

## **EXPRESSION OF INTEREST FOR EMPANELMENT OF STALL DESIGNING AND FABRICATION AGENCIES**

Spices Board (Ministry of Commerce and Industry, Government of India) is the flagship organization for the development and worldwide promotion of Indian spices. The Board is an international link between the Indian exporters and the importers abroad. The Board has been spearheading activities for excellence of Indian spices, involving every segment of the industry. The Board has made quality and hygiene the corner stones for its development and promotional strategies.

Expression of Interests are invited for empaneling experienced and reputed agencies for designing and fabricating exhibition stalls for the Board for various national and international exhibitions and events.

### **Scope of Activities**

- Providing creative inputs in designing of exhibition space including preparation of display material, models, stimulations, etc.
- Designing, erecting, setting up and dismantling of Board's stall in domestic and international events.
- Taking up necessary fabrication according to the designs and space layout at the exhibitions and events.
- Decoration of exhibition stalls, pavilions and event places.
- Designing and fabrication of display boards and other signage.
- Any other related services on mutually agreed terms related to creative display.

### **Essential Eligibility Criteria**

- The applicant should be a legal entity registered in India.
- The agency should be able to design Board's stalls anywhere in India and abroad.
- The agency must have work experience of at least five years in designing and fabricating exhibition stalls in domestic and international events.
- Average annual turnover of the company should be at least Rs. 50 lakhs for the last three financial years (2014-15, 2015-16 and 2016-17) from the work of designing and installation of exhibitions. Documentary proof for the year 2014-15, 2015-16 and 2016-17, certified by Chartered Accountant should be attached.
- The agency must be empanelled with or have experience of working with government departments/agencies (at least two).

**General Terms and Conditions:**

1. The empanellment will be for a period of one year, unless it is curtailed or terminated by Spices Board owing to deficiency of service, sub standard quality of work, breach of contract, reduction or cessation of the requirement of work. The empanellment may be extended for subsequent year/s as deemed fit by the Board based on satisfactory performance by the agency.
2. Agency should not be involved in any litigation that may impact or compromise the delivery of services as required under this EOI of empanelment and in execution of services.
3. Agency must be registered with Income Tax Authorities and a copy of the PAN issued by the authorities shall be attached with EOI.
4. Spices Board reserves the right to remove any such agency from the empanelled list along with forfeiture of EMD, if the service provided by the Agency is found to be unsatisfactory or if the information provided for empanelment is proved to be false at any stage.
5. The Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company/Firm/Agency/Contractor without the prior written consent of the Board.
6. Spices Board reserves the right to reject any application without assigning any reason.

## **Submission of Tender**

The interested agency should submit the Expression of Interest with following details:

- Application Form ( Annex I and II)
- Agency Profile including good photographs of stalls designed by the Agency
- Copy of PAN card and GST registration
- Supporting documents of five years' experience in the field
- Income Tax Returns for the last three years.
- Copies of Chartered Accountant certified audited balance sheet for the years 2014-15, 2015-16 and 2016-17 along with the turnover details filled and certified by Chartered Accountant in prescribed format – Annex II.
- EMD of Rs 50,000/- in the form of DD from any nationalized bank, drawn in favour of 'The Secretary, Spices Board India' payable at Cochin
- Self declaration that "Agency is not involved in any litigation that may impact or compromise the delivery of services as required under this EOI of empanelment and execution of agreement with Spices Board."

A bidder can submit only one proposal. If the Bidder submits more than one proposal, such proposals shall be disqualified. Bids received after the closing date and time will be rejected without any further communication on the matter.

**The completed bids (including Annexes I and II) must be submitted along with necessary documents in a sealed cover super scribed "EXPRESSION OF INTEREST FOR EMPANELLEMENT OF STALL DESIGNING AND FABRICATION AGENCIES" addressed to Shri. Prathyush TP, Asst. Director, Spices Board, NH Bypass Road, Palarivattom – 682025 and should reach the address on or before 28<sup>th</sup> December 2017, 5.00 PM. The bids will be opened on 29<sup>th</sup> December 2017 at 11:30 AM.**

## **Selection Procedure For Empanelment of Stall Designing and Fabrication Agencies**

1. Shortlisting of the agencies will be done strictly on the basis of the information furnished in the bid.
2. The decision of empanelling number of agencies shall be vested with the Board.
3. Spices Board reserves the right to amend, modify, add or delete, accept or reject in part or full, one or all conditions mentioned above without assigning any reason thereof.

### Technical Bid

#### Expression of Interest – For selection of Stall Designing and Fabrication Agency for Spices Board

Sl no.	Specifications	Details
1	Name	
2	Year of Establishment	
3	Place of Incorporation	
4	Address of Registered Office	
5	Address of Office in Kerala	
6	Details of branches/associates outside Kerala	
7	Company profile :	
8	Legal status of Bidder :(proprietor/partnership/private ltd/public ltd)	
9	Details of income Tax Registration, Enclose IT Clearance / PAN details:	
10	GST Registration (enclose copy) :	
11	Contact details of CEO/head of the agency : (name, address, phone, email, mobile)	
12	Work Experience (provide details of Government /Ministries/PSUs clients )	
13	Turnover : (Enclose supporting documents and duly filled Annex II)	

**Financial Bid**

**FINANCIAL STATUS OF THE APPLICANT**

Fill in the blanks for each of the last three fiscal years, duly certified by Chartered or Public Account or Chamber of Commerce

Turnovers during last 3 years:

Amount	2014-15	2015-16	2016-17

(Signature & Name of Applicant)