

**AGRICULTURAL AND PROCESSED FOOD PRODUCTS
EXPORT DEVELOPMENT AUTHORITY
(APEDA)
(Ministry of Commerce and Industry, Government of India)**

3rd Floor, NCUI Building, 3, SIRI Institutional Area,
August Kranti Marg, New Delhi-110016

Date: 11/08/2025

Addendum

Minutes of the pre bid meeting held on 06.08.2025 regarding design, construction & maintenance of India pavilion at World Food Moscow 2025 are as follows:

Clause of Bid & present Reading	May be read as
Clause No. 3.2 The total area of the India Pavilion for the Event is 342 sq. mtrs	Clause No. 3.2 The total area of the India Pavilion for the Event is 432 sq. mtrs. which is apportioned as follows: a. APEDA- 333 Sq. Mtrs. b. Spices Board-72 Sq. mtrs. c. Coffee Board- 27 Sq. mtrs. The requirements as received from Spices Board and Coffee Board are given in Appendix A and B . The Event Management Agency shall create the facilities required by both the Boards. The overall India branding would be the same however, the internal designing may be done in consultation with them directly. The price may be quoted separately for each organization in the consolidated project. The Boards will make the payment directly to the event management company. The revised annexure 4 is attached.
Clause No. 5.6.4 The agency shall also provide one attendant for wearing mascots and moving around in the pavilion. The mascots are to be prepared for various products in consultation with APEDA.	Clause No. 5.6.4 The agency shall also provide one attendant for wearing 2 mascots each day and moving around in the pavilion. The mascots are to be prepared for Indian Peanut and Indian Banana in consultation with APEDA.
New Clause	Clause No. 5.6.16 5.7.1 The agency shall develop system of gathering of feedback from both the exhibitors and visitors/buyers. A good IT based system with QR code points at prominent locations along with required manpower shall be arranged by the agency. The exhibitors, Visitors should be encouraged to submit maximum feedbacks about Indian participants. <u>A demo must be shown for this activity during the technical presentation.</u>

Appendix-A

Spices Board- Area: - 72 square meters

Requirements of the stall

A. Co participant's area (15 co participants).

Following facility may be provided for each co participant: -

- i. Glass top counter table with storage space with lock & key
- ii. Two chairs
- iii. Provide full partition between the co-participants for ensuring privacy.
- iv. Branding option - All the panels including the counter table shall be branded. Full size branding is required.
- v. Wall shelves for displaying samples (3 shelves for each)
- vi. Company Fascia

B) Apart from the co-participants, center/corner space shall be reserved for Spices Board with Glass Top counter table, two chairs, wall shelves, etc. Following facilities shall be given in the common area attached to Spices Board counter.

- i. A VIP seating arrangement (Sofa set 3 plus 2 seating with a coffee table)
- ii. Full Branding options on the walls/Common Area.
- iii. Water dispenser.
- iv. LED TV.
- v. Glass almirah for the sample display.
- vi. Discussion tables (2 nos) with adequate number of chairs.
- vii. Storeroom
- viii. Tea/Coffee Vending machine with sufficient quantity of ingredients

C) Full Time Staff / Executive - A full time staff member from the Event Management agency shall be available at Board's pavilion during the entire event days.

Appendix-B

Coffee Board- Area: - 27 square meters

Number of Indian Coffee Stakeholders/Exporters as participants from the Coffee Board's end: 07 (limited as per the allotted of space and as suggested by the APEDA in the VC).

A. **Requirement of Coffee Board in the COFFEES OF INDIA Pavilion at the World Food Moscow 2025, Russia from 16-19 September 2025.**

B. **Requirements in the pavilion to each of the seven (07) companies**

- i. Table with lock and key storage.
- ii. A small shelf besides their table or attached to their table for display of their products.
- iii. Two chairs per table.
- iv. Minimum two Plug points of 6 Amp.

- v. Company specific branding in front and sides of the table, shelves and wherever possible.
- vi. Hanging name fascia for each company.
- vii. Small dustbins.

(D) Common requirement specific to the **Coffees of India pavilion** other than the offerings from APEDA.

- i. Good visibility to Coffees of India within the APEDA space.
- ii. Large pavilion fascia written as “COFFEES OF INDIA” with the Coffee Board’s logo.
- iii. Proper lighting and power connections.
- iv. Two or three round glass tables in the pavilion (as per space availability).
- v. 3 chairs per round table (as per space availability).
- vi. Generic branding for Indian Coffees.
- vii. Sufficient supply Potable water for drinking and coffee making as per availability.
- viii. Common Dustbins and clearance in the pavilion.
- ix. A dedicated cleaning staff for clearance of wastes and cleaning of pavilion is requested.
- x. A wall mounted TV/LED panel of suitable size for playing the videos of participants and generic videos of Indian Coffees.

Note: - (i) Coffee Board is not going for a common brew bar set up in World Food Moscow 2025 owing to space constraints. Therefore, coffee machinery and equipment are not needed.

The coffee cups and cutleries, napkins, flasks etc. will be arranged by the Coffee Board/participants individually.

**FINANCIAL BID FOR DESIGN, CONSTRUCTION AND MAINTENANCE of
“INDIA PAVILION” at “WORLD FOOD MOSCOW” scheduled to be held FROM 16th-19th
September 2025 at Crocus Exhibition Center, Moscow, Russia**

M/s. (Name of the firm) offer to complete the work assigned as per terms & conditions provided in para 5 to 7 of the bid notice dated.....,as per following details:

Sr. No.	Activity/ Component	Amount in Rs.
APEDA Pavilion (Area: 333 sqmtrs)		
1	Designing, Construction and Furnishing of Theme/ Common Area as per plan submitted covering details mentioned in clause 5.2 of bid	
2	Designing, Construction and Furnishing of Exhibitor Stalls as per plan submitted covering details mentioned in clause 5.3 of bid	
3	Activities for Wet Sampling Area as per clause 5.4 of bid	
4	Activities for Branding Bharat as per clause 5.5 of bid	
5	Other activities as per clause 5.6 of bid	
6	Sub-Total of (1) to (5) above	
7	Amount of Applicable taxes	
8	Total Amount (with taxes)	
Spices Board (Area: 72 sqmtrs)		
1	Cost of Designing, Construction and Furnishing of Spices Board pavilion	
2	Activities for Branding Bharat as per clause 5.5 of bid	
3	Sub-Total of (1) and (2) above	
4	Amount of Applicable taxes	
5	Total Amount (with taxes)	
Coffee Board (Area: 27 sqmtrs)		
1	Cost of Designing, Construction and Furnishing of Coffee Board pavilion	
2	Activities for Branding Bharat as per clause 5.5 of bid	
3	Sub-Total of (1) and (2) above	

4	Amount of Applicable taxes	
5	Total Amount (with taxes)	
19	Grand Total (APEDA+ Spices Board+ Coffee Board) including Taxes	

Total Amount in words: Rupees

I undertake that no additional cost shall be claimed, unless specific prior approval through written email in this regard is conveyed from the office of the Chairman APEDA.

Signature of
Authorized Signatory

Date: -
Place: -