

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

***Notice Inviting Tender***

***for***

***Engaging Event Management Services for World  
Spice Congress 2023***

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

## **Notice Inviting Tender**

No. ....

12<sup>th</sup> Dec, 2022

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 meeting the qualification criteria specified below for providing the Event Management Services for successful conduct of the WSC 2023. The sketch of the CIDCO Exhibition and Convention Centre is attached as **Annex I** for ready reference.

WSC has already identified an agency for design, fabrication and construction of Exhibition Stalls and commodity pavilions in Hall No.1 and in Central Hall. Hence the scope of this notice is to provide the event management services other than construction of exhibition stalls and commodity pavilions.

Those who are interested to participate in the tender are advised to visit the CIDCO Exhibition and Convention Centre at Vashi, Navi Mumbai for understanding the infrastructure facilities available and scope of the work clearly. The Contact details of the CIDCO Exhibition Centre is Mr. Amar Vedpathak, Mob: 9870416640 / 9930736640

### **1. Scope of work:**

The objective of the tender is to entrust the work related to Event Management Service listed in Annex-II for conducting the World Spice Congress, a global Spice event which showcases the strength and capability of Indian Spice Industry scheduled to be held at CIDCO Centre during 16-18<sup>th</sup> February, 2023. The Event will have an exhibition of Spices and Spice products having around 200 stalls. The event will be participated by around 1000 registered delegates which includes about 150 delegates from overseas countries. The broad area of services to be provided by the applicant to conduct the event are as follows:

The detailed item wise scope of the required work to be provided is given in **Annex-II**

- a) Design, printing and fixing of Arches in main entrance gate and conference Area
- b) Beautification of the area by paving good quality synthetic carpets and fixing live plants with pots in the venue area wherever required
- c) Setup for queue management system in registration and information counters with Queue managers

- d) Setup Queue Management system and metal detector in the main entrance of Hall No.1
- e) Printing and fixing of welcome board, pathway branding, road buntings, direction signage at the required places.
- f) Printing and fixing Hoardings, fascia for registration counters, information counters, floor graphics for signages
- g) Set up of information counters at Mumbai Air Port (Both domestic & international) with man power for two days (15 and 16<sup>th</sup> Feb) .
- h) Supply of vehicles for logistic requirement of delegates, Officials, VIPs etc
- i) Supply and operation of digital branding equipment like branding Kiosk, touch screen kiosk, Display screen for branding, Info fountains, LED Screen, LED TVs etc
- j) Supply & maintenance of Laptops, Printers, Badge printing printers, Scanners, Bar code scanner, POS machine etc
- k) Setup of Backdrop & sides wings of the auditorium with LED Walls, LED Display TV, PPT Presenter, Mic, Mixer, amplifier, video converter, HDMI/VGS Switches etc to the dais.
- l) Setup of dais with 10 seating for VVIPs including flower bed decoration with inaugural setup
- m) Supply of experienced and professional photographer/videographer
- n) Setup for cloth cover for all the audience seats in the auditorium
- o) Setup for food court with good quality stainless steel tables or other types and uniform plastic chairs with cloth cover with sufficient hand washing facilities.
- p) Setup cultural program with stage, sound system and lightings for two days (16<sup>th</sup> and 17<sup>th</sup> Feb)
- q) Set up for Dinner with Stainless steel tables or other types and uniform plastic chairs with cloth cover in the lawn area including soft chairs seats for VIPs
- r) Setup for conducting Award night in the evening at the auditorium
- s) Arrangement for ambulance service and doctor consultation on call/emergency
- t) Supply of manpower for Security service and housekeeping (including material and required accessories)
- u) Setup for hand sanitization as per COVID protocol system
- v) Management of parking area including provision for Valet parking

## **2. Eligibility Conditions.**

The applicant shall be a reputed proprietor firm, partnership firm, Limited company, Body Corporate legally constituted engaged in Event Management Services having the following eligibility conditions. Supporting documents proving the eligibility criteria shall be submitted along with the tender

SL No	Eligibility Criteria	Details of Supporting Documents to be submitted
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1	The applicant shall be a single entity, registered as a Company under the Companies Act 2013 or Companies Act, 1956, Partnership Firm registered under the Indian Partnership Act, 1932, LLP registered under the Limited Liability Partnership Act, which their main area of operation is Event, branding and business promotion.	Certificate of Registration / Incorporation under the respective Acts in India and the respective Memorandum of Association / Partnership Deed.
2	The Applicant shall have minimum 4 years' experience in providing Event Management services for conducting National / International Events. International events means Conference/ exhibitions/Business meeting etc attended by delegates from overseas countries)	Details of the works under taken with copy of work order, contract agreement and satisfaction report obtained from the Client
3	The Applicant shall have conducted at least 3 events with <b>minimum 300</b> delegates during last 4 years, of which one will be an international event of <b>at least three days</b>	Copy of Work orders, contract/ agreement and project completion certificate/satisfaction report from the client
4	The organization should have had a business gross turnover of at least Rs. 2.00 crores in any one of the last 4 financial years in <b>executing /implementation</b> of similar work pertaining to National/international Events.	Certified by a Chartered Accountant with self-attestation
5	The Applicant shall fulfil all statutory requirements such as PAN Card, GST registration as well as IT return of last 3 assessment years	Copy of the GST, PAN & IT Return for the last 4 assessment years (2019-20; 2020-21 & 2021-22)
6	The organization should have executed at least 1 events for any government/PSU in last 4 FYs for at a budget of 50 lakhs or above.	Copy of Work orders, contract/ agreement and project completion certificate/satisfaction report from the client.
7	The applicant should have at least an office in Mumbai.	Substantial proof should be given i.e. Rental agreements or electricity bills stands as valid proof
8	The Applicant should not have been black listed by any agency.	Submit the self-declaration for not being black listed by any agency in the letter head of the firm duly signed and sealed

### 3. Due Diligence by the Applicants

Bidders are required to familiarize themselves with the facilities available in the venue of the event (CIDCO Exhibition and Convention center) and take all the aspect of the venue into account while preparing the technical and financial bid especially the followings facts:

The CIDCO will provide the Auditorium area and attached facilities only on 15<sup>th</sup> Feb, 2023 after 6.00 PM to the Organizer for making the required arrangements / fitting/ lightings etc and the

entire facilities and the constructed facilities if any in the auditorium area has to be dismantled and handed over the area to CIDCO on 19<sup>th</sup> morning. However, the Exhibition area and outside premises/ auditorium will be available with the organizer from 14<sup>th</sup> Feb, 2023 after 6.00 PM.

Moreover, the show time will be from 9.00 AM to 6.00 PM and thereafter cultural programs, award nights followed by dinners will be conducted in the venue. Hence the man power requirement available will be from 07.00 AM to 11.00 PM. Hence the bidders have to provide sufficient man power requirement for rendering the services and dismantling the same in 18<sup>th</sup> Feb night itself while submitting the financial bid

#### **4. Important Note**

The bidders shall suggest creative suggestions/idea over and above the requirements specified in the Annex-II to make the show lively and more attractive in international standard

The design, dimension, layout etc if any included in the tender document by the organizer is only indicative and hence it is mandatory that the participating firm has to submit their own creative design in all such cases to make it more professional and catching.

The selected bidder will be announced as the Official contractor for providing the Event Management services and they are required to provide additional facilities if any required for conducting cultural program, by the exhibitors/other service provider like catering team, etc at the rates quoted and agreed with the WSC.

The contractor is liable to obtain the entire statutory requirement / license ( /City Police/ Traffic police/PWD/EB/municipality) in any from the concerned authorities to conduct the event. The WSC will reimburse the actual license fee paid by the bidder for availing the required licenses

#### **5. 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:

- a) **Envelope-I.** The bidder shall have to submit an interest free, refundable earnest money deposit (E.M.D) of Rs. 50,000/- (Rupees fifty thousand only) in the form of a Bank Draft of Scheduled Commercial Bank drawn in favour of “World Spice Congress” payable at “Ernakulam”. The DD should be submitted in a separate envelope. The Envelope should be sealed and super scribed as “**EMD in respect of tender for Event Management Services for WSC:2023**”. Those who are eligible for exemption of EMD as per the Govt

of India notification should submit the supporting document in the envelope-I instead of the Demand Draft of Rs.50,000/-

- b) **Envelope-II.** The following documents are to be submitted in Envelop-II
- (i) Details of the Applicant as per the format given in Annex-III
  - (ii) Details of Past Experience in Annex-IV
  - (iii) Creative suggestions for improvement to make the event more attractive
  - (iv) Photo graph/ videos of the creative designs for entrance Arch, Auditorium entrance, attractive branding provisions etc either in hard copy or soft copy in CD. (proposed for the WSC 2023 and the details pertaining to the earlier event conducted by your firm are to be included)

The above details shall be enclosed in the envelope-II. The envelope should be sealed and superscribed as “**Suggestions/Design in respect of tender for Event Management Services for WSC: 2023**”. However, the bidders are allowed to submit the presentation containing the suggestions/Designs through email to [os@worldspicecongress.com](mailto:os@worldspicecongress.com) also within the time & date specified for submitting the bid

- c) **Envelope-III.** Financial bid in the prescribed format which is attached along with the bid document (**Annexure -II**) duly filled in for the bid value each component in Indian Rupee along with applicable taxes. The envelop should be sealed and super scribed as “**Financial Bid in respect of tender for Event Management Services for WSC: 2023**”.
- d) **Envelope- IV:** Envelopes I, II & III should be kept inside the Envelope – IV and again sealed. The name and address of the bidder should be clearly written on all the Envelopes and marked the Envelop-IV as “**Tender for Event Management Services for WSC:2023**” and shall be submitted on or before 5.00 PM on **02.01.2023** to

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

## **6. Brief Selection Procedure**

The selection of the bidder will be undertaken on a two-bid selection process with Quality and Cost Based System (QCBS) by the Facilitation Committee of WSC 2023. The Committee will open Envelope-I containing the Demand Draft of the EMD amount of Rs.50,000/- or the document submitted by the applicant claiming the exemption of EMD. If the required EMD is not submitted/ not submitted the relevant document to exempt the EMD, such tenders will not be considered for further procedure.

The Envelope-II of the bidders who had submitted the required EMD amount/exemption documents will be opened and the committee will evaluate the suggestions/designs submitted by the bidders. If required, the committee will be call for a presentation by the concerned bidders. The presentation should be on points and limited to 5-10 minutes. The committee will evaluate the details submitted/ presentation and provide weightage score in the following manner:

Sl No	Area	Marks
1	Experience of Successfully organizing 3 (three) Conference/ Exhibition/ Congress/ Convention within last Five (03) Years.  (10 mark for 3 events and 5 mark each for additional event with max 25 marks)	25
	Experience of Successfully organizing international event within last five (05) Years.  (10 marks for 1 event and 5 marks each for additional event with maximum 20)	20
	Suggestions for making the show more attractive/designs proposed for main entrance and auditorium area	25
	Conference/ Exhibition/ Congress/ Convention Work undertaken in CIDCO Exhibition and Convention centre  (5 marks for 1 event and 5 marks each for additional event with maximum 10 marks)	10
	Turn over (Up to Rs.50.00 Lakhs – 10 Marks, between Rs.50.00 Lakhs and Rs.1.00 Cr – 15 marks, Above Rs.1.00 Cr – 20 Marks)	20
	Total	100

The weightage for the technical factors will be 75% and that for the financial bid will be 25%. On evaluation of the presentation and supporting documents, the weightage will be assigned to all the firms. The vendors who secure minimum 50% weightage in evaluation/presentations on the technical factors will be short listed and only their financial bids shall then be qualified for opening. More preciously, the Bidder who secure minimum 50% marks (50 out of 100 marks) in technical evaluation will only be short listed and only their financial bids shall then be opened.

#### **7. Computation of Composite Score (CS) as per QCBS**

Composite Score (CS) of the technically qualified bidders will be calculated as the sum of weightage assigned to 75% of Technical Score (TS) and 25% of Financial Score (FS), which is as follows,

$$CS = (75\% * TS) + (25\% * FS)$$

Where,

CS = Composite Score of Bidder,

TS = Technical Score of Bidder;

FS = Financial Score of Bidder

**TS and FS shall be calculated as follows:**

TS =  $100 \times (\text{Technical marks of Bidder} / \text{Highest Technical mark})$  and,

FS =  $100 \times (\text{Lowest Financial Bid value} / \text{Financial Bid value of the Bidder})$

**8. Ranking of Bidders, Finalization and Award of Contracts**

The Bidders will be ranked according to the composite score obtained by them. Bidder obtaining the highest Composite Score (CS) will be selected as the Successful Bidder. In case of a tie, the agency with higher Technical Score (TS) shall be declared the Successful Bidder.

Selection Committee 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.

WSC 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.

If the selected L1 bidder withdraws form/reject the work awarded, the selection committee will be awarding the work to the next lowest bidder.

**9. Conduct of Pre-Bid meeting**

- The WSC will organize a pre-bid meeting through hybrid mode at Head Office, Spices Board, Kochi.
- The purpose of this meeting is to clarify, doubts, issues and respond to questions on any matter that may be raised before submission of the bids in writing.
- Prospective vendors may attend the pre-bid meeting in hybrid mode with not more than two (2) representatives from each firm
- Those who are interested to participate in the pre-bid meeting has to inform the Organizing Secretary of WSC:2023 through e-mail at [os@worldspicecongres.com](mailto:os@worldspicecongres.com)
- The exact time and link of the hybrid meeting of the prospective bidders will be provided in due course

**10. Schedule of Tender Process**

The Schedule for the process for selection of event manager is as follows:

Sl No	Description	Date
1	Release of Notice Inviting Tenders	12/12/2022
2	Conduct of Pre-Bid meeting	22/12/2022
3	Last Date of submission of the	02/01/2023
6	Date of Opening the Technical Bid	03/01/2023
5	Presentation by Bidder, if required	04/01/2023
6	Opening of financial bid	06/01/2023

### **11. Clarifications**

The contact points for any further clarification regarding the submission of the tender will be Shri. R. Vijayaraj, Export Promotion Officer, Spices Board, Mobile No.9495045867/9633008110, Email: os@worldspicecongress.com

### **12. Terms and Conditions**

1. The World Spice Congress has the right to reject any or all tenders without assigning any reasons thereof.
2. The bidders are advised to fully understand the magnitude of the work involved and its scope clearly before submitting the bids
3. Quantity of items mentioned in the financial bid are tentative based on available information. In case, emerging realities require higher or less quantity of items, the final order for each items will be based on the actual requirement as per the quoted unit cost.
4. 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
5. The Bid value should be quoted in Indian Rupees only including all applicable taxes.
6. A pre-bid meeting will be arranged to explain the scope and to clarify the doubts on the tender / scope of the work if any by the prospective bidders on 22.12.2022
7. The last date for submitting the bid is 5.00 PM on 02.01.2023

8. The Envelope-I will be opened by the Facilitation committee on 03.01.2023 at 11 AM in the presence of bidder's present, if any, at Spices Board, Kochi and the qualified bidders will be short listed.
9. Envelope-II of the qualified bidder will be opened on 03.01.2023 at 12.00 PM and the same will be evaluated by the committee. If required the bidder will be advised to make a presentation on 04.01.2023. Hence all the qualified bidders are ready to make a presentation if required on the 04.01.2023
10. The financial quote of the qualified bidder will be opened at 11.30 AM on 06.01.2023 in the presence of the bidder's present, if any, at Spices Board, Kochi.
11. Successful bidder shall accept the work order within 3 working days of receipt of work order and the contract agreement has to be executed in a non-judicial stamp paper worth Rs.200/-, within seven working days of their acceptance failing which, the EMD amount will be forfeited and the work order will be cancelled. All the terms and conditions, scope of work etc. specified Notice inviting tender shall form part of the contract agreement to be executed.
12. On signing the agreement, a refundable Performance Security Deposit (PSD) equivalent to 3% of the contract value round off to the next thousand has to be remitted to the WSC in the form of Bank Guarantee / e-bank guarantee / Fixed Deposit/Bank Transfer.
13. The PSD shall be kept valid till completion of the payment of the bills to the bidder plus 30 days. The PSD may be refunded by WSC upon being satisfied that there has been performed by the bidder as per the contractual agreement. However, no interest shall be payable on the performance security deposit. In the event of the bidder being unable to service, WSC has the right to revoke the PSD fully or partially.
14. The EMD amount of all the other firms will be returned within 7 days from the date of agreement executed with the selected bidder. The EMD amount of the selected bidder will be adjusted in the security deposit to be submitted along with the agreement.
15. WSC will not make any payment in advance and all the advance payment if any will be based on submission of Bank Guarantee. However, WSC will consider part payment on prorate basis of the work done/completed by the firm.
16. If there is requirement of advance payment based on Bank Guarantee, the schedule of advance payment may please be mentioned explicitly in the financial bid.
17. It shall be the responsibility of the agency to ensure applicability of respective laws in respect of the manpower hired by them, insurance, Housekeeping, Security and the bidders have to bear the cost associated with the preparation and submission of tender documents to WSC
18. The Bidder shall not sublet whole or part of the work to any other agency in case of award of contract.
19. The Bidder shall execute, comply and organize the event, in accordance with the contract to the complete satisfaction of the WSC.

20. The bidder shall avail necessary approvals from the fire service department, municipality and all other concerned departments as per the requirement.
21. If the Bidder committed breach of any of the above terms and conditions, the contract can be terminated in between
22. In case of default on the part of the bidder in carrying out any order/ work required for the event, the WSC shall be entitled to get the work done by any other agencies and all expenses consequent thereon or incidental thereto shall be borne by WSC at the cost of the bidder.
23. The WSC reserves the right to:
  - a) Copy right of designing of customized Arches, gates and other branding designs and its graphics.
  - b) To make any changes in the Design plan.
  - c) Accept or reject any proposal for layout & design at any time prior to award of contract without assigning any reasons and without any liability
  - d) Modify terms and conditions of the contract which shall be granted to the successful bidder after the bidding process
24. Dispute Resolution between the World Spice Congress and the contracted agency shall be taken by the Chairman, World Spice Congress & Secretary, Spices Board which shall be final and binding on both parties.

(B N JHA)  
ORGANISING SECRETARY & DIRECTOR (MKTG)  
SPICES BOARD

Place: Kochi  
Date: 12/12/2022

*Annex-I*

**(CIDCO LAYOUT)**

(Annex-II)

**Financial Bid**

(Last date for submission at 5.00 PM on 02.01.2023)

**From**

**To**

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

<b>Detailed Item wise Requirement for Submitting the Financial Bid</b>							
<b>Sr. No</b>	<b>Elements</b>	<b>Sizes/ft/ days</b>	<b>Qty</b>	<b>Rate per unit (Rs)</b>	<b>Amount (Rs)</b>	<b>GST (Rs)</b>	<b>Total (Rs)</b>
<b>Venue Premises</b>							
1	Design & Fixing of Entrance Arch (Sample design image-1 in Annex-V)	Box Type (2Lx2Wx12 H 20 ft wide) with side panel and spot lighting	1 No.	Job			
2	Good quality red synthetic	400 Sq ft	1 No	Per sq ft/3			

	Carpeting in the main gate entrance			days			
3	Supply of live plants with white colour pots of 1 ft height in the main entrance	3 days	50 Nos	Per pot/ 3 days			
4	Printing and fixing of Event Partner branding panels along the pathway in front of the exhibition hall using GI poles  (Sample design image-2 in Annex-V)	(4 x 12 ft)	8 Nos	Per sq ft for 3 days			
5	Printing and fixing of Sponsors Branding panels along the pathway in front of the exhibition using GI poles  (Sample design image-3 in Annex-V)	(10 x 10 ft)	8 Nos	Per sq ft for 3 days			
6	Printing and fixing of Branding panels along the pathway in front of the exhibition using GI poles with metal clamps  (Sample design image-4 in Annex-V)	(4 x 8 ft)	10 Nos	Per sq ft for 3 days			
7	Printing and fixing of Exhibition Layout in front of the exhibition hall using GI poles	(10 x 10 ft)	1 No	Per sq ft for 3 days			
8	Printing and fixing of List of Exhibitors in front of the exhibition hall using GI poles	(10 x 10 ft)	1No	Per sq ft for 3 days			
9	Printing and fixing of Signage/direction Boards in front of the exhibition/Hall No.1 using GI poles with metal clamps	(2 x 4 ft)	5 Nos	Per sq ft for 3 days			
10	Parking Management with wallet parking including manpower arrangement  (Suggest rate for providing valet parking)	3 days	Job	Job			
11	Covid Protocol arrangements in venue with placement of Foot Pedal sanitisers, Hand	3 days	Job	Job			

	held areas in entry area and all Hall						
12	Construction of 4x4 Mtr Pagoda in front of Hall No.1 as First Aid Centre with 2 tables & Chair with first aid kits & manpower	3 days	Job	Job			
13	Setup Airport counter one each in Domestic and international (2 days) with manpower for 15 <sup>th</sup> & 16 <sup>th</sup> Feb 2022	2 days	Job	Job			
<b>Hall No.1</b>							
14	Setup and functioning of touch screen bed type information Kiosk in the entrance of the Hall No.1  Intel i3/4GB / 33"/RAM/256GB HDD/ Windows 8 or above / LED Interactive Touch screen / Wi-Fi/ LAN/USB	3 days	1 No	Per unit/3 days			
15	Security Barricade with Metal Detector door frame with Queuing System	3 days	Job	Per unit/3 days			
<b>Central Hall</b>							
16	Welcome Board to Auditorium in GI frame to be placed in entrance to auditorium from the central hall	(12 x 4 ft)	1No	Per sq ft/ 3 days			
17	Queuing system to control the entry to Auditorium area	3 days	2 Nos	Per mtr/day			
18	Signage Board to Auditorium and Food Courts	(2 x 4 ft)	2 Nos	Per sq ft/3 days			
19	Covid Protocol arrangements with placement of Foot Pedal sanitisers, with sanitiser filled throughout the day	3 days	Job	Job			
<b>Hall No.2</b>							
20	Partition of Hall No.2 on half vertical way with octonom panels	40 Nos	Job	Per panel for 3 days			
21	Printing and fixing of branding in octonorm panels	(3 x 8 ft)	40 Nos	Per sq / day			
22	Stage arrangement with LED Walls as backdrop with 2 ft	(20 x 16 ft)	I day	Job			

	height, podium with sound, light mic, spotlights mixers etc						
23	Seating arrangement for minimum 250 delegates at a time for lunch and 600 delegates for dinner with good quality stainless steel table and plastic chairs with cloth covering  (Sample design image-5 in Annex-V)	3 days Lunch and one day dinner	Job	Job			
24	Good quality synthetic carpeting in food court area	3 days	3000 Sq ft	Per sq ft/day			
25	Dinner Venue Sufficient spot lighting and additional tables and Chairs are to be arranged	1 day dinner at Hall No.2	Job	Job			
<b><i>Pre function Area -1 (Overbridge area to Auditorium)</i></b>							
26	Printing and fixing of branding panels fixed in GI poles	(4 x 8 ft)	10 Nos	Per sq ft for 3 days			
27	Setup maintains of branding video display kiosk  Intel i3/4GB RAM/256GB HDD/ Windows 8 or above / LED 65"/ Wi-Fi/ LAN/USB	(2.5 x 8 ft)  Placement of display screen: 2ft above floor level)	2 Nos	Per unit /3 days			
28	Beautification of the pre-function area with illumination, spot lights, Carpeting & Live plant pots	(Hanging illumination light and live plant pots with 1ft height	1	Job			
<b><i>Pre function Area -2 (Outside the Auditorium &amp; Banquet Hall)</i></b>							
29	Printing and fixing of branding panels GI poles	(4 x 8 ft)	5 Nos	Per sq ft/ 3 days			
30	Setup maintains of branding video display kiosk  Intel i3/4GB RAM/256GB HDD/ Windows 8 or above / LED 65"/ Wi-Fi/ LAN/USB	(2.5 x 8 ft)  Placement of display screen: 2ft above floor level)	4 Nos	Per unit/ 3 days			
31	Beautification of area outside the Auditorium and Banquet Hall-with Live plant pots	Live plant pots with 1ft height	100 pots	Per pot/3 days			

32	Beautification of area in the ground floor of the Auditorium for arranging Tea/Coffee	Good Quality Carpeting	500 Sq ft	Per sq ft /3 days			
<b>Auditorium</b>							
33	Carpeting the stage	40 x 30 ft	1 No.	Per sq ft / 3days			
34	Back Drop with LED Wall (Setup from 4 ft above the dais level)	12 x 30 ft	1 No.	Per sq ft /3 days			
35	Side Wing with LED Wall (Setup from 2 ft above the dais level)	4 x 14 ft	2 Nos.	Per sq ft /3 days			
36	VIP Seats with independent Head tables		10 Nos	Per unit/3 days			
37	3-seater Sofas for VIPs in the first raw of the audience		5 Nos	Per unit/day			
38	Electronic Podium with Branding	2x5ft	1 No.	Per unit/day			
39	LED TV in front of the dais for VIP viewing	42"	1 No	Per unit/day			
40	White Cover for audience seats in the auditorium	3 days	675 Nos	Job			
41	Floral arrangements (Flower Bed) on the Dais	1 x 24 ft	3 days	Job			
42	Inaugural Arrangements (Lamp-5 ft with jasmine garland, kai vilakku, oil, camper, match box)	1 day	1 Set	Job			
43	Flower Bouquet	3 days	10 No.	Per unit/day			
44	Hall Perfume	3 days	Job	Job			
<b>Audio- Visual Arrangements</b>							
45	Sound system with 5000 watts output with mixer, Amplifier in Auditorium	3 days	1 No.	Job			
46	Podium Mic	3 days	1 Nos.	Per unit/day			
47	Cordless Mic	3 days	10 Nos.	Per unit/day			
48	Digital Switcher	3 days	1 No.	Per unit/day			
49	LED pars for stage event	3 days	1 No.	Per unit/day			
50	Par cans	3 days		Per unit/day			
51	Video convertors (HDMI to VGA, Display port to HDMI, DVI to HDMI etc)	3 days	2 Nos	Per unit/day			

52	Audio convertors: 3.5mm to 6mm HDMI / VGA switching devices	3 days	2 Nos	Per unit/day			
53	Power Back up 50 KVA KVA Generator with Fuel	3 days	2 Nos	Per unit/day			
54	Photographer	3 days	1 No.	Job			
55	Videographer	3 days	1 No.	Job			
56	Audio Recording	3 days		Job			
57	Cabling & Networking	As per requirement		Job			
<b><i>IT Equipment</i></b>							
58	Laptop Intel Core I5 / 8GB RAM/ 512 GB HDD or SSD / 15-inch display with Windows 10 with MS office, Adobe Acrobat	(HP/Dell/ASUS or equivalent)	14 Nos	Per unit/day			
59	Black & white Printer Laser jet Mono printers (Canon/HP or equivalent) Laser/A4 paper/64/Mb/Duplex/21 ppm/Duty Cycle 20,000/Ethernet/Wi-Fi	(Canon/HP or equivalent)	4 Nos	Per unit/day			
60	Heavy duty Printer Laser/A4 paper/128 Mb/Duplex/40 ppm/Duty Cycle 80,000/Ethernet/Wi-Fi	(Canon/HP/Epson or equivalent)	2 NOS	Per unit/day			
61	LaserJet Colour Printer A4 paper/64 Mb /Duplex /21 ppm/Duty Cycle 20,000/Ethernet/ Wi-Fi	(Canon/HP/Epson or equivalent)	2 Nos	Per unit/day			
62	Scanner	Flat bed & Auto Feeder with speed: 200ppm	1 No				
63	Bar code Scanner		10 Nos	Per unit/day			
64	POS machine		3 Nos	Per unit/day			
65	Power extension Board	5-10 mtr length	5 Nos	Per unit/day			
66	USB Key Board & Mouse	HP/ASUS/Dell or equivalent	5 Nos	Per unit/day			
67	PPT Presenter		2 Nos	Per unit/day			
<b><i>Arrangement required for dinner in lawn area</i></b>							
68	Dias of for conducting	24 x 18 ft with 2	1 No	Job			

	Cultural Program	ft height					
69	Light & Sound System with mixer, amplifier, LED cans, Par can, Mic	1 day	Job	Job			
70	Seating arrangement for delegates for outside dinner with good quality stainless steel table and plastic chairs with cloth covering	500-600 seating	Job	Job			
71	Cultural Program	First Day Music Program  Second Day Dance/ cultural Program for 30 minutes with 5-6 artists	1	Job			
<b>Man power Requirement</b>							
70	Hostess	To Handle the Registration Area and Auditorium	10 Nos	Per person/Shift of 10 Hrs/day			
71	Housekeeping for the Exhibition Hall, Auditorium and campus with adequate staff (uniform well dressed)	3 days	25 Nos	Per person/Shift of 8 Hrs/day			
72	Security Service: Uniformed Security Personnel	3 days	20 Nos	Per person/Shift of 8 Hrs/day			
73	Supply of Material for House keeping  (Toilet & Washing area has to be cleaned in every hour)	Supply of cleaning material for House keeping	As per Requirement	Job			
<b>Transportation Arrangement</b>							
73	Car – Sedan	3 days	5 Nos	Per vehicle/day			
74	Car-Innova	3 days	5 Nos	Per vehicle/day			
75	18-Seater bus (A/C)	3 days	4 Nos	Per vehicle/day			
76	30-Seater bus (A/C)	3 days	4 Nos	Per vehicle/day			
	Service Charges of the Agency						

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Note:

1. Price has to be quoted in Indian Rupees only.
2. GST rate and amount has to be filled for each item
3. All inclusive price should be filled in the last Column
4. In case of any mismatch in the amount mentioned WSC will re-calculate and the actual value will be considered for evaluation
5. Service charge if any of the firm has to be mentioned as % of the total amount prior to GST or a lumpsum amount
6. The GST of the Service charge has to be mentioned

I/We hereby agree that the validity of the Tender rate submitted will be valid till the completion of the event and shall not withdraw the Tender during the validity period.

Signature of the Bidder

Name & Designation of the Signatory

Place:

Date:

(SEAL)

*Annex-III*

*Details for Technical Bid*

**(Last date for submission at 5.00 PM on 02.01.2023)**

**From**

**To**

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 (At least two)	Name: Designation Contact No & Email  Name: Designation Contact No & Email
5	Year of Incorporation	
6	PAN No (Attach Self attested Copy)	
7	GST No (Attach Self attested Copy)	
8	Infrastructure facilities  Details of Office network of the firm	
9	Whether the Applicant is an income tax assessee with valid PAN number and having filed its Income tax return  (Attach copy of IT Returns filed for the assessment years 2019-20,2020-21 and 2021-22)	
10	Turnover for the last 4 years (Rs. Lakhs)  (Attach self-attested copy of Certificate from Chartered Accountant)	2018-19 : Rs..... Lakhs  2019-20 : Rs..... Lakhs  2020-21 : Rs..... Lakhs  2021-22 : Rs..... Lakhs
11	Details of EMD/Document for exemption	

	(Attach self-attested copy of exemption document)	
12	Whether the Applicant have been black listed by any agency.  (Attach self-declaration that the firm have not been blacklisted by any agency in the letter head of the firm duly signed and sealed)	

Signature of the Bidder  
Name & Designation of the Signatory

Place:

Date: (SEAL)

*Annex-IV*

***Details of Experiences***

**(Last date for submission at 5.00 PM on 02.01.2023)**

**From**

**To**

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

Sl NO	Name of the Event	Period of Event		Venue & Type of the Event	National/ International	Value of the contract (Rs. Lakhs)
		From	TO			
1						
2						
3						
4						
5						

Signature of the Bidder  
Name & Designation of the Signatory

Place:

Date:

(SEAL)