

**World Spice Congress 2023**  
**Spices Board, Kochi**  
*(Ministry of Commerce & Industry, Government of India)*

***Notice Inviting Tender***

***for***

***“Spice Therapy” for wellness***  
***during***  
***World Spice Congress 2023***

**Spices Board**  
**Ministry of Commerce & Industry**  
**Government of India**  
**Kochi, Kerala**

## **Notice Inviting Tender**

**No. WSC: 19:2022-23**

**11.1.2023**

Spices Board under Ministry of Commerce & Industry, Govt of India, in association with the partner agencies, is organizing the 14<sup>th</sup> Edition of World Spice Congress (WSC-2023), the largest Global Spice Event at CIDCO Convention Centre, Sector 30-A, Vashi, Navi Mumbai, Maharashtra – 400 703 during 16-18<sup>th</sup> February 2023.

In this connection, competitive tenders are invited from reputed, experienced and financially sound firms engaged in the field of wellness therapy using various forms of spices to the domestic and international delegates attending the WSC 2023. Details and criteria for selection are as follows.

### **1. Scope of Engagement:**

The objective of the tender is to entrust assignment on performing the wellness therapy by way of massage on body parts using spices and its forms as ingredients, to the registered delegates of the event in a highly professional manner and of international standards by a firm having technical and professional expertise in the field. By providing this service to the delegates, it is proposed to create an awareness about the wellness attributes of Indian spices to the national and international audience, while showcasing the strength and capability of Indian Spice Industry to the world through this event scheduled to be held at CIDCO Centre, Mumbai during 16-18<sup>th</sup> February, 2023.

The event is expected to be attended by around 800 delegates (domestic & international) and 25 % of the participants are expected to register for the spice therapy.

Basic Requirements are as follows.

1. The ingredients used for the therapy must be only Indian spices and their forms with standardized protocols on external application on human body and should not create any irritation/discomfort to the delegates.
  
2. The therapy by way of massage may be performed on body parts amenable for short duration application of 20 to 30 minutes per delegate. The team needs to be available in the venue from 9 am to 6pm on 16<sup>th</sup> & 17<sup>th</sup> and from 9 am to 2 pm on 18<sup>th</sup> Feb. 2023.

3. The pre, on-course and post protocols of the therapy should not create any kind of physical difficulty in dressing up and grooming of the clients to come back to normal, so that they can attend further events of the Spice Congress without any break.

4. There shall be minimum of 4 trained and experienced therapists (2male+2female) and a doctor who is an expert in deciding the type of therapy and supervising the process at the venue from 16<sup>th</sup> to 18<sup>th</sup> Feb. 2023. The charges on man-days of the Doctor and the therapists need to be borne by the firm participating in the tender.

5. Two booths and other facilities for performing the therapy will be set up by Spices Board in an area of 300 sq. ft. in the venue preferably in the experience zone demarcated for such activities with provision for seating arrangements for Doctor and the therapists.

6. The selected firm is not expected to take up any kind of registration of delegates prior to the event or during the event for the spice therapy proposed for the World Spice Congress 2023. Registration of delegates for the spice therapy will be done by Spices Board, based on its own terms and conditions and hence the responsibility of the firm will be only to provide the service to the registered delegates.

7. As per the requirements from above 1 to 6 the firms participating in the tender need to quote the consolidated amount for performing the therapy to the delegates registered for spice therapy, at the venue of WSC 2023, scheduled to be held at CIDCO Centre, Mumbai during 16-18<sup>th</sup> February, 2023.

8. The delegates shall not be charged by the identified firm with any amount for the spice therapy performed.

9. The practice of therapy in the venue will be as per the COVID or such protocols in force at the time of the event

## **2. Application & Eligibility Criteria.**

The applicant shall be a legal entity in India represented by an authorized person supported by documents proving the legal status and the eligibility matching the criteria fixed need to be submitted along with the tender which are available at **Annex -I and II** respectively

### 3. Submission of Bids

The Bidders are advised to read the tender document carefully. Submission of bids shall be done after careful examination of the tender document with full understanding and its implications. Bidders are requested to submit their bids as per the terms and conditions specified herein.

Bids shall be submitted by the bidder with supporting documents in a sealed envelope in the following manner:

- (i) Application form as per the format given in **Annex-I**
- (ii) Response of the bidder to each eligibility criteria with supporting documents- **Annex-II**
- (iii) Details regarding Experience of the firm, therapists and Doctor proposed to be deployed as per **Annex-III**
- (iv) Format for financial bid **Annex IV**

The bid is to be submitted in **sealed cover** to:

**The Organizing Secretary  
World Spice Congress,  
Spices Board, Palarivattom P.O  
Kochi-682 030, Kerala**

### 4. Brief Selection Procedure

The selection of the bidder will be undertaken by a committee constituted by WSC 2023 to evaluate the bid. The Committee will open sealed Envelope of the bidders and verify the document submitted by the bidders. On verification of the documents, the committee will short list the qualified bidders based on the inputs in application and eligibility and other conditions specified in Annex I II, III & IV.

#### **Evaluation:**

Further the Committee will evaluate the bid and award marks based on the following rating system:

Sl No	Area	Marks
1	Experience in performing wellness therapy using spices as ingredients (10 mark for 3 years and 5 mark each for every additional	15

	year with maximum 20 marks)	
2	Number of spices and its various forms used for the therapy (5 mark per spice at a maximum of 30 marks)	20
3.	Number of different kinds of massages of short duration of 20 to 30 minutes proposed in the spice therapy (5 mark per type of massages proposed at a maximum of 30 marks)	30
4.	Effectiveness and ease of the cleaning procedure suggested for delegates after the therapy	10
5	Novel ideas suggested to bring in and highlight wellness attributes of Spices in the spice therapy	10
6.	Awards and Recognitions in the field of wellness (5 marks per award at a maximum of 10 marks)	10
7	Rating on customer feedback received earlier (Rating scale 1 to 5)	5
	Total	100

**Shortlisting:**

On evaluation of the application and supporting documents, the marks secured will be assigned to all the bidders. The bidders who secure minimum 50% marks in evaluation will be short listed and will be called for a presentation of their proposal before evaluation committee and demonstration of the practice on subjects identified by the Board.

**Final Selection:**

Final decision on selection of the firm to entrust spice therapy will be taken by the evaluation committee based on the rating of the presentation by the shortlisted firm.

Selection Committee constituted for this purpose reserves the right to withdraw the announcement, accept or reject any or all the bids at any time prior to award of contract/order, without assigning any reasons and without incurrance of any liability on WSC 2023.

WSC 2023 also reserves the right to negotiate the prices with the selected bidders to bring down the prices or to add more facilities without any extra cost

## **5. Schedule of Tender Process**

The Schedule for the process for selection of bidder is as follows:

Sl No	Description	Date
1	Release of Notice Inviting Tenders	11/01/2023
3	Last Date of submission of the bid	17/01/2023
3	Date of Opening the Technical Bid	18/01/2023

## **6. Clarifications**

The contact points for any further clarification regarding the submission of the tender will be Dr. Joji Mathew (9447937357)

Email: [os@worldspicecongress.com](mailto:os@worldspicecongress.com)

## **7. Terms and Conditions**

1. The World Spice Congress has the right to reject any or all tenders without assigning any reasons thereof.
2. Number of delegates mentioned in the tender document is tentative based on available information. In case, emerging realities require higher or less, the assigned service needs to be provided without compromising to the quality and duration.
3. The WSC reserves the right to issue addendum to tender notice to amend, modify /supplement or delete any of the condition, clause or requirements stated etc.
4. The Bid value should be quoted in Indian Rupees only including all applicable taxes.
5. The last date for submitting the bid is 5.00 PM on 17.01.2023
6. The Envelope with the bid will be opened by the evaluation committee on 18.01.2023 at 11.30 AM in presence of any bidder's present at the appointed time, at Spices Board, Kochi.
7. The quotes will be evaluated and short listed by the evaluation committee for further proceedings to identify and select the befitting firm to assign the responsibility of conducting spice therapy based on eligibility, expertise, rating on presentation and on agreed terms and conditions prescribed.

8. Successful bidder shall accept the work order within 3 working days of receipt of work order and the signed copy of the work order has to be returned as the token of acceptance of the work order
9. All the terms and conditions, scope of work etc. specified in Notice inviting tender shall form part of the work order.
10. WSC 2023 also reserves the right to terminate the work order at any time in the event on the basis of any unforeseen circumstances beyond the control of the Board without paying any compensation to the firm which has been served the work order.

***Annex-I***

**(Last date for submission at 5.00 PM on 9.01.2023)**

The Organising Secretary  
World Spice Congress, Spices Board, Kochi-682 025

Sl No	Description	
1	Name of the Applicant	
2	Registered Address/Business Address with Mobile & Contact No	
3	Name, Mobile No and Email of the contact person	
4	Details of Key Personnel (Name, Designation & Mob No.)	
5	Year of Incorporation	
6	PAN No (Attach Self attested Copy)	
7	GST No (Attach Self attested Copy)	
8	Operating own clinic/ working through other agency/contract/ Service Provider	
9	Registration certificates from concerned govt. depts. for practicing the wellness treatment/therapy	
9	If Service Provider Details of network	

Signature of the Bidder  
Name & Designation of the Authorised Signatory

Place:

Date:

(SEAL)

### Annex-III

#### Eligibility Criteria

<b>SL No</b>	<b>Eligibility Criteria</b>	<b>Response of the bidder to each eligibility criteria with supporting documents</b>
1	The Applicant shall have minimum 3 years' experience in the field of providing wellness treatment using traditional Indian practices.	Details on locations and properties under the hold of the firm.
2	Nature of the wellness protocol followed by the firm	Short description of the process being practiced with relevant images
3	Name of the spices and its products (various forms) used for the therapy	Documented materials publicized and available for public access
4	Number of therapists (male & female) and doctors who can be provided to the venue during the event from 16 <sup>th</sup> to 18 <sup>th</sup> February 2023 at CIDCO Convention Centre, Mumbai.	Details on experience and expertise of the personnel
5	Extent of space and basic requirements needed in the venue for performing the therapy taking care of privacy and comfort of the delegate undergoing the process.	Measurement of the room with specifications and list of furniture and other items including the cleaning procedure suggested for the client after the therapy
6.	Any other item of relevance to be suggested for providing the service with utmost satisfaction to the delegate and for highlighting the wellness properties of Indian spices and its amenability to wellness protocols	To be furnished
7.	Whether the team is ready to be available in the venue from 9 am to	Yes/No



	6pm on 16 <sup>th</sup> & 17 <sup>th</sup> and from 9 am to 2 pm on 18 <sup>th</sup> Feb. 2023.	
8.	Readiness of the firm to make presentation about the details during evaluation process by Spices Board and to conduct demos. on its own cost at location convenient to Board with subjects suggested by the Board	Yes/No
9.	Qualifying Certification/ Documents on Feedback of clients regarding the spice therapy being performed by the firm	
10.	Details of any recognition/awards obtained in the field of providing wellness service	

***Annex-III***

***Details of Experiences of the Firm/ therapists & Doctor of the Firm***

The Organising Secretary  
World Spice Congress  
Spices Board, Kochi-682 025

SI NO	Experience	Period		Remarks
		From	TO	
<b>A</b>	<b>Firm Bidding For the Assignment</b>			
<b>B</b>	<b>Therapist</b>			
1. Male				
2. Male				
3. Female				
4. Female				
<b>C</b>	<b>Doctor</b>			

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Signature of the Bidder  
Name & Designation of the Signatory

Place:

Date:

(SEAL)

**Annex-IV**

**Format for financial bid**

Sl No	Description	Consolidated amount in Rs.	Remarks
1	Consolidated cost a) <b>excluding</b> charges on man-days of Doctor and 4 member therapists team b) <b>Including all the cost</b> for the 5 member team as above to and fro travel to CIDCO Mumbai & back, accommodation, food, local transport, cost of spice based materials for use in therapy, consumables and any other incidental expense.		
2.	GST applicable if any		
	<b>Total</b>		

Note:

1. Cost has to be quoted in Indian Rupees only & GST rate applicable if any may be mentioned separately.
2. In case of any mismatch in the amount mentioned, WSC will re-calculate and the actual value will be considered for evaluation

I/We hereby agree that the validity of the Tender rate submitted will be valid till the completion of the spice therapy proposed to be performed from 16<sup>th</sup> to 18<sup>th</sup> Feb. 2023 during the World Spice Congress 2023.

Signature of the Bidder  
Name & Designation of the Signatory

Place:

Date:

(SEAL)