 50 Inch and TV Floor Stand Angled for Speaker - 1 pcs each , total 5 sets		
	- Wireless Microphones - 8 pcs		
	- collar mic – 5 nos		
	- Dynacord 4 Top, Dynacord Sub, Cobra Amplifire Rac, Microphone		
	- Shure/Mipro Wireless Handheld Machine		
	- Instrument Microphone & Drum Mic		
	- Digital Stage Box 32		
	- Microphone Stand, Cable & Accessories		
	- Stage Lighting System with Code Controller		
	- PR LED Wash Moving Head		
	Multimedia Laptop (specification will be provided at the time of work order) - 2Nos		
	LED display (Size: ) 2 Nos		
	AV Recording of the proceedings of the meetings		

	Tools for projecting the presentations and ppt pointer		
	Audio system with lapel/roaming mics		
	- Antari Smoke Machine, Cable and Accessories		
<b>8</b>	<b>For Inaugural Session</b>		
	Lamp, Chandalavattam, oil, wick, camphor, flower garland for decoration	1 set	Yes/No
	Bouquets for welcoming	15 Nos	Yes/No
	Flower decoration for the stage/ dais for all the days	1 lot	Yes/No
	- Emcee (Female)	1	Yes/No
	Hostess for two days	3 Nos	Yes/No
	Carpeting of dais and conference hall	1 lot	Yes/No
<b>9</b>	<b>Documentation</b>		Yes/No
	- Photographer with 1 cam for 4 days	1	Yes/No
	- Videographer with 1 cam for 4 days	1	Yes/No
	Drone and required accessories with technician	1	Yes/No
<b>10</b>	<b>Executive Meeting of Head of Delegations</b>	1 Lot	Yes/No
	- LED TV 50 Inch and TV Stand Floor Angled - 1 Pcs each,		
	-LED TV/ Screen - 65 - 75 Inch and TV Standnig Bracket - 1 Pcs each		

	- Zoom Tools PC master + Resolume Software (Amd Rayzen 7 3800 Ghz Ram 48 Gb + Led Monitor 21 Inch Laptop (specification will be provided at the time of work order) co-host Switch Hub + Lan Cable Cat 6 Man Power (Graphic Operator to handle all Multimedia)  HD Camera System Robotic Camera PTZ Minrray 30x Optical zoom Joystick Minrray KBD 2000 Control Robotic Capture Card Avermedia Sound Card Behringer	1 Lot	Yes/No
	- Conference Microphone - 8 pcs		Yes/No
	Electrical Distribution Box ( DB ) inclusive of 5 core main cable	1 nos	Yes/No
	PR LED Wash Moving Head (Disco light )	2 Nos	Yes/No
	Flags and Flag poles - 7 Nos (Small size to fix on tables)	7 Nos	Yes/No
	Nameplates for delegates	25 Nos	Yes/No
<b>11</b>	<b>Transportation Charges</b>	1 lot	Yes/No
	Setting up of travel desk and coordination and arrangements for pick up and drop of HoDs		
	Innova crysta white – 8 (5 Nos for 2 days (26/27& 30th October 2025); & 3 vehicle for 5 days		
	2 AC Buses (50 Seater Capacity) on 30th October 2025		
<b>12</b>	130 KVA DG Set -2 Nos during 27-29th October 2025	1 lot	Yes/No
	1 Generator technician 27-29th October 2025		



<b>13</b>	Coolers for dining area ( Mfar II ) 5ft with 10 kg	8 Nos	Yes/No
<b>14</b>	<b>Cultural programmes for welcome Dinner / HOD Dinner/Inauguration</b>		
	Performance licenses for Welcome Dinner	1 lot	Yes/No
	Cultural programme (Kerala/ India - dance & music fusion) for welcome dinner - duration 45 minutes	1 No	Yes/No
	Cultural Programme for Inauguration -15 minutes	1 No	Yes/No
	Cultural Programme for HOD dinner (music fusion & traditional dance fusion) – 45 minutes	1 No	Yes/No
	LED Backdrop, LED Frame, AV system and lighting for the venue of welcome dinner (if it is the amphetheatre)	1 Lot	Yes/No
	German Hanger/ Shamiyana for dining (If required) for 250- 300 pax	1 Lot	Yes/No
	Coolers for amphetheatre (If required)	10 Nos	Yes/No
<b>15</b>	<b>Secretariat</b>		
	Laptop (specification will be provided at the time of work order)	2 Nos	Yes/No
	High speed Printer	2 Nos	Yes/No
	Scanner	1 No	Yes/No
	Photostat machine	1 No	Yes/No

**Annexure 4 - Format for Previous Experience**

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

**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**

<b>Sl No</b>	<b>Description</b>	<b>Unit</b>	<b>Rate in INR (incl of GST)</b>
<b>1</b>	Digital Welcoming Arch	1 lot	
	on LED Videotron		
	Size : 1,280 pxl x 640 pxl		
<b>2</b>	Signages and Standees	10 Nos	
	Size: 8'X4'- 5 Nos; 6'X3'- 5 Nos		
<b>3</b>	Registration Counter	1 lot	
	Size : 2.5 m x 5 m		
	Inclusive of :		
	- 5 nos counter 500 mm x 1m x 1m		
	- 5 nos Fluorescent Light		
	- 5 nos Chair		
	- 2 nos Waste Basket		
	- 5 nos 13 amp Power Point		
	Laser Printer (Black and White)- 1 No		
<b>4</b>	Photobooth / Selfie point- Shell Scheme Box up c/w Digital Print on Wooden Frame	1 lot	
	Size :Height : 16'X10'; Platform: 16'X12'		
	3 nos downlight		
<b>5</b>	L Stretch Banner c/w Digital Print on Synthetic Paper - 4 Nos	4 Nos	
	Size : 900mm x 2120 mm		
<b>6</b>	<b>Stage</b>	1 lot	

	<p>To Provide P4.8mm LED Screen for Backdrop and Sponsor Logo on Each Side</p> <p>Inclusive of :</p> <ul style="list-style-type: none"> <li>- LED Screen Size : 3mHt x 7,5mL - 1 Pcs</li> <li>- LED Screen for Sponsor Logo Size : 1mL x 3mHt - 2 Pcs</li> <li>- Novastar LED Processor, Seamless Switcher, HDMI Distribution Unit</li> </ul>		
<b>7</b>	<p><b>Stage tools for Inauguration and Conference</b></p> <ul style="list-style-type: none"> <li>- Flags and Flag Polls on Stages - 7 pcs</li> </ul> <p>Speaker Podium :- 2 Nos</p> <ul style="list-style-type: none"> <li>- Ground Support and Accessories</li> <li>- Audio System (MIDAS M32) Digital Mixer</li> <li>- LED TV 50 Inch and TV Floor Stand Angled for Speaker - 1 pcs each ,total 5 sets</li> <li>- Wireless Microphones - 8 pcs</li> <li>-collar mic – 5 nos</li> <li>- Dynacord 4 Top, Dynacord Sub, Cobra Amplifire Rac, Microphone</li> <li>- Shure/Mipro Wireless Handheld Machine</li> <li>- Instrument Microphone &amp; Drum Mic</li> <li>- Digital Stage Box 32</li> <li>- Microphone Stand, Cable &amp; Accessories</li> <li>- Stage Lighting System with Code Controller</li> <li>- PR LED Wash Moving Head</li> </ul> <p>Multimedia Laptop (specification will be provided at the time of work order) - 2Nos</p>	1 lot	

	LED display (Size: ) 2 Nos		
	AV Recording of the proceedings of the meetings		
	Tools for projecting the presentations		
	Audio system with lapel/roaming mics		
	- Antari Smoke Machine, Cable and Accessories		
<b>8</b>	<b>For Inaugural Session</b>		
	Lamp, Changalavattam, oil, wick, camphor, flower garland for decoration	1 set	
	Bouquets for welcoming	15 Nos	
	Flower decoration for the stage/ dais for all the days	1 lot	
	- Emcee (Female)	1	
	Hostess for two days	3 Nos	
	Carpeting of dais and conference hall	1 lot	
<b>9</b>	<b>Documentation</b>		
	- Photographer with 1 cam for 4 days	1	
	- Videographer with 1 cam for 4 days	1	
	Drone and required accessories with technician	1	
<b>10</b>	<b>Executive Meeting of Head of Delegations</b>	1 Lot	
	- LED TV 50 Inch and TV Stand Floor Angled - 1 Pcs each		
	-LED TV/ Screen - 65 - 75 Inch and TV Standnig Bracket - 1 Pcs each		

	- Zoom Tools PC master + Resolume Software (Amd Rayzen 7 3800 Ghz Ram 48 Gb + Led Monitor 21 Inch Laptop (specification will be provided at the time of work order) co-host Switch Hub + Lan Cable Cat 6 Man Power (Graphic Operator to handle all Multimedia)  HD Camera System Robotic Camera PTZ Minrray 30x Optical zoom Joystick Minrray KBD 2000 Control Robotic Capture Card Avermedia Sound Card Behringer	1 Lot	
	- Conference Microphone - 8 pcs		
	Electrical Distribution Box ( DB ) inclusive of 5 core main cable	1 nos	
	PR LED Wash Moving Head (Disco light )	2 Nos	
	Flags and Flag poles - 7 Nos (Small size to fix on tables)	7 Nos	
	Nameplates for delegates	25 Nos	
<b>11</b>	<b>Transportation Charges</b>	1 lot	
	Setting up of travel desk and coordination and arrangements for pick up and drop of HoDs		
	Innova crista white – 8 (5 Nos for 2 days (26/ 27 & 30th October 2025); & 3 vehicle for 5 days		
	2 AC Buses (50 Seater Capacity) on 30th October 2025		
<b>12</b>	130 KVA DG Set -2 Nos during 27-29th October 2025	1 lot	
	1 Generator technician 27-29th October 2025		

13	Coolers for dining area ( Mfar II ) 5ft with 10 kg	8 Nos	
14	<b>Secretariat</b>		
	Laptop (specification will be provided at the time of work order)	2 Nos	
	High speed Printer	2 Nos	
	Scanner	1 No	
	Photostat machine	1 No	
15	- Public Liabilities Coverage		
	Transport and labour charges for setting up and dismantling		
	Any other incidental charges		
	<b>Total*</b>		
16	<b>Cultural programmes for welcome Dinner / HOD Dinner/Inauguration</b>		
	Performance licenses for Welcome Dinner	1 lot	
	Cultural programme (Kerala/ India - dance & music fusion) for welcome dinner - duration 45 minutes	1 No	
	Cultural Programme for Inauguration -15 minutes	1 No	
	Cultural Programme for HOD dinner (music fusion & traditional dance fusion) – 45 minutes	1 No	
	LED Backdrop, LED Frame, AV system and lighting for the venue of welcome dinner (if it is the amphetheatre)	1 Lot	
	German Hanger/ Shamiyana for dining (If required) for 250- 300 pax	1 Lot	
	Coolers for amphitheatre (If required)	10 Nos	



\* Total shall be calculated excluding the items in SI No:16. The rates mentioned against the items under SI No 16 will be considered by the Board, if the Board is utilizing the same during the event

**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

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