



**RETENDER - INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF
PRINTERS FOR PRINTING WORKS OF SPICES BOARD AND
MISCELLANEOUS JOBS WITH PAPER**

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SPICES BOARD

**Ministry of Commerce and Industry, Govt. of India
Sugandha Bhavan, N.H. By Pass, Palarivattom P.O.,**

Kochi – 682025, Kerala

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1. INTRODUCTION

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 cornerstones for its development and promotional strategies.

The multifaceted activities of Spices Board include export promotion, research, development and regulation of domestic marketing of Small & Large Cardamom, post-harvest improvement of allspices, promotion of organic production, processing and certification of spices, development of spices in the North East, quality evaluation services, etc.

The Board supports spice export promotion through different schemes viz. trade promotion, brand promotion, research & product development etc. The Board participates in major international exhibitions to promote Indian spices and value-added spice products in the world market.

Spices Board intends to empanel offset/ digital printers in and around Kochi for assigning printing works of spices board and miscellaneous jobs with paper.

The completed bids must be submitted along with necessary documents in a sealed cover superscribed “**EXPRESSION OF INTEREST FOR EMPANELMENT OF PRINTERS FOR PRINTING WORKS OF SPICES BOARD AND MISCELLANEOUS JOBS WITH PAPER**” addressed to Shri. Prathyush T. P., Deputy Director, Spices Board, NH Bypass Road, Palarivattom – 682 025 and should reach the address on or before **23rd March 2022, 05.00 PM**. The bids will be opened on **25th March 2022 at 11.30 AM**.

2. EXPRESSION OF INTEREST FOR EMPANELMENT OF PRINTERS FOR PRINTING WORKS OF SPICES BOARD AND MISCELLANEOUS JOBS WITH PAPER

Spices Board invites Expression of Interests (EoI) from experienced and reputed offset/ digital printers in and around Kochi for taking up printing works of the Board for a period of two years. The scope of the work includes printing of booklets, brochures, posters, pamphlets, visiting cards, letterheads, etc.

3. SCOPE OF THE WORK

The printing job broadly includes printing of, but not limited to, the following:

1. Booklets
2. Panels
3. Annual Reports
4. Brochures
5. Banners
6. Posters
7. Pamphlets
8. Letterheads
9. Visiting cards

Specification for paper quality, size, number of pages, etc., varies as per requirement and the printers are expected to complete the printing works and miscellaneous jobs with good quality strictly within the given time schedule. The printed material shall be supplied with proper packing at Spices Board, Sugandha Bhavan, NH Bye Pass, Palarivattom PO, Kochi - 682025 as and when required. The Printers shall use good quality papers and cards, which are free from specks and blemishes and should have proper brightness, opacity and smoothness.

The panel of printers shall be valid for a period of 2 (two) years from the date of approval of the panel by Spices Board and extendable for additional 1 (one) year with the mutual consent of the Board and the enlisted printers.

Appropriate penalties and costs shall be recovered from the printers, in case of failure to meet the quality as well as deadline specified by Spices Board. The conditions stated in the agreement form shall be strictly adhered to by the enlisted printers.

Payment to the printer shall be released within a period of 30-60 days from the date of receipt of proper pre-receipted bill in duplicate complete in all respect along with the signed delivery challans and other supporting documents as demanded by Spices Board. No advance either for printing or

paper would be paid to the printers. The requisite quantity/quality of paper required for printing are to be arranged by the printer and under no circumstance the period of delivery shall be extended for want to requisite quantity / quality of the paper.

Sample copies shall be submitted to Spices Board for approval before binding. In case of any error or defects noticed in the finished books, the necessary rectification shall be carried out by the printers at their own cost.

The bulk stock received from the Printers shall be verified randomly by Spices Board Officials. If any shortcoming is found, the Board will decide whether to accept the stock after imposing a penalty or to reject the whole stock. In case of rejection, the complete stock should be reprinted by the Printer at their own cost and the decision of Spices Board in this regard shall be final and binding on the Printer.

4. ESSENTIAL ELIGIBILITY CRITERIA

1. The applicant should be a legal entity registered in India and based at Kochi and should have the printing unit established at Kochi.
2. The agency must have work experience of at least three (3) years in printing works.
3. Average annual turnover of the company should be at least Rs.50 lakh and above for the last three financial years (2018-19, 2019-20, 2020-21) from printing works. Documentary proof for the year 2018-19, 2019-20 and 2020-21 certified by the Chartered Accountant should be attached.
4. The Printer must be empanelled with or have experience of working with government departments/agencies or listed companies for the last three years with at least 3 (three) government departments in their clientele per year for the last three years (2018-19, 2019-20, 2020-21).

5. GENERAL TERMS AND CONDITIONS

1. The empanelment will be for an initial period of 2 (two) years, unless it is curtailed or terminated by Spices Board owing to deficiency of service, substandard quality of work, breach of contract, reduction or cessation of the requirement of work. The empanelment may be extended for subsequent year/s as deemed fit by the Board based on satisfactory performance by the agency.
2. The Printers 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. Printers 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 printers from the empaneled list along with forfeiture of EMD, if the service provided by the printer is found to be unsatisfactory or if the information provided for empanelment is proved to be false at any stage.
5. The printer 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.
7. Spices Board does not pay in advance. Any request for advance payment will be rejected summarily. However, in case if it is necessary, advance payment will be paid strictly against equivalent Bank Guarantee only. The printers who are willing to these terms will only be considered for empaneling.

6. SUBMISSION OF EOI

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

1. Application Form (Annex I)
2. Printer's profile including copy of materials printed by them.
3. Copy of PAN card and GST registration
4. Supporting documents of 3 years' experience in the field (FY - 2018-19, 2019-20, 2020-21).
5. Income Tax Returns for the last three years (FY - 2018-19, 2019-20, 2020-21).
6. Copies of Chartered Accountant certified audited balance sheet for the financial years 2018-19, 2019-20, and 2020-21 along with the turnover details filled and certified by Chartered Accountant.
7. EMD of Rs. 25000/- (Rupees Twenty-Five Thousand Only) in the form of DD from any nationalized bank, drawn in favour of 'The Secretary, Spices Board' payable at Kochi
8. Self-declaration that "the Printer 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."
9. Copies of Work Order, including that of Government Organizations in proof of expertise in the sector.

A bidder can submit only one bid. If any 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 must be submitted along with necessary documents in a sealed cover super scribed **“EXPRESSION OF INTEREST FOR EMPANELMENT OF PRINTERS FOR PRINTING WORKS OF SPICES BOARD AND MISCELLANEOUS JOBS WITH PAPER”** addressed Shri Prathyush T. P., Deputy Director, Spices Board, NH Bypass Road, Palarivattom – 682 025 and should reach the address on or before **23rd March 2022, 05.00 PM**. The bids will be opened on **25th March 2022 at 11.30 AM**.

**7. SELECTION PROCEDURE FOR EMPANELMENT OF PRINTER FOR PRINTING
WORKS OF SPICES BOARD AND MISCELLANEOUS JOBS WITH PAPER**

1. Shortlisting of the printers for empanelment will be done strictly on the basis of the information furnished in the bid.
2. The decision on number of empaneled printers 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.

8. ANNEXURES

Annexure I

Expression of Interest – for the empanelment of offset printers for printing works of Spices Board and miscellaneous job with paper:

Sl No.	Specifications	Details
1)	Name	
2)	Year of Establishment	
3)	Place of Incorporation	
4)	Address of Registered Office	
5)	Address of Printing Establishment at Kochi with phone number	
6)	Company profile:	
7)	Legal status of Bidder: (proprietor/partnership/private ltd/public ltd)	
8)	Details of income Tax Registration (Enclose IT Clearance / PAN details for FY 2018-19, 2019-20, 2020-21):	
9)	GST Registration (Enclose copy):	

10)	Contact details of CEO/head of the agency: (Name, address, phone, email, mobile)	
11)	Work Experience (provide details of Government /Ministries/PSUs clients)	
12)	Turnover: (Enclose supporting documents and duly filled Annex II)	
13)	EMD details	
14)	Details of advanced printing technology/ machinery used	

(Signature and Name of the applicant)

Seal

Place and Date:

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	2018-19	2019-20	2020-21

(Signature & Name)

(Seal)

Place & Date:

DECLARATION

I/We (Name) (designation) of (Firm) do hereby solemnly affirm and declare that the individual/firm/company is not blacklisted by any Government Department / Autonomous body / Private Organization. Further, no litigation enquiry is pending and / or initiated by any Government Department /Autonomous body / Private Organization or Court of Law.

I/We (Name) _____ (Designation)_____ of (Name of the Agency / Firm / Company) have read and understood and hereby accept the terms and conditions of Spices Board's tender document forempanelment of printers for printing works of Spices Board and miscellaneous job with paper (Ref. No.....).

(Signature of the authorized representative)

Full Name:

Designation:

Name and Address of the Agency:

Seal:

Place:

Date: