Notice Inviting Tender for designing and fabrication of Spices Board's stall in Annapoorna Inter Food 2026 at Bombay Exhibition Centre, Mumbai

Reference No: PUB/0042/2026-PUBLICITY

Dated: 20th November 2026

SPICES BOARD
(Ministry of Commerce and Industry, Govt. of India)
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(Hindi version follows)

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NOTICE INVITING TENDER FOR DESIGNING AND FABRICATING THE STALL OF SPICES BOARD IN ANNAPOORNA INTER FOOD 2026 AT BOMBAY EXHIBITION CENTRE, MUMBAI

Spices Board (Ministry of Commerce and Industry, Govt of India) is participating in Annapoorna Inter Food 2026 exhibition which is scheduled to be conducted from 09 to 11 December 2026 at Bombay Exhibition Centre, Mumbai. Board has secured 132 Sq M of bare space in two locations (Stand C-50, 66 Sq M four side open & Stand C-60, 66 Sq M four side open) for putting up two stalls facilitating the co participant traders for exhibiting spices & it's value added products in the event. In this regard Spices Board invites quotes for designing and construction of stall in the said fair with the specified requirements. The tender notice can be downloaded from the Board's website (*www.indianspices.com*) and central public procurement portal (https://eprocure.gov.in/eprocure/app).

All documents mentioned in the bid submission including the Annexures should be duly signed and uploaded on the central public procurement portal (https://eprocure.gov.in/eprocure/app). The last date for submitting the design & financial quote through the CPP portal is on or before 25-11-2026, The bids will be opened on 26-11-2026

The quote will be evaluated by the committee constituted by the competent authority on the basis of:

1. **Quality** of the design (Aesthetics, facilities provided, optimum utilization of space, theme for the stall and graphics)- 50 %
2. **Cost** (Inclusive of taxes applicable)-50%

Director (Marketing)
Spices Board

Scope of Work

The scope of work involves erection / fabrication of stalls, management of exhibition event, dismantling the fabricated structure after the conclusion of the event strictly as per the specification and time schedules given by the organizer.

Sl No.	Description of work
1	**Floor Plan information** Event : Annapoorna Inter Food 2026, Mumbai Stand No: C-50 & C-60 Area : 132 Sq M (C-50 -66 Sq M & C-60- 66 Sq M) Type: Bare space (C-50 & C-60 are four sides open) – Layout attached as Annex- 1 Venue: Bombay Exhibition Centre, Mumbai- 400063
2	Number of stalls required : 2 Spices Board has secured stand C-50 and stand C-60 having the size of 66 Sq M each. Collectively the total area is 132 Sq M. Accordingly two separate stalls has to fabricated in the above stands. Each stall shall be of wooden platform with LED skirting, vinyl finished flooring. It should be single storied, self standing & shall not affect the structures of other stalls. The customized structure should not be compromised in quality & Strength. Minimum height of the stall should be 4 meters. Height of the periphery walls may be restricted as per the organizer guidelines. Stall must be provided with sufficient lighting according to the design and include required electrical fittings. Fascia Names shall be with background light. Provide small ramp for wheelchair access if required according to the design. Access must be given to any Fire Exit, Electrical box, Service room, etc. falling within the exhibitor's stand area. Design must have Stall Number Signage Board. The stall must be designed with reception frontage, area for Spices Board (only in stand C-50), common store room (in stand C-50) and remaining portion (in stand C-50 & C-60) shall be equally divided for 12 co participant booths, each booth having minimum 9 Sq M size.
3	**Co participant area** Number of co participant booths required : 12 Total 12 number of booths shall be accommodated in the space available in Stand C-50 & C-60 with following facilities, for engaging 12 co participants. • Each co participant booth should have minimum size of 9 Sq M. • Glass top counter table with a branding provision. • 2 chairs and a round table for discussion inside the co participant booth. • Brochure stand. • Fascia Names (With background light). • Full size branding options in all panels and counter tables. • Separation wall between each co-participant for ensuring privacy (Half/full) • A standard power socket • Shelves & spotlight • Dustbin • The co participant booths should have equal size and dimensions (with same length, width & hight). The branding area for the co participants should be equal for everyone. No disparity in the facilities and size between the co exhibitor booth will be allowed at

	any circumstances.
4	**Spices Board's area** The stall must have a well decorated reception area in the stand C-50 only. The area of Spices Board in Stand C-50 must have the following facilities. • VIP seating arrangement [Sofa set (one 3 seater + one 2 seater)] • Coffee table • 55" LED TV • Water dispenser • Reception counter • Glass Showcase for display of spice products. • Store room • Brochure stand • Full size branding in common area.
5	Stall fabricator should ensure sufficient number of staff in the event venue from the beginning to the end of the exhibition for managing the stall and extending any sort of assistance as requested by the Spice Board's designated staff for the particular event.
6	After receiving the work order, stall designer must immediately contact the exhibition organizer for initiating the fabrication works. The stall designer should be fully aware of all construction and decoration regulations at Bombay Exhibition Centre, Mumbai.
7	It is the sole responsibility of the selected stall designer to obtain approval for design from the organizer before the commencement of erection. The stall fabrication should be in compliance with the organizer guidelines for stand construction. It will be the responsibility of the stall fabricator to remit any mandatory security deposit demanded by the organizer in connection with the event.
8	The stall designer shall use prefabricated structures to prevent delays in stall completion and to avoid causing inconvenience to other exhibitors. All electrical installations and wiring must be carried out by a licensed electrician. Utmost care should be taken to refrain from causing any deformation or damage to the exhibition hall during the set-up of the stall. The successful bidder after getting the work order should submit the list of electrical equipment used in the stall and the anticipated electricity load requirement.
9	Any ancillary services such as electricity, mandatory insurance, other payment instructions from Spices Board etc., shall be paid by the fabricator on behalf of the Board as per the directions/instructions from the competent authority or authorized staff of the Spices Board. The invoice for the same shall be obtained in the name of the Spices Board only. Such expenditures shall be reimbursed upon submission of the proper invoice received in the name of the Board along with proof of payment made on behalf of the Board.

TENDER -DATA SHEET

Sl No	Reference	Description
1	Name of the Organisation	Spices Board, Ministry of Commerce and Industry, Govt of India
2	Name of the work	Designing & fabricating the stall of Spices Board in Annapoorna Inter Food 2026
3	Reference Number	**PUB/0042/2026-PUBLICITY**
5	Last Date and Time for submission of bids	25-11-2026, 01:00 pm
6	Place of opening of Bids & Date and Time	Spices Board, Sugandha Bhavan, NH Bye Pass, Palarivattom P.O., Cochin-25 26-11-2026, 01:30 pm
7	Bid Validity	90 days
8	Contact person	Shri Kanagadhileepan K. Assistant Director Spices Board, Cochin-25 Ph: 0484 2333 610, Extn: 259/313 e amil: kanagadhileepan.k@spicesboard.gov.in

ESSENTIAL ELIGIBILITY CRITERIA

The applicant must be empaneled/ enlisted through CPP Portal for designing & fabricating the stall of Spices Board in the International & Domestic trade fairs for the period of two years starting from 2025-26.

GENERAL TERMS AND CONDITIONS

1. The terms and conditions of the EOI for empanelment of stall fabricators will be applicable here as well and the agencies are liable to adhere to the same.
2. The agency should not be involved in any litigation that may impact or compromise the delivery of services as required.
3. 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.
4. Spices Board reserves the right to reject any application without assigning any reason thereof.
5. Spice Board will have the right to increase or decrease the number of co participant booths during the time of Award of Contract & the fabrication should be according to

the final decision of Board

6. Spices Board does not make advance payments. Any request of Advance payment will be rejected summarily.
7. All communications from Spices Board regarding this tender will be from the above given email id and contact number. For any query please contact in the above email and telephone only.

SUBMISSION OF BID

The interested agency should submit the bid with following details:

1) Up load PDF document containing the following details to facilitate technical evaluation (Strength, Quality, Aesthetics, optimum space utilization, innovation & creativity) of the design

a) Detailed design of the stall with dimensions. The front, back, top and side views of the stall.
b) A top view layout having grid lines with proper demarcation of components of the stall (viz, co participant booths, Spices board area, common discussion area, reception, store rooms etc.).
c) An enlarged perspective view of a standard co participation booth with label and pointers indicating the placement of all facilities provided within the co participation booth (viz, Glass top counter table with a branding provision, 2 chairs, Brochure stand, display shelves & spotlight, Dustbin etc.). The view should also clearly show the location of the co-exhibitor fascia and the position and dimension of branding areas in the booth.
d) The detailed perspective view of Spices Board area with label and lead lines showing the position of VIP seating arrangement, common discussion area, Coffee table, LED TV, Water dispenser, Reception counter, Glass Showcase, Brochure stand etc.
e) In addition to the above, if space permits, the bidder can upload supporting documents highlighting the aesthetics & technical sides of the design. No financial part shall be mentioned in the design or anywhere in the technical bid.

2) Financial quote may be submitted in the particular field of CPP portal. The BOQ excel sheet in the prescribed format shall be filled and uploaded (only in the financial bid) to facilitate the verification of financial quote by the committee.

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.

All documents mentioned in the bid submission should be duly signed and uploaded on the central public procurement portal (https://eprocure.gov.in/eprocure/app) with in the stipulated time**.**

SELECTION PROCEDURE

- The selection criteria will be QCBS with a weight age of 50% for the technical proposal (Quality) and 50 % for financial proposal (Cost). The Quotes will be evaluated by selection committee of the Board as given below:
    - **Quality of the design**: (quality & strength of the conceptualized design, aesthetics, optimum space utilization, innovation & creativity)- 50 %
    - **Cost** (Inclusive of taxes applicable)-50%
- The minimum qualifying mark for technical bid shall be 70 out of maximum 100. The bidders who score **70 mark and above** in 'Quality' criteria would be considered as 'Qualified Bidder'. Bids not meeting the minimum qualifying mark in quality criteria shall be rejected. Financial proposals are then opened for only eligible and technically responsive bidders and other financial offers would remain unopened.
- The scoring pattern shall be

Sl No	**Criteria**	**Marks**	
	Sub-criteria	**Criteria total**	**Sub-criteria**
1	Quality	100	
1.a	Quality of the design in terms of strength and stability		20
1.b	Design aesthetics and appeal (including visibility of fascia design, colour scheme, lighting etc.)		20
1.c	Branding and display options as per the design		20
1.d	Facilities offered to the coparticipants including Privacy between cubicles, smooth entry and exit to the cubicles and meeting room, product display options etc.		20
1.e	Optimum utilization of available space, creativity and innovation in the layout.		20

- The financial bid of the technically responsive bidders (Qualified bidder) will be opened subsequently and evaluated by the committee. Financial bid shall be evaluated taking into account the total price quoted including applicable GST.
- An evaluated bid score will be calculated for each bid which meets the minimum qualifying mark of 70 in 'Quality' evaluation criteria, using the following formula in order to have a comprehensive assessment of the bid price (Financial bid) and the Quality (Technical bid) of each bid.

Evaluated Bid Score = (C_{low}/C) x 100 x X + (T/T_{high}) x 100 x Y

where,

C = Evaluated Bid price of the Bidder

C_{low} *= The lowest of the evaluated bid prices among the responsive bids*

T = The total marks obtained by the bidder against quality criteria

T_{high} *= The highest mark scored against Quality criteria among all responsive bids*

X = 0.5 (The weightage for Quoted price is 50%)

Y = 0.5 (The weightage for quality is 50%)

- The highest scoring bidder (from the calculation as per the above formula) will be considered for awarding the tender. 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.

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Annapoorna Inter Food

December 09 - 11, 2026

Bombay Exhibition Center, Mumbai

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VA | Exhibitions

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* The layout is subject to change

* Layout not to scale