

Notice inviting Tender for Development of Signature Stall

Spices Board (Ministry of Commerce & Industry, Govt. of India) has launched the process for establishing signature stalls for Spices in major cities across the country. The major objective of the signatures stall is to promote a unique brand image to Indian Spices and serve as an experiential centre for customers to touch, smell and feel spices and educate them on various culinary, nutraceutical and medicinal uses of spices. It is seen as a great opportunity and platform for us to uplift India's image in domestic & international market. The current project includes establishment of 2 such retail outlets in the Delhi region.

Competitive tenders are invited for undertaking i) Site works ii) Furniture Works and iii) Light Fixture works for the establishment of signature stalls for Indian Spices in Delhi. The selected agencies shall have to coordinate the works with the Project management consultants (PMC) from our side to finish the work within the intended resources. The selection of agencies would be done on the basics of technical competence possessed by the agencies to carry out the tasks listed. The detailed specification and scope of the works, the eligibility condition, evaluation criterion etc are provided in detail.

The interested agencies may submit their tender (in a sealed cover) latest by 29/01/2015 at 5.00 P.M addressed to The Director (Marketing), Spices Board, (Ministry of Commerce & Industry, Govt. of India), Sugandha Bhavan, N.H Bypass, P. B. No.2277, Palarivattom P.O, Cochin – 682025, India with superscription “Tender for Development of Signature Stall”

**Sd/-
Director(Mktg)**

I. Site Works

I. a) Terms of Reference (TOR) for selection of agencies for Site works

To undertake site works for development of Signature Stalls in Delhi covering the following aspects:

- Demolition of Existing Partition & Paneling, Electrical, POP, Air conditioning and Floor Furniture etc. and removing the same from sites
- Undertake Civil construction work as mentioned in Annexure 1
- Undertake POP works as mentioned in Annexure 1
- Undertake Flooring works as mentioned in Annexure 1
- Undertake Electrical works as mentioned in Annexure 1
- Undertake Glazing works as mentioned in Annexure 1
- Undertake Carpentry works as mentioned in Annexure 1
- Undertake Painting works as mentioned in Annexure 1
- Undertake Air conditioning works as mentioned in Annexure 1
- Undertake Signage and VM works as mentioned in Annexure 1
- Undertake certain miscellaneous works as mentioned in Annexure 1

I. b) Eligibility criteria for selection of agencies for Site works

The agency shall fulfill the following eligibility conditions:

- a) Shall be a Registered Company/Proprietorship, which has minimum 5 years experience in undertaking similar works of large retail environment chains.
- b) Should have a human resource of at least 50 skilled, dedicated and experienced personnel having expertise in successfully undertaking similar works.
- c) Should have at least worked with 10 or more different brands.
- d) Should have undertaken at least 50 similar works for other retail chains having multiple outlets across India.
- e) Should have undertaken at least 10 similar works for other retail outlets having successfully completed the work in 30 days or less.
- f) Should have at least 50 lakh turn over in each of the last three years.

- g) Should have a production base in and around Delhi and a wide area of operation throughout the country.

II Furniture Works

II. a) Terms of Reference (TOR) for selection of agencies for Furniture works

To undertake furniture works for development of Signature Stalls in Delhi covering the provision and supply of the various design elements as mentioned in Annexure 2

II. b) Eligibility criteria for selection of agencies for Furniture works

The agency shall fulfill the following eligibility conditions:

- a) Shall be a Registered Company/Proprietorship, which has minimum 5 years experience in undertaking similar works of large retail environment chains.
- b) Should have a human resource of at least 30 skilled, dedicated and experienced personnel having expertise in successfully undertaking similar works.
- c) Should have at least worked with 10 or more different brands.
- d) Should have undertaken at least 100 similar works for other retail chains having multiple outlets across India.
- e) Should have undertaken at least 10 similar works for other retail outlets having successfully completed the work in 30 days or less.
- f) Should have at least 7cr turn over in each of the last three years.
- g) Should have a factory space of at least 20,000 sq. ft. anywhere in India and include assembly team all over the country.

III Light Fixture Works

III. a) Terms of Reference (TOR) for selection of agencies for Light Fixture works

To undertake Light Fixture works for development of Signature Stalls in Delhi covering the provision and supply of the various light fixtures as mentioned in Annexure 3

III. b) Eligibility criteria for selection of agencies for Light Fixture works

The agency shall fulfill the following eligibility conditions:

- a) Shall be a Registered Company/Proprietorship, which has minimum 5 years experience in undertaking similar works of large retail environment chains.
- b) Should have a human resource of at least 30 skilled, dedicated and experienced personnel having expertise in successfully undertaking similar works.
- c) Should have at least worked with 10 or more different brands.
- d) Should have undertaken at least 50 similar works for other retail chains having multiple outlets across India.
- e) Should have undertaken at least 10 similar works for other retail outlets having successfully completed the work in 30 days or less.
- f) Should have at least 5cr turn over in each of the last three years.
- g) Should have offices and operations in major cities of the country.

3. Submission of tender

The agency qualifying the above criteria shall submit the Tender along with the documents in support of the eligibility conditions as mentioned above along with the following documents:

- Completed Application as in Form I
- Completed tender form as in Annexure I,II and III (Tender form may be collected on request from our PMC address for which is provided below and posted along with other documents)
- List of brands previously worked with
- List of projects undertaken as per eligibility criteria mentioned above
- Details of Financial status of the applicant (Final a/c copy of the last 3 yrs)
- Income tax registration and income tax clearance
- Service tax registration certificate

5. The Spices Board reserves the right

- a) To reject any / all applications without assigning any reasons thereof
- b) To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Spices Board and the objective of the scheme without assigning any reasons thereof

6. Clarifications

Clarifications, if any can be sought from Shri Jagannathan K, Deputy Director, Mktg, Spices Board(Ministry of Commerce & Industry, Govt. of India), Telfax :- 0484-2348266, Email :- jagansb@gmail.com

7. Last date for submission of tenders:

The final bids complete with Form I and financial bid (as in the Annexure I, II & III) and with all other documents mentioned above are required to be submitted **by 5:00 pm on 29/01/2015 to: Director (Marketing), Spices Board, Sugandha Bhavan, NH Bye Pass, Palarivattom P.O, Cochin, Kerala -682 025**

Note: The address of the PMC to be contacted for collection is as follows:

Four Dimensions Retail Design (India) Pvt Ltd
#15, 1st Floor, Saraswathi Complex,
4th & 5th Cross, Malleshwaram,
Bangalore- 560 003
Contact Person: Mrs. **Ashritha.M.C**
Manager – Design Ph: 080 - 42808300 / 41323099

ashritha@4dimensions.co.in
www.4dgroup.in

Hindi version will follow soon

Form-I

Application form for Tender for development of Spices India Signature stalls

1	Name of the Agency	
2	Postal address with pin number, email, fax and phone including Mobile	
3	Details of the registered office with registration number in the name of the applicant or the name of the applicant's companies name	
4	Details of VAT registration with TIN Number	
5	The works applied for (please check the applicable boxes)	Site Works <input type="checkbox"/> Furniture Works <input type="checkbox"/> Light Fixture Works <input type="checkbox"/>

(Signature of the applicant)

Place:

Date:

Seal of the Company: