



Tender notice
for
**Undertaking sampling of spices and spice products
consignment and supervision of container stuffing**

File No: SRD-SA/0001/2021-ADMINISTRATION

MSTC E TENDER NO- SPICEB/21-22/ET/5

Spices Board
(Ministry of Commerce & Industry, Govt. of India)
Sugandha Bhavan, N.H. By Pass,
Palarivattom. P.O, Cochin – 682 025
Kerala, India

1. Introduction:

The Spices Board is an autonomous body under the Ministry of Commerce and Industry (Govt. of India), constituted under the Spices Board Act 1986 and the Board is functioning under Ministry of Commerce & Industry. Board is responsible for the export promotion of the 52 scheduled spices and development of Cardamom (Small & Large), with a mandate to promote the export of spices and spice products from India. Quality Evaluation Laboratory have been established by the Board in major port cities in the country, to evaluate the quality and safety of spices and spice products exported from India, and to render analytical service to the stakeholders in spice sector, viz. exporters, traders, farmers, research organizations etc. Quality Evaluation Laboratories have undertaken mandatory testing of spices and spice products viz. Chilli, Cumin, Turmeric, Black Pepper, Fenugreek, Ginger, Nutmeg & Mace, Curry Leaf, Large & Small Cardamom and compound food containing these spices, in whole and ground form (excluding oils and oleoresins), exported from India to various countries by the registered exporters of Spices.

2. Tender Subject

Tender is invited from reputed sampling agencies with ISO 9001:2015 certification and preferably having their own Food Testing Laboratories accredited by ISO/IEC 17025:2017 (including clause no. 7.3, Sampling). The agency has to undertake Pre-shipment sampling and Container stuffing supervision of export consignments of spices, as per the sampling procedure and terms & conditions given in this tender notice.

3. Scope of the tender:

1. Exporters will send the sampling/stuffing intimation through the online Export Support System (ESS) to the nearest office of Spices Board (in respect of the port of shipment) with the details of products to be exported. Presently Chilli and its allied products, Curry Powder, Masalas, Curry Paste etc., Turmeric, Turmeric Powder, Nutmeg & Nutmeg products, Mace, Ginger, Curry Leaves, Small & Large Cardamom, Black Pepper, Fenugreek and Cumin are the items having mandatory testing for chemical parameters such as Aflatoxin, Sudan I-IV dyes, pesticide residues, and physical parameters such as other seeds/extraneous matters. In the Microbiology stream, the mandatory sampling and testing for Salmonella in the consignment of chilli & chilli products, cumin whole/ground and all mixed forms of spices inclusive of curry paste exported to USA is included.
2. On receipt of the online intimation from the exporters, the Board will assign the sampling/stuffing work to the authorised agencies through ESS to carry out sampling/stuffing work. An intimation can contain multiple

items with different lot numbers.

3. Based on the online intimation, the assigned work has to be accepted and should be undertaken by the surveyors at the specified place, date and time by physically drawing the samples as per the sampling norms followed by the Spices Board. Before proceeding into the assigned work for sampling or the container stuffing, the authorised sampling person has to confirm the sampling/stuffing place & time with exporters to avoid any unproductive visit. The agency cannot claim for unproductive visits.
4. The sampling work has to be carried out by the surveyor/s as per the following methods:
 - EU Sampling Regulation EC No.401/2006 for consignments to European Union & U.K.
 - USFDA BAM Chapter 1 for consignments to USA.
 - ISO 948:1980 to consignments to all other countries.
5. The sampling agency has to provide the surveyors with the tools required for sampling such as scoop, small balance, knife, plastic sheets, tags, sterile containers/bags, thread, seal with the firm's name on it, smart phone, etc and personal protective equipments such as gloves, safety shoes, goggles, mask, head cover etc. It is compulsory for all surveyors to wear ID cards issued by their respective sampling agencies when they are on duty.
6. Bio-degradable packing materials should be used for collecting samples instead of plastic. Care should be taken to send the sample intact and aseptically. Sample as drawn should be forwarded in sealed printed cover of the sampling agency along with the sampling report to the designated Quality Control Laboratory/ Sample receipt desk (SRD) of the Spices Board by 10 am on the next working day.
7. The samples for Salmonella analysis shall be packed in sterilized sample bags aseptically and sealed before putting it in the printed cover of the surveyor.
8. After sampling, the surveyor has to stack and seal the Lots sampled from the export consignment. The bags opened for sampling shall be labelled as 'Sampled Bags'. The photograph showing the stack sealing of the lot should be submitted to the designated Sample receipt desk (SRD) /concerned regional office by using suitable platform. The agency has to ensure that the stack and seal should be intact while stuffing the export consignment. If any changes are observed in the sampled Lot, the matter shall be informed to the concerned SRD/Regional office immediately.

9. Approximate number of samples per month from different regions are as follows:

SL NO.	REGIONS	NO.OF SAMPLES (approx.)
1	Kerala	1000
2	Tamil Nadu, Pondicherry & Karnataka	1750
3	Maharashtra, Madhya Pradesh and Goa	1250
4	Andhra Pradesh and Telangana	500
5	West Bengal, Orissa and North East	250
6	Unjha, Gujarat	600
7	Ahmedabad, Gujarat	500
8	Gandhidham, Gujarat	600
9	Rajasthan	150
10.	Delhi, Haryana, Uttarakhand, Himachal Pradesh, Uttar Pradesh, Bihar, Jharkand, Chhattisgarh, Punjab, Jammu & Kashmir (inclusive)	100

Note : No. of samples per month indicated above may vary.

10. In the case of export of Chilly Whole to selected countries specified by the Board, the sample can be drawn simultaneously while loading into the container / railway wagon / trucks as the case may be, with the "Sample Drawn Certificate" issued by the Spices Board. No separate container stuffing supervision is required in this case as the sample is drawn while the consignment is loaded into the container / trucks. Similarly, in the case of consignments of Cumin Seed Whole to all countries except USA & Japan, container stuffing is allowed by providing the Sample Drawn Certificate.
11. On receipt of analytical report from the lab, the sample receipt desk will update the result of the analysis (cleared or not cleared) in ESS. Based on the cleared result, exporter will send intimation for container stuffing through ESS accordingly the Board will assigns to the surveyors through online, which shall be accepted by the designated agency. The original analytical report has to be taken from the online system by the surveyor before proceeding for the stuffing supervision. After physical supervision of stuffing, the details like Container number, Customs Seal No & Date of stuffing etc are to be provided in the online system for generating the final analytical report.

12. Board will make arrangement with the courier Agencies for forwarding the samples taken by the agency to the nearest Laboratory of the Board provided that the nearest laboratory/SRD or the nearest office/Depot of the sampling agency should be beyond 50 Km from the Laboratory.
13. The conveyance charge will be paid extra as per the approved rate of Spices Board for taking samples and carrying out the stuffing based on the prevailing public transport tariff of respective state departments. The conveyance charges applicable for the location will be calculated for the distance beyond 50 KM. (For example, if a sample is drawn from a distance of 80 KM away from the concerned office/SRD/QEL of the Board OR the nearest office/Depot of the sampling agency, conveyance charges is applicable for 30 KMs only).

“The Conveyance charges are applicable only for the sampling/stuffing location which are beyond 50 kms from the concerned SRD/QEL of the Board/ OR office/Depot of the sampling agency.”

14. A Lot is defined as 25 tons or less of the same spice product per exporter per destination of a particular invoice. Every additional 25 MT of the same product in the same consignment will be considered as an additional lot. In the case of Cumin Whole 27 Tons is considered as one Lot and for consignments send by Truck to Bangladesh, Nepal, Myanmar & Bhutan, 30 Tons will be considered as one Lot. Different spice items in the same consignment will be treated as separate Lots. Each Lot shall be identified with a unique Lot number which will be provided by exporters in their sampling intimation.
15. Three sets of samples are to be taken from each Lot, of which two sets need to be sent to the Spices Board and one set to the exporter concerned. If composite samples are taken of similar spice products, the same will be treated as one sample only. For consignments to USA the sample size will be 750 grams each, to EU & U.K, the sample size will be 1 kg for whole spices and 500 gram for ground spices and to all other countries the sample size will be 500 gram for whole spices and 350 gram for ground spices.
16. Sampling charges will be paid to the sampling agencies based on the Lot per intimation. Only one sampling charge will be paid per Lot. Sampling from every additional Lot will be paid additional sampling charges (except composite samples wherein samples are drawn and mixed from different products having different Lot numbers will be treated as a single sample). First sample taken from a sampling location by a surveyor in a day will be

treated as the first sample and all other sample taken on the same day irrespective of the exporters will be treated as additional sample.

17. Stuffing supervision charge will be as per lot. In case of stuffing supervision, if consignment of more than one exporter does occur in same container (LCL), only one stuffing supervision charges will be paid. Similarly, consignments of the same exporter sampled on different dates are stuffed in a single container and the same will be treated as one lot only.
18. The agency shall submit the bills to the concerned Regional Office of the Spices Board on a monthly basis. (a) Sampling/Stuffing rates plus applicable GST. (b) Conveyance charges plus applicable GST. While effecting the payment, the Board will deduct the applicable TDS.
19. The Agency should ensure that GST invoice generated for the sampling, stuffing and Conveyance charges are as per the actual. Hence before generating the GST Invoice, proforma invoice may be submitted to the concerned SRD for verification.
20. Along with the GST Bill the Agency has to submit the details of the sampling and stuffing work undertaken for each month in the prescribed format provided by the Board.

4. Eligibility Criteria

SL No	Eligibility Criteria	Details of Supporting Documents to be submitted	Yes/NO, Deviations if any
1	Participating firm should have been in operation for the last three completed financial years at the time of floating the tender. Should have experience in sampling work of agricultural commodities with at least three clients which includes one Government organization.	Work Orders issued to the firm during the last three completed financial years	
2	Participating firm should be a Proprietorship firm, Partnership firm or a Private limited/Limited company, registered in India. Firm must have PAN & GST number.	Partnership Deed and/or Memorandum of Understanding and Article of Association.	
3	Annual Turnover : The annual	Audited balance sheet	

	turnover of the agency should be more than Rs. 1.00 Crore.	profit & loss account (CA Certified) for the preceding three assessment years (2018-19, 2019-20 and 2020-21) to be submitted	
4	The participating firm should have ISO 9001:2015 and / or ISO/IEC 17025:2017 (including clause no. 7.3, Sampling) certifications.	Copies of the certificates.	
5	The participating firm should have operating offices in the states selected in the region they intend to quote and sub office with surveyors should be available in major Sampling & Stuffing areas.#	Copies of Ownership documents/Lease/Rental agreements of the offices.	

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SL NO.	Regions	Offices/sub offices required
1	Kerala	Trivandrum & Kochi
2	Tamil Nadu, Pondicherry & Karnataka	Chennai, Kanchipuram, Tuticorin, Erode, Bangalore
3	Maharashtra, Madhya Pradesh & Goa	Mumbai, Pune, Nagpur, Indore, Panaji, and Nasik
4	Andhra Pradesh and Telangana	Guntur, Krishnapattinam, Hyderabad
5	West Bengal, Orissa and North Eastern States	Kolkata, Guwahati, Bhubaneswar
6	Unjha, Gujarat	Unjha
7	Ahmedabad, Gujarat	Ahmedabad, Vadodhara
8	Gandhidham, Gujarat	Gandhidham, Rajkot
9	Rajasthan	Jodhpur, Jalore
10	Delhi, Haryana, Uttarakhand, Himachal Pradesh, Uttar Pradesh, Bihar, Jharkand, Chhattisgarh, Punjab, Jammu & Kashmir (inclusive)	Office in at least 3 of these states.

The Board reserves the right to reject the bids which are not supported with

documents to prove experience of the firm in the specified method of sampling. **Supporting documents proving the eligibility criteria shall be uploaded while submitting e-tender.**

5. Other Requirements

1. Agency should have at least one supervisory level staff in each Region who is having minimum qualification of Bachelor's Degree in any discipline from a recognized university. Qualification of the Field Staff should be minimum pass in Plus two/Higher Secondary.

2. Name, photograph, copy of the certificate in proof of qualification and Id card (aadhar card/voter id or other IDs issued by the Government) of field staff should be submitted to the Board by the authorised agency for verification before assigning them with sampling/stuffing work. Agency shall also issue Identity card to the field staff for sampling/stuffing supervision. Authorisation certificate for sampling/stuffing shall be collected from the respective Office of the Board by the agency. Field staff assigned with sampling/stuffing supervision shall carry the identity card and authorisation.

3. The sampling/stuffing agencies should ensure that the minimum wages prescribed by the respective State Governments, are given to the field staff. The Board will not be responsible for any violation of labour rules and statutory requirements by the sampling agencies. If the surveyor engages new field staff for sampling /stuffing, prescribed educational qualification should be ensured by the agency and proper training should be imparted to them either through the Master Trainer or from Spices Board. However, frequent change of the field staff is against the interest of the Spices Board and the same should be avoided to the extent possible by the surveyor. Also the agency should have insurance coverage for all the samplers and supervisors engaged for this activity. The authorised sampling agency has to furnish the type of insurance coverage taken for the field surveyors.

4. The agency must fulfill all statutory requirements.

5. The samplers and Inspectors should have knowledge and skills to update the sampling & stuffing reports through online/email and mobile app as well as providing lab reports & documents through online.

The agency should have necessary owned/leased infrastructure facility including IT equipment's, minimum office space having 250 sq.feet area in each state under the Regions specified. Laptop/Computers with internet, printer,scanner, smart phones for surveyors etc. should be available.

7. The agency should have a mobile application facility to capture the real time process of sampling & stuffing undertaken by surveyors and the same may be submitted to the Board for verification. The Agency has to provide access to such application to the Board for surveillance purpose

6. The rate quoted should be valid for a period of two years. The agency selected for a region has to produce Bank Guarantee, for the amount shown below, as security deposit valid for two years.

SL NO.	Regions	Concerned Board Laboratories	Spices	Bank Guarantee amount *
1	Kerala	QEL Kochi/ Tuticorin		2 Lakh
2	Tamil Nadu, Pondicherry & Karnataka	QEL Chennai/ Tuticorin		2 Lakh
3	Maharashtra, Madhya Pradesh & Goa	QEL Mumbai		1.5 Lakh
4	Andhra Pradesh and Telangana	QEL Guntur		0.75 Lakh
5	West Bengal, Orissa and NE States	QEL Kolkata		0.2 Lakh
6	Unjha, Gujarat	QEL Kandla/ Narela		1 Lakh
7	Ahmedabad, Gujarat	QEL Kandla/ Narela		0.75 Lakh
8	Gandhidham, Gujarat	QEL Kandla/Narela		1 Lakh
9	Rajasthan	QEL Kandla/Narela		0.2 Lakh
10	Delhi, Haryana, Uttarakhand, Himachal Pradesh, Uttar Pradesh, Bihar, Jharkand, Chhattisgarh, Punjab, Jammu & Kashmir (inclusive)	QEL Narela		0.15 Lakh

** The amount is fixed based on number of samples drawn and container stuffing done during the last two years.*

7. Details of the Board's offices overseeing sampling in each Region are furnished below.

SL NO.	Regions	Concerned Offices/ Sample Receipt Desk (SRD)	Contact details
1	Kerala	SRD	Email: sampling.sb-ker@gov.in

		KOCHI	Tel: 0484 2333610 (Ext 327/251)
2	Tamil Nadu, Pondicherry & Karnataka	Regional Office Chennai	Email: sbrochennai@gmail.com Tel : 044 27921342 /27923450
		Regional Office Tuticorin	Email: sbrotcn2012@gmail.com Tel : 0461-2391485
		Regional Office Bangalore	Email: spicesboard.blr@gmail.com Tel : 080-26767335
3	Maharashtra, Madhya Pradesh and Goa	Regional Office Mumbai	Email: sbromumbai@gmail.com Tel : 91-7208497206/7208490335
4	Andhra Pradesh and Telangana	Regional Office Guntur	Email: sbzognt@gmail.com Tel : 0863-2338569
5	West Bengal, Orissa and North East States	Regional Office Kolkata	Email: sbrokolkata@gmail.com Tel : 033-22341834
6	Unjha, Gujarat	Regional Office Unjha	Email: sdaunjha@gmail.com Tel : 02767-250141/42
7	Ahmedabad, Gujarat	Ahmedabad Marketing Office	Email: spicesahmedabad@gmail.com Tel : 9978666150
8	Gandhidham, Gujarat	Regional Office Unjha	Email: sbqelkandla@gmail.com Tel : 02836-226620/21
9	Rajasthan	Regional office, Jodhpur	Email: spicesboardju@gmail.com Tel: 0291-2636944
10	Delhi, Haryana, Uttarakhand, Himachal Pradesh, Uttar Pradesh, Bihar, Jharkand, Chhattisgarh, Punjab, Jammu &	Regional office Delhi	Email: snewdelhi@gmail.com Tel : 011-29845040/41

	Kashmir (inclusive)		
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6. Terms and Conditions

1. The agreement will be valid for minimum 2 years depending on the performance and may be extended on same terms and conditions.
2. The infrastructure and software facilities and the manpower of the agency will be assessed by the Board, before awarding the work.
3. Spices Board, at its discretion will decide from time to time to engage one or more than one Sampling Agency in any place based on the requirements or to discontinue the services of any sampling agency at any time without notice.
4. Non collection of the sample by the agency or delay in sampling and stuffing scheduled by the Board apart from force majeure will attract a penalty of Rs.500/-per sample.
5. If the Board considers that more than one agency is needed for a particular region, more than one agency may be awarded the contract for that region, provided L2, L3 or L4 is willing to agree to L1 price. If two agencies are awarded the contract for a particular region then the sampling and stuffing work will be distributed between the two agencies.
6. Export Support System (ESS), an online web enabled system, is implemented for sampling & stuffing supervision and issuance of SDR/Analytical reports. In case of any system failure, off-line operation will be considered but online system will be updated subsequently.

NO.OF AGENCIES REQUIRED FOR EACH REGION

SL	Regions	No.of
1	Kerala	2
2	Tamil Nadu, Pondicherry & Karnataka	2
3	Maharashtra, Madhya Pradesh and Goa	2
4	Andhra Pradesh and Telangana	2
5	West Bengal, Orissa and North East States	1
6	Unjha, Gujarat	1
7	Ahmedabad, Gujarat	1
8	Gandhidham, Gujarat	1

9	Rajasthan	1
10	Delhi, Haryana, Uttarakhand, Himachal Pradesh, Uttar Pradesh, Bihar, Jharkand, Chhattisgarh, Punjab, Jammu & Kashmir (inclusive)	1

7.Submission of Bids:

1. Spices Board reserves the right to accept or reject any of bids / proposals submitted.
2. At any time before the last date of submission of tender, Spices Board may, for any reason, whether at its own initiative or in response to a clarification requested by potential bidders, amend the tender document.
3. Any amendments in the tender shall be informed to the bidders by publishing the same in the Spices Board website and shall be binding on them. Spices Board may at its discretion extend the deadline for the submission of tender.
4. The applicant is required to visit the Spices Board website / MSTCL website for any changes or amendments in the tender before submitting their tenders.
5. Firms registered in India participating in the bid have to submit the bid through the e-procurement portal as outlined below in **Annexure 1 to 3** , for each region, separately.
6. Participating firms should submit Bid Security Declaration in the format given under Annexure – 3 in lieu of EMD.

8. Pre-Bid meeting

- The Board will organize a meeting (date: refer schedule of Tender given in section10) - at Head Office, Kochi.
- The purpose of this meeting is to clarify, doubts, issues and respond to questions on any matter that may be raised before submission of the bids in writing.
- Prospective vendors may attend the meeting with not more than two (2) representatives.

9.Contact Point

The contact point for any further clarification will be

- a) Shri. K Jagannathan, Deputy Director for General matters at 91-484-2333610. Ext.235 / jagannathan.k@nic.in
- b) Shri. Nibin K Simon, Assistant for Functional requirements at 91-484-2333610. Ext.251 / nibin.simon@nic.in

10. Important Instructions

This is an e-procurement event of Spices Board, Kochi. The e-procurement service provider is MSTC Ltd., 225C, A.J.C. Bose Road, Kolkata-700 020. You are requested to read the terms & conditions of this tender before submitting your online tender. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid. For more information in participating in the e-tender, please refer to **Annexure 1**.

1	Mode of Tender	e-Procurement System (Online Part1-Techno-Commercial Bid and Part-II- Price Bid through https://www.mstcecommerce.com/eprochome/spiceb of MSTC Ltd.)
2	Transaction Fee Note: Please note that vendors will have the access to online e-tender only after remitting the transaction fee in favour of MSTC Limited, Kolkata.	Rs11800/- (Including @ 18% GST) Payment of Transaction fee in favour of MSTC LIMITED. (Transaction fee and related bank charges are to be paid by bidder)
3	Start Bid date and Time	17.11.2021 , 03.00 pm
4	Pre-bid meeting	24.11.2021, 10.00 am – 01.00 pm
5	Close Bid date and Time	07.12.2021 , 05.30 pm
6	Date & time of opening of Bid	08.12.2021, 11.00 am

DIRECTOR (MARKETING)

1	<p>Process of E-tender</p> <p>A). Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of techno- commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC/Spices Board is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com</p> <p>Contact person (MSTC):</p> <p>1. Arnab Sarkar – Mob- 9986036012 asarkar@mstcindia.co.in</p> <p>2 Mr. Ravindranath Mob-7676456095 ravindranathkb@mstcindia.co.in</p> <p>B) System Requirement:</p> <p>Windows 98 /XP-SP3 & above/Windows 7 Operating System</p> <p>Vendors are required to register themselves online with www.mstcecommerce.com→ e-Procurement→ PSU/Govt depts. →Spices Board→Register as Vendor Filling up details and creating own user id and password→ Submit.</p> <p>i Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact MSTC/Spices Board, (before the scheduled time of the e- tender).</p>
2	<p>Part I techno-commercial bid will be opened electronically on specified date and time as given in the Notice Inviting Tender (NIT). Bidder(s) can witness electronic opening of bid.</p> <p>Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by Spices Board. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid email confirmed by them.</p> <p>Note:</p> <p>The tenderers are advised to offer their best possible rates. There would generally be no negotiations hence please submit your most competitive prices while submitting the price bid. However, in case the lowest rate appears to be reasonable taking into account the prevailing market conditions, the order may be awarded to the lowest bidder and if the rate is still considered high, action as per prevailing instruction/guideline shall be taken.</p>
3	<p>All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity</p>

4	<p><u>Special Note towards Transaction fee</u> The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.</p> <p><u>Transaction fee is non-refundable.</u></p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p>NOTE : The bidders should submit the transaction fee well in advance before the last date of submission of tender as they will be activated for bid submission only after receipt of transaction fee by MSTC.</p> <p>Contact Details: Fax No. : 033 22831002 Email: ids: rpradhan@mstcindia.co.in</p> <p>Bidders may please note that the transaction fee should be deposited by debiting the account of the bidder only; transaction fee deposited from or by debiting any other party’s account will not be accepted. Transaction fee is non-refundable.</p> <p>In case of failure to make payment towards Transaction fee for any reason, the vendor, in term, will not have the access to online e-tender.</p>
5	<p>Vendors are instructed to use Upload Documents link in My menu to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 4 MB.</p> <p>Once documents are uploaded in the library, vendors need to attach documents through Attach Document link against the particular tender. For further assistance please follow instructions of vendor guide.</p>
6	<p>All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by Spices Board as well as by MSTC (e- procurement service provider). Hence the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of vendor with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).</p>
7	<p>a.i.1.a.i.1.a.i. Please note that there is no provision to take out the list of parties downloading the tender document from the web site mentioned in NIT. As such, bidders are requested to see the web site once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigenda, if any,</p>

	<p>will be that of the downloading parties.</p> <p>a.i.1.a.i.1.a.ii. No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from web site.</p> <p>Please see website https://www.mstcecommerce.com/eprochome/spiceb of MSTC Ltd.</p>
8	<p>E-tender cannot be accessed after the due date and time mentioned in NIT.</p>
9	<p>Bidding in e-tender & Reverse auction:</p> <ul style="list-style-type: none"> a) Bidder(s) need to submit necessary, Tender fees (If ANY) and Transaction fees to be eligible to bid online in the e-tender. Tender fees and Transaction fees are non refundable. Bid Security Declaration in lieu of EMD, in the format given under Annexure 2, should be uploaded by the bidder(s). b) The process involves Electronic Bidding for submission of techno-commercial Bid as well as Price Bid. c) The bidder(s) who have submitted the above fees can only submit their techno- commercial Bids and Price Bid through internet in MSTC website www.mstcecommerce.com → e-procurement → PSU/Govt Depts → Spices board Login → My menu → Auction Floor Manager → live event → Selection of the live event → d) The bidder should allow to run an application namely enApple by accepting the risk and clicking on run. This exercise has to be done twice immediately after clicking on the Techno-Commercial bid. If this application is not run then the bidder will not be able to save/submit his bid. e) After filling the Techno-Commercial Bid, bidder should click “save” for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then bidder should click on “save” to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the “Submit” button to register their bid f) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid. g) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else. h) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above. i) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful tenderer shall be called hereafter SUPPLIER. j) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.

	<p>k) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>l) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.</p> <p>m) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.</p>
10	Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.
11	No deviation to the technical and commercial terms & conditions are allowed.
12	After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature
13	Spices Board, Kochi has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
14	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website https://www.mstcecommerce.com/eprochome/spiceb of MSTC Ltd.
15	The bidders must upload and attach all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
16	The bid will be evaluated based on the filled-in technical & commercial formats.
17	The documents uploaded and attached by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, punitive action including suspension and banning of business can be taken against defaulting bidders.
18	Vendors can refer to the pdf document in the below link for MSTC's e-Procurement Portal Guidelines https://www.mstcecommerce.com/eprochome/UserManualVendor.pdf

Bid-Security Declaration

To,
Director (Marketing)
Spices Board, Sugandha Bhavan,
N.H. ByPass, Palarivattom,
Cochin, 682025
Kerala

Reference:

Tender Notice No. _____ of Spices Board.

Our Bid No. _____ dt.

I/We , irrevocably declare as under:

I/We understand that, as per Clauseof Tender/bid conditions, bids must be supported by a Bid Security Declaration in lieu of Earnest Money Deposit.

I/We hereby accept that I/We may be disqualified from bidding for any contract with you for a period of Three years from the date of disqualification as may be notified by you (without prejudice to Spices Board's rights to claim damages or any other legal recourse) if,

- 1) I am /We are in a breach of any of the obligations under the bid conditions,
- 2) I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
- 3) On acceptance of our bid by Spices Board, I/we failed to deposit the prescribed Security Deposit or fails to execute the agreement or fails to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature:

Name & designation of the authorized person signing the Bid-Securing Declaration Form:

Duly authorized to sign the bid for and on behalf of: _____
(complete name of Bidder)

Dated on _____ day of _____ month, _____ year.

(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid).

Annexure - 3

Format for bidding for sampling of export consignment of spices and container stuffing supervision

TECHNICAL AND FINANCIAL BID FORMAT (shall be entered online)

Select the Region for which quotation is submitted :

- Kerala
- Tamil Nadu, Pondicherry & Karnataka
- Maharashtra, Madhya Pradesh and Goa
- Andhra Pradesh and Telangana
- West Bengal, Orissa and Northeast States
- Unjha, Gujarat
- Ahmedabad, Gujarat
- Gandhidham, Gujarat
- Rajasthan
- Delhi, Haryana, Uttarakhand, Himachal Pradesh, Uttar Pradesh, Bihar, Jharkhand, Chhattisgarh, Punjab, Jammu & Kashmir

SL NO.	MSTC Lot Number	Description	Regions
1	Lot No : 1	Rates for sampling as per ISO 948:1980 / EU regulations EC No. 401/2006 / <i>Salmonella</i> as per USFDA BAM Chapter 1 sampling method	Kerala
2	Lot No : 2	Rates for sampling as per ISO 948:1980 / EU regulations EC No. 401/2006 / <i>Salmonella</i> as per USFDA BAM Chapter 1 sampling method	Tamil Nadu, Pondicherry & Karnataka
3	Lot No : 3	Rates for sampling as per ISO 948:1980 / EU regulations EC No. 401/2006 / <i>Salmonella</i> as per USFDA BAM Chapter 1 sampling method	Maharashtra, Madhya Pradesh & Goa
4	Lot No : 4	Rates for sampling as per ISO 948:1980 / EU regulations EC No. 401/2006 / <i>Salmonella</i> as per USFDA BAM Chapter 1 sampling method	Andhra Pradesh and Telangana
5	Lot No : 5	Rates for sampling as per ISO 948:1980 / EU regulations EC No. 401/2006 / <i>Salmonella</i> as per USFDA BAM Chapter 1 sampling method	West Bengal, Orissa and North Eastern States
6	Lot No : 6	Rates for sampling as per ISO 948:1980 / EU regulations EC No.	Unjha, Gujarat

		401/2006 / <i>Salmonella</i> as per USFDA BAM Chapter 1 sampling method	
7	Lot No : 7	Rates for sampling as per ISO 948:1980 / EU regulations EC No. 401/2006 / <i>Salmonella</i> as per USFDA BAM Chapter 1 sampling method	Ahmedabad, Gujarat
8	Lot No : 8	Rates for sampling as per ISO 948:1980 / EU regulations EC No. 401/2006 / <i>Salmonella</i> as per USFDA BAM Chapter 1 sampling method	Gandhidham, Gujarat
9	Lot No : 9	Rates for sampling as per ISO 948:1980 / EU regulations EC No. 401/2006 / <i>Salmonella</i> as per USFDA BAM Chapter 1 sampling method	Rajasthan
10	Lot No : 10	Rates for sampling as per ISO 948:1980 / EU regulations EC No. 401/2006 / <i>Salmonella</i> as per USFDA BAM Chapter 1 sampling method	Delhi, Haryana, Uttarakhand, Himachal Pradesh, Uttar Pradesh, Bihar, Jharkand, Chhattisgarh, Punjab, Jammu & Kashmir (inclusive)

FINANCIAL BID FORMAT

SI No	Financial Head	Entry to be made online
a	First sampling (Rs.) Excluding GST	(Enter value)
b	Addl. Sampling (Rs.) Excluding GST	(Enter value)
c	First stuffing (Rs.) Excluding GST	(Enter value)
d	Addl. Stuffing (Rs.) Excluding GST	(Enter value)
e	a+b+c+d	

TECHNICAL BID FORMAT

1	Name and address of the Organisation Telephone No. E-mail Name of contact person	Details shall be uploaded
2	Name address of the branch Offices Telephone No. E-mail Name of contact person	Details shall be uploaded
3	Year of establishment of the firm	Partnership Deed/ Certificate of registration or Memorandum and Article of association along with PAN & GST shall be uploaded while submitting e-tender
4	Annual turnover	Copy of audited balance sheet profit & loss account (CA Certified) for the preceding three assessment years (i.e . 2018-19 , 2019-20 and 2020-21) shall be uploaded
5	Whether having Quality Control Laboratory	If yes, details of test conducted shall be uploaded
6	Whether the Quality Control Laboratory is accredited, and if so, the proof of Certificate	Documents shall be uploaded
7	Whether the agency meets certification requirements given under section 4, clause4.	If yes, certificate and scope of accreditation shall be uploaded
8	Number of qualified surveyors in each centre	Details shall be uploaded
9	The qualification of the field staff and their service experience in the field	Details shall be uploaded
10	Details of infrastructure like IT equipments, mode of conveyance provided to field staff etc.(Location-wise)	Details shall be uploaded

11	Experience in sampling work a)EU sampling EC No.401/2006 b) ISO 948:1980 c) USFDA BAM chapter 1	Details shall be uploaded
12	List of Clientele for whom you work as surveyors	Details including experience certificates received from clients shall be uploaded
<i>The Board reserves the right to reject the bids which are not supported with documents to prove experience of the firm in the specified method of sampling</i>		
13	Details of surveyor Licence (if available)	If yes, license shall be uploaded
14	Kind or type of insurance coverage taken for the surveyors	Insurance policy shall be uploaded
* Sampling charges should be quoted per lot for delivery (physical /courier) of samples at the designated Offices of the Board. The charges shall include the cost of all items mentioned in para 4 & 5 under scope of tender , required for sampling.		