



SPICES BOARD INDIA

Ministry of Commerce & Industry, Govt of India

स्पाइसेस बोर्ड भारत

वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार

MKT/AUC/MANUAL/01/2018

24th August 2018

Inviting Express of Interest (EoI) for considering award of Auctioneer Licence for conducting Manual Auction of Cardamom (small) and Cardamom (large)

Expression of Interest (EoI) is invited from prospective entrepreneurs/Auctioneers for considering the award of the auctioneer licence for conducting manual auction for cardamom (small) and cardamom (large) for the block period 2017-20. The applicants are advised to go through the details, guidelines applicable and prescribed application forms given below before submitting the application for EoI. Any Corrigenda, addenda, amendments, clarification etc to the above EoI will be uploaded in Board's website and will not be published. Prospective bidders shall visit the Board's website from time to time to take note of corrigenda if any.

The Board reserves the right to amend or modify any of the eligibility conditions or cancel the EoI without assigning any reasons or may call fresh EoI without assigning any reason whatsoever, if it appears appropriate in the public interest. The applicants will be issued auctioneer licence to conduct manual auction in accordance with the norms set out in the Guidelines. Failure to furnish complete information as mentioned in the guidelines, documents or submission of application not substantially responsive to the guidelines and required documents in every respect will be at the applicants' risk and may result in rejection of the application. The call for EoI is not an offer and is issued with no commitment. By submitting an application, each applicant shall be deemed to acknowledge that he/she has carefully read the Guidelines and annexure thereto, if any, and has fully informed as to all existing conditions and limitations. Responses submitted through intermediaries will not be considered and will be rejected out rightly. The objective of this Expression of Interest is to solicit applications from the interested entrepreneurs / auctioneers for participation in the manual auction process for Cardamom (small) and cardamom (large). Applications found incomplete are liable to be rejected and no correspondence will be entertained in this regard. The decision of the Spices Board regarding issue of the licences to the applicants shall be final and binding.

Those who are interested to participate in the process of considering the award of Licence as Auctioneers shall submit their EoI in the prescribed application format to the Director (Mktg), Spices Board, Kochi.

I. General

1. EoI shall be submitted along with an application for issue of Licence, details of infrastructure facilities and self attested copies of supporting documents. List of these documents and required details are attached herewith.

2. Interested entrepreneurs / auctioneers shall submit the applications in the prescribed format along with details of infrastructure facilities and self attested copies of supporting documents round the year. Separate applications shall be submitted for awarding the auctioneer licence to conduct manual auction in cardamom (small) and cardamom (large).
3. The EoI applications received shall be scrutinized as and when received and inspected for infrastructure facilities for issue of licence.
4. The submission of EoI application is not a guarantee for awarding the Auctioneer Licence. Auctioneer Licence to conduct manual auction will be awarded subject to the verification of the application and documents and fulfillment of the criteria fixed including the inspection of infrastructure facilities for awarding the licence.
5. The Board reserves the right to incorporate additional criteria for awarding the licence whichever is found necessary for the benefit of the industry.
6. The envelop containing the filled in application along with details of infrastructure facilities and copies of supporting documents shall be super-scribed as “EoI for issue of Auctioneer Licence to conduct manual auction for cardamom(small) / cardamom (large) [as the case may be] for 2017-20” and sent to :

Shri P M Sureshkumar
Director (Mktg)
Spices Board
N H Bye Pass
Palarivattom P O
Kochi – 682 025
Kerala, India.

II. GUIDELINES FOR ISSUE OF AUCTIONEER LICENCE FOR MANUAL AUCTION FOR CARDAMOM (SMALL) AND CARDAMOM (LARGE)

The following are the Guidelines for the issue of Auctioneer Licence for cardamom (small) and cardamom (large) as per the Cardamom (Licensing & Marketing) Rules 1987 and subsequent amendments from time to time.

- Manual auction centre for cardamom (small) can be established anywhere in India other than in the States of Kerala and Tamil Nadu.
- Manual auction centre for cardamom (large) can be established anywhere in India.
- It is the responsibility of the Auctioneer to set up the infrastructure facility for conducting manual auction as per the terms and conditions of Spices Board.
- The applicant shall be registered under Companies Act, 1956 or Multi-State Cooperative Societies Act, 2002 or the Indian Partnership Act, 1932 or a Charitable Society registered under the Societies Registration Act 1860.
- The applicant shall submit separate application for cardamom (small) and cardamom (large).

III. GENERAL TERMS & CONDITIONS

- i. The fee payable along with the application for issue of auctioneer licence for Manual auction is Rs.15,000/- plus 18% GST (Total Rs.17,700/-). The fee shall be submitted in the form of Demand Draft favouring Spices Board payable at Ernakulam. The fee shall be remitted through NEFT / RTGS into Board's account.

SPICES BOARD RECEIPTS ACCOUNT NO: 7176002100002354

Name of the Bank: PUNJAB NATIONAL BANK

Branch: Vennala, Ernakulam

IFS Code: PUNB0717600

- ii. No Manual auctioneer licence will be issued in a State where the Board has established common e-auction centres.
- iii. The auctioneer shall pay the growers, whose cardamom is pooled, the applicable sale value of the cardamom sold in an auction within 10 working days from the date of auction. If the auctioneer defaults to make payment as per the terms and conditions of the Licence, the Board shall initiate steps against the Auctioneer including suspension and/or cancellation of the Licence.
- iv. The auctioneer has to provide the required facility to the satisfaction of the Board for pooling the cardamom as well as storage. In such pooling centres, the auctioneers shall provide electronic weighing machines and moisture meters.
- v. The auctioneer shall conduct the manual auction at a place and on a day and time specified by the Board.
- vi. The auctioneer shall draw 1500 grams out of each lot of (the quantity of cardamom pooled for auction as desired by the farmer), of cardamom offered for pooling and the quantity of sample drawn should be recorded in the Crop Slip issued to the person whose cardamom is pooled. Out of the sample drawn, 100 grams will be set aside as purchaser sample and 50 grams will be put on display at the auction centre. The remaining 1350 grams can be used by the auctioneer for distributing as samples during the bidding process of the said lot. The auctioneer shall refund the value of 1350 grams of cardamom (from the sample drawn). Therefore, the total amount payable by the auctioneer to the person who pooled the cardamom shall be the sum of the sample refund value and the value for which the lot has been sold in an auction after deducting the eligible 1% commission on the total amount. No additional charges can be deducted in the name of wastage, weight loss, charity etc.
- vii. The auctioneer shall not charge more than one per cent of the sale price as commission for the services rendered by them.
- viii. The auctioneer shall ensure that the cardamom pooled in an auction is free from any adulteration, contamination and artificial coloring.

Street

City Pin

State

Tel.

Mobile

Fax

E-mail ID

(5) Permanent Account Number (PAN)

(6) Tax Registration
(Attach self-attested copies)

Goods & Services Tax (GST)

Date of Issue

Place of Issue

(7) Indicate whether the applicant was issued with licence as auctioneer by the Spices Board
(Please tick where appropriate)

YES NO

If YES, indicate

(a) Licence Number

Date of Issue

Type/mode of Auction.....

Place of Auction

Day of Auction

Time of Auction

(b) Quantity and value of cardamom auctioned during the last three years of operation

Year	Quantity (MT)	Value (Rs. in Lakhs)

(c) Indicate category based on average turnover per auction in the last three years of operation
(Please tick where appropriate)

A B C D

(A- Rs. 10 crore & above, B- Rs. 5-10 crore, C- Rs.1- 5 crore, D- less than Rs. 1 crore)

(8) If the application is for conducting manual/online auction, indicate the following

Proposed place of auction

Proposed day of auction

Proposed time of auction

Proposed frequency

(9) Details of fee remitted

Amount Rs.

Mode of Payment Bank Transfer DD

UTR/DD No. Date

Name of the Bank

(10) Infrastructure Facilities

(i) Details of Storage

Type	Location & Address	Floor Area (sq ft)	*Seating/Storage Capacity
Godown			
Collection Depot I			
Collection Depot II			
Collection Depot III			
Auction Hall**			

(Attach additional sheets wherever required)

(*Seating Capacity of auction hall & storage capacity (MT) of warehouse and collection depots)

(** For conduct of manual & online auction only)

- (ii) Other facilities available
- (a) Grading Facility Yes No
- (b) Weighing Machine Yes No
- (c) Moisture Meter Yes No
- (d) Tables/Chairs Yes No
- (e) Computer Facilities Yes No

- (f) Total floor area for storage (sq ft)
- (g) Transportation Facility Yes No
- (h) Parking facility for vehicles Yes No
- (i) Road Facility for movement of vehicles to the warehouse/depot Yes No
- (j) Packing Facility Yes No
- (k) Pallets Facility Yes No
- (l) Sieving Facility Yes No
- (m) Adequate Lighting Yes No
- (n) Floor Surface of central warehouse/ collection depot (Cement/Tiles/Others)
- (o) Lot Sample Display Board Yes No
- (p) Auction Details Display Board Yes No

11) Provide details of financial capacity

(a) Working capital available Rs.

(b) Capital structure
Authorized capital Rs.

Paid up capital Rs.

DECLARATION

I/We..... declare that the information given above are true to the best of my/our knowledge and belief that I/We shall abide by the Cardamom (Licensing and Marketing) Rules, 1987, Cardamom (Licensing and Marketing) Amendment Rules (amended up to 2018) and any instructions given by the Board from time to time regarding the conduct of business.

Place:

Signature

Date:

Name:

Designation:

Note : Applications which are not accompanied with the prescribed fee shall not be entertained.

SELF ATTESTED COPIES OF SUPPORTING DOCUMENTS TO BE ATTACHED WITH THE APPLICATION

All applicants

- a) Copy of PAN card
- b) Copy of GST Certificate Registration
- c) Copy of the Audited Balance sheet upto 31.3.2017
- d) Copy of acknowledgement of IT Return upto 31.3.2017
- e) Copy of GST Return Acknowledgement for March 2018
- f) Copy of ESI registration
- g) Copy of PF registration

In addition to the above, the following additional documents are to be submitted by the applicants.

Additional documents to be submitted by applicants belonging to the category "Companies" :

- a) Copy Memorandum of Articles
- b) Copy of Certificate of Incorporation
- c) Copy of Latest Annual Return (form MGT-7)
- d) Copy of Self declaration that none of the directors of the Company are disqualified to act as Director
- e) Name, Residential address of Directors with profile
- f) Copies of Aadhar of Directors
- g) Copies of PAN card of Directors
- h) Copy of DIN Number of Directors

Additional documents to be submitted by applicants belonging to Firm

- a) Copy of Partnership firm Registration Certificate
- b) copy Partnership deed
- c) Name, Residential address details of partners
- d) Copy of Aadhar of Partners
- e) Copy of PAN card of Partners

Additional documents to be submitted by applicants belonging to multi-state co-operative societies registered under the Multi-State Co-operative Societies Act, 2002 (39 of 2002) or a charitable society registered under the Societies Registration Act, 1860 (21 of 1860)

- a) Copy of registration certificate
- b) Copy of Bye Laws
- c) Name, Residential address details of office bearers / trustees
- d) Copy of Aadhar of office bearers / trustees
- e) Copy of PAN card of office bearers / trustees

DETAILS OF THE INFRASTRUCTURE FACILITIES

1. Details of the Auction Hall

Location	Postal address	Nature of building	Ownership of the building ie owned / leased / rented	Total floor area of Auction Hall length x breadth (in feet)

(In the case of ownership, please attach self attested copies of building certificate from Local authority as proof for ownership of the building. In case of leased / rented building, please attach self attested copies of the lease deed copy / rental agreement with the building owner)

2. Details of Collection Depots

Location	Postal address	Nature of building	Ownership of the building ie owned / leased / rented	Collection Depot building length x breadth x height (in feet)	Storage capacity of the collection depot (MT)	No.of Moisture Meter available in the collection Dept	No.of Electronic weighing balance available in the collection Depot

(In the case of ownership, please attach self attested copies of building certificate from Local authority as proof for ownership of the building. In case of leased / rented building, please attach self attested copies of the lease deed copy / rental agreement with the building owner)

3. Details of Storage facilities (storage facilities other than the stroage in collection depots)

Location	Postal address	Nature of building	Ownership of the building ie owned / leased / rented	Storage building / godown length x breadth x height (in feet)	Storage capacity (MT)

(In the case of ownership, please attach self attested copies of building certificate as proof for ownership of the building. In case of leased / rented building, please attach self attested copies of the lease deed copy / rental agreement with the building owner)

4. Facilities for cleaning and grading of cardamom

Location	Postal address	Type of Cleaning facility (Manual / Mechanical)	No.of cleaning equipments and Capacity of the cleaning equipments	Type of grading facility (Manual / Mechanical)	No.of grading equipments and Capacity of the grading equipment