

INVITATION FOR EXPRESSION OF INTEREST

SELECTION OF AGENCY FOR SETTING UP
OF A KERALA PAVILION IN
AAHAR 2025 EXHIBITION, NEW DELHI



KERALA BUREAU OF INDUSTRIAL PROMOTION

2, Vidhya Nagar, Opposite Police Ground, Thycaud P.O.,

Thiruvananthapuram - 695014, Kerala.

Tel: +91-471-2321882, Fax: +91-471-2322883

Email: kbip@keralaindustry.org

www.kbip.org

I. BACKGROUND

The 39th edition of ‘Aahar 2025’, International Fair on Food Products & Beverages, F&B Equipments, Hospitality & Décor Solutions & Allied Sectors is being organised by India Trade Promotion Organisation (ITPO) at Bharat Mandapam Complex, Pragati Maidan, New Delhi from March 4 to 8, 2025.

On behalf of Department of Industries & Commerce, Government of Kerala, Kerala Bureau of Industrial Promotion (KBIP) will be participating in the Aahar 2025 Exhibition being organised at Bharat Mandapam Complex, Pragati Maidan, New Delhi from March 4 to 8, 2025.

A Kerala State Pavilion will be setup in the Event and the Kerala State Pavilion will have selected MSMEs/Government Organisations in the Food Processing & Allied Sectors from Kerala to display their products and technologies.

II. PURPOSE

Expression of Interest (EOI) is invited for offering the services as an Agency for setting up a full-fledged Kerala State Pavilion 72 Sq.Mtrs. bare space in Booth No.3F-11A in Hall No.3 (First Floor) at Bharat Mandapam Complex, New Delhi in the Aahar 2025 Exhibition from March 4 to 8, 2025.

III. EOI NOTICE

On behalf of Department of Industries & Commerce, Government of Kerala, Kerala Bureau of Industrial Promotion (KBIP) proposes to select an Agency from the interested Agencies through an open competitive selection process for setting up a full-fledged Kerala State Pavilion in the Aahar 2025 Exhibition being organised at Bharat Mandapam Complex, Pragati Maidan, New Delhi from March 4 to 8, 2025 as per the below terms:

- i. KBIP invites technical and financial bids from bidders for setting up a full-fledged Kerala State Pavilion in the Aahar 2025 Exhibition being organised at Bharat Mandapam Complex, Pragati Maidan, New Delhi from March 4 to 8, 2025.
- ii. Interested Agencies may download the Expression of Interest from the official websites www.keralaindustry.org or www.kbip.org

IV. IMPORTANT DATES

Sl. No.	Information	Details
1	Last date and time for submission of Expression of Interest (Technical Bid)	February 22, 2025
2	Place, date and time for submitting Designs	Shortlisted Agencies will be informed by Email/Letter
3	Place, date and time for opening of Financial Bid	

4	Officer in-charge for correspondence and address for communication	<p>Shri. Suraj S. Chief Executive Officer Kerala Bureau of Industrial Promotion (KBIP), 2, Vidhya Nagar, Opposite Police Ground, Thycaud P.O., Thiruvananthapuram - 695014, Kerala. Tel/Fax: +91-471-2321882, 2322883 E-mail: kbip@keralaindustry.org</p>
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V. SCOPE OF WORK

Setting up a full-fledged Kerala State Pavilion in 72 Sq.Mtrs. bare space in Booth No.3F-11A in Hall No.3 (First Floor) at Bharat Mandapam Complex, New Delhi in the Aahar 2025 Exhibition.

VI. OPERATION

The selected Agency shall ensure the following in 72 Sq.Mtrs. bare space in Booth No.3F-11A in Hall No.3 (First Floor) at Bharat Mandapam Complex, New Delhi in the Aahar 2025 Exhibition being organised from March 4 to 8, 2025.

- Conversion of 72 Sq.Mtrs. bare space in Booth No.3F-11A in Hall No.3 (First Floor) at Bharat Mandapam Complex, New Delhi to a full-fledged Kerala State Pavilion as per the design submitted and accessories.
- Providing space for 15 exhibitors inside the State Pavilion with their names in vinyl signages.
- 15 Tables, 30 Chairs & 15 Display Racks for participation of Exhibitors from Kerala inside the State Pavilion.
- Spot lights, Power Sockets, waste baskets etc. for all the exhibitors and synthetic carpet inside the Pavilion.
- Potted plants/Floral decorations inside the Pavilion and at the entrances/exits.
- Discussion Area - Table with chairs, Flower arrangements, Visitors Book, Visiting Card Holder, etc.
- Front Fascia - 'Kerala' with Government of Kerala Logo.
- Reception area - Reception Table with chairs, Flower arrangements, Visitors Book, Visiting Card Holder etc.
- LED Wall of size 10 feet x 10 feet in front of the Pavilion
- Colourful Picturised Backlit Panels at the outer panels of the Pavilion with the matter & pictures approved by the Client.
- Security arrangements.

VII. ELIGIBILITY CRITERIA

The minimum eligibility criteria will be:

- a) Applicant Agency/Bidder shall be a registered entity. The copies of Certificate of incorporation/Registration, PAN Card and GST Registration shall be submitted.

- b) Applicant Agency/Bidder shall be in operation for a minimum of 5 years as on 01st December 2024. A CA Certificate to this effect to be submitted.
- c) Applicant Agency/Bidder shall have a minimum of 5 years' experience in similar Events in Kerala and in setting up similar infrastructure facilities for National Events.
- d) Applicant Agency/Bidder shall have experience in organising similar Events and similar infrastructure facilities for venue arrangements for State Government Departments/Agencies.
- e) Applicant Agency/Bidder shall have a registered office in India and a Coordinating office in Kerala with a dedicated team.
- f) Applicant Agency/Bidder should not have been blacklisted by any Government or Government Entity in the last 3 years (as on date of submission of EoI). A self-declaration to that effect shall be submitted by the authorized person.

Interested Agency shall submit their EoI along with the following details:

- i. The profile of the Agency.
- ii. The registration details of the Agency.
- iii. The experience list / reference list of similar Events/Programmes including those under execution.

The Agency's strengths will be compared on number of the Events/Programmes executed, cumulative experience in number of similar Events undertaken by the Agency, experience in executing State Government Events, presence in Kerala, financial status and manpower of the Agency.

VIII. INVITATION

The Expression of Interest for offering the services for setting up a full-fledged Kerala State Pavilion in 72 Sq.Mtrs. bare space in Booth No.3F-11A in Hall No.3 (First Floor) at Bharat Mandapam Complex, Pragati Maidan, New Delhi in the Aahar 2025 Exhibition being organised at Pragati Maidan, New Delhi from March 4 to 8, 2025 along with the details of the Applicant and documentary proof for all the items mentioned in the eligibility criteria is invited from the interested Agencies.

1. This document is being issued by Kerala Bureau of Industrial Promotion (KBIP) on behalf of Department of Industries & Commerce, Government of Kerala for the Venue Arrangements in connection with the setting up a full-fledged Kerala State Pavilion in 72 Sq.Mtrs. bare space in Booth No.3F-11A in Hall No.3 (First Floor) at Bharat Mandapam Complex, New Delhi in the Aahar 2025 Exhibition being organised at Pragati Maidan, New Delhi from March 4 to 8, 2025.
2. The sole objective of this document is to solicit Bids from eligible Agencies. KBIP reserves the right to reject any or all the bids without assigning any reasons and may go for rebid.

3. This document has been prepared on the basis of information that is available with KBIP and which will be publicly available.
4. While this document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by KBIP or any of its employees, advisors or agents appointed by KBIP as to or in relation to the accuracy or completeness of this document any liability thereof is hereby expressly disclaimed. Interested Parties may carry out their own study/ analysis / investigation as required before submitting the response.
5. The technical / implementation solution / functional requirements provided in this notice for this EoI Document are only indicative in all respects. The Agencies shall provide details of all such information in their technical proposal. This document does not constitute an offer or invitation, or solicitation of an offer, nor does this document or anything contained herein, shall form a basis of any contract or commitment whatsoever.
6. Some of the activities indicated to be carried out by KBIP subsequent to the receipt of the responses are indicative only. KBIP has the right to continue with these activities, modify the sequence of activities, add new activities or remove some of the activities, as dictated by the best interests of this work.
7. KBIP hereby invites EoIs for the Venue Arrangements in connection with the setting up a full-fledged Kerala State Pavilion in 72 Sq.Mtrs. bare space in Booth No.3F-11A in Hall No.3 (First Floor) at Bharat Mandapam Complex, New Delhi in the Aahar 2025 Exhibition being organised at Pragati Maidan, New Delhi from March 4 to 8, 2025 as per the scope of work defined in this EoI document. The Bidders/Agencies are advised to study this EoI document carefully before submitting their EoI in response to the EoI Notice. Submission of a proposal in response to this Notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

IX. EVALUATION CRITERIA

Kerala Bureau of Industrial Promotion (KBIP) will examine the EoI to determine whether the eligibility criteria submitted are as per the requirements in the EoI document, whether the documents have been properly signed and whether the EoI is generally in order.

Any EoIs found to be nonresponsive for any reason or not meeting the eligibility criteria specified in the EoI Document will be rejected by the Authority and will not be included for further consideration.

The selection process for the Agency will be as below:

1. Short listing of Agencies based on the eligibility criteria on receipt of EoI.
2. KBIP will evaluate the Technical Bids and shortlisted Agencies will only be invited for a Technical Presentation or to submit Designs of Kerala Pavilion based on the requirements set to the shortlisted Agencies.

3. Financial Bid has to be submitted by the shortlisted Agencies, based on the 'Format for Financial Bid' furnished by KBIP.
4. Financial Bids will be opened / considered only of those qualified short-listed Agencies / Bidders based on the Designs submitted and shortlisted by KBIP. The Financial bids of only technically qualified Agencies who attain 70% and above marks in the Technical Presentation / Designs will be considered.
5. All Bids received in complete and within the stipulated deadline shall be opened. Lowest bid, found suitable as per the specifications required, shall be referred by the Selection Committee to the Competent Authority for final decision. The decision of the Competent Authority in this regard shall be final.

Subject to the terms & conditions stipulated herein above, the interested Agencies may send their Expression of Interests (EoI) in sealed envelope *superscribed 'EoI for setting up a Kerala Pavilion in Aahar 2025'* addressed to the Chief Executive Officer, Kerala Bureau of Industrial Promotion (KBIP), 2, Vidhya Nagar, Opposite Police Ground, Thycaud P.O., Thiruvananthapuram - 695014, Kerala and should reach by 17.00 hours on or before February 22, 2025.

It may also be noted that all the Expression of Interests (EoIs) received after the above referred stipulated time and date shall be liable to be rejected forthwith.

Government of Kerala/Kerala Bureau of Industrial Promotion (KBIP) reserves all rights to reject any or all the EoIs received, without assigning any reason or may call for fresh EoIs without assigning any reason whatsoever or if it appears appropriate in the public interest.

For any further details, it is requested to contact:

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