



**SPICES BOARD**  
(Ministry of Commerce and Industry  
Government of India)  
Sugandha Bhavan  
N.H. By-pass  
P.B. No. 2277  
Palarivattom P.O.  
Cochin - 682 025, India

**स्पाइसेस बोर्ड**  
(बाणिज्य एवं उद्योग मंत्रालय,  
भारत सरकार)  
सुगन्ध भवन  
एन. एच. बाइपास  
पो. नं. 2277  
पालारिवट्टम पो.ओ.  
कोचिन - 682 025, भारत

No.EDP/PSW/09

Date: 2.12.2009

INVITING PROPOSALS FOR DEVELOPING AND IMPLEMENTING A WEB ENABLED  
SYSTEM FOR COMPUTERISING BOARD'S FIELD LEVEL ACTIVITIES.

Sealed quotations are invited for developing and implementing a secure web enabled System for computerising Board's field level activities. Details are given in:

- Annexure 1 - Requirement
- Annexure 2 - Terms and conditions
- Annexure-3 - A brief write-up on Schemes/Programmes operated by the Board.
- Annexure-4 – Existing IT infrastructure of the Board

Your offer in sealed cover super-scribed with "Quotation for a web enabled System for Board's field level activities due on 17<sup>th</sup> Dec 2009(EDP Dept)" addressed to the Dy.Director(EDP), Spices Board, Kochi-682025, should reach EDP Dept. of the Board latest by 5.00 p.m. on 17<sup>th</sup> Dec 2009. The Board reserves the right to reject any or all quotations without assigning any reasons.

DY.DIRECTOR(EDP)

REQUIREMENTS

- 1) Computerization of field level activities of the Board
- 2) Information flow between Field, Zonal, Regional and Head Office
- 3) Define different roles of Officers/Officers in the hierarchy
- 4) Share existing data of financial accounting system namely Board's Offices, employees, beneficiaries, service providers, subscribers, schemes, scale of assistance, activities, financial and physical targets
- 5) Update beneficiary data base when new scheme applications are received
- 6) Maintenance of scheme applications: received, recommended, sanctioned, payment arranged
- 7) Generation of field inspection reports
- 8) Recommendation and Financial Sanction by various level of Officers
- 9) Integration of Receipts (Sale of seedlings, subscription of Board's periodicals & other receipts) and payments with Board's existing financial accounting system.
- 10) Implementation of software in Linux, PHP with Oracle back-end
- 11) A secure web based online system with access privileges defined for various level of Offices/ Officers. Transactions shall be protected from unauthorized access and external threats
- 12) Reports (partial list)
  - ~~///~~ No. of beneficiaries Scheme wise/ financial year wise with drill-down option to see the beneficiaries
  - ~~///~~ Schemes availed by a beneficiary: year wise
  - ~~///~~ Total amount released: scheme wise, year wise, state-wise, region wise
  - ~~///~~ Physical achievement vs targets : scheme wise, year wise, state-wise, region wise
  - ~~///~~ Monthly reports at FO, Zonal, Regional & Head Office level
  - ~~///~~ Annual statement on physical and financial achievements and number of beneficiaries
  - ~~///~~ Annual action plan (targets) for Field, Zonal, Regional and Head Office

TERMS AND CONDITIONS

- a) There is no separate tender document. This enquiry notice can be downloaded from Board's web site at <http://www.indianspices.com/html/quot.php> for tender submission.
- b) Spices Board will not make any payments for the initial study required for the purpose of submitting quotations. However the cost of initial study, if any, may be mentioned in the proposal which will be reimbursed in case the proposal is accepted by the Board.
- c) An amount Rs.5,000/- (Rupees Five Thousand Only) shall be deposited by the concerned firm as Earnest Money Deposit (EMD) in the form of a Bank draft from any Nationalized Bank in favour of Secretary, Spices Board payable at Kochi. Bid not accompanied with prescribed earnest money deposit will be rejected. The EMD of the unsuccessful vendors shall be refunded after final acceptance of the tender and within reasonable time after opening of the tender. The EMD will carry no interest. The EMD will be forfeited if the vendor withdraws his offer or any clause of his offer/tender, if such withdrawal adversely affects the interest of Spices Board.
- d) Detail requirement shall be obtained from Board's Development, Accounts, and EDP Department of the Board. E Mail id: [spicesboardedp@gmail.com](mailto:spicesboardedp@gmail.com). Tel Nos. EDP Dept: 0484:2333603 (Suresh Kumar), Development Dept: 0484-2339942 (Jojoy Mathew).
- e) A presentation of proposed system is required to be arranged in Board's Head Office after submitting the quotations.
- f) The developed Software shall be under warranty for a period of 6 months from date of implementation.
- g) Source code shall be provided to Spices Board.
- h) The service provider shall have experience in developing and implementing Accounting Systems or similar applications preferably with Oracle back-end. List of such clients, contact person and telephone nos shall be furnished.
- i) Payment will be released in different phases of software development cycle.
- j) Proposal shall include
  - ?? Deliverables
  - ?? Scope of work
  - ?? Requirement of Hardware, Software, Connectivity in HO and Field/Zonal/Regional Offices for implementing the proposed system and specification
  - ?? Specify the requirements for securing the transactions from Field Offices in the proposed System
  - ?? Cost of software development
  - ?? Cost of training
  - ?? Warranty period and AMC rate
  - ?? Validity of quotation
  - ?? Payment terms
  - ?? Time required for various stages of system development and implementation
  - ?? Details of similar projects executed with client details

BRIEF WRITE-UP ON SCHEMES/PROGRAMMES OPERATED BY THE BOARD

1. Special Purpose Fund for Replantation & Rejuvenation of Cardamom plantations.

There are 3 activity components which are taken up in the State of Kerala, Tamil Nadu, Karnataka and Sikkim with different rates of subsidy.

2. Export Oriented Production & Post Harvest Improvement of spices.

There are 32 activity components with different rates of subsidy implemented in different states of the country.

3. Development of Pepper in Idukki and Wayanad districts of Kerala and North Eastern States.

There are 7 activity components with different rates of subsidy / assistance.

## ANNEXURE-3 Contd..

**XI PLAN SCHEMES / PROJECTS OF SPICES BOARD**

Sl.No.	Scheme / Programme
<b>I.</b>	<b>Scheme for “Special Purpose Fund for Replantation &amp; Rejuvenation of Cardamom Plantations(Small &amp; Large)”</b>
1.	Replantation – Cardamom Small in Kerala-Tamil Nadu & Karnataka
2.	Replantation – Cardamom Large in the State of Sikkim & Darjeeling Dist. of West Bengal
3.	Rejuvenation – Kerala & Tamil Nadu
4.	Rejuvenation – Sikkim & Darjeeling
5.	Planting Material Production for cardamom in all the above states through certified nurseries and 5 Deptl. Nurseries in Karnataka.
<b>II.</b>	<b>Scheme for Export Oriented Production &amp; Post Harvest Improvement of Spices</b>
<b>A</b>	<b>Small Cardamom</b>
1.	Irrigation & Land Development(Kerala-Tamil Nadu Region). (Full amount of subsidy will be paid by Spices Board in K&T Region)
	Irrigation & Land Development (Karnataka Region) (Will be implemented jointly by Spices Board and WGDP of Karnataka sharing the cost)
2.	Construction of Rainwater Harvesting devices
3.	Setting up of Improved Cardamom Curing Devices
	<b>Development Programmes for North East</b>
<b>B</b>	<b>Large Cardamom – Sikkim</b>
1.	Construction of Curing Houses
2.	Construction of Rainwater Harvesting devices
<b>C</b>	<b>Other North Eastern States</b>
1	Large Cardamom – New Planting
2.	Construction of Rainwater Harvesting
3.	Construction of Curing Houses
4.	Organic cultivation of Pepper
5	Organic cultivation of Lakadong Turmeric
6.	Organic cultivation of Ginger
7.	Training of Officers and farmers
<b>D</b>	<b>Other Spices</b>
1.	Supply of Seed Spice Threshers
2	Supply of Pepper Threshers
3	Integrated Pest Management in Chilli
4.	Setting up of Turmeric Boilers & Polishers
5.	Construction of Mint distillation units
6.	Supply of Bamboomats

ANNEXURE-3 Contd..

<b>E</b>	<b>Post Harvest Improvement of Spices</b>
1.	Construction of Drying Yard
2	Supply of Polythese/Silpaulin Sheet
3	Supply of Moisture Meter
<b>F</b>	<b>Organic farming</b>
1	Organic Certification assistance
2	Setting up of Bioagent units
3	Assistance for Organic cultivation of spices
4	Setting up of vermin compost units
<b>G</b>	<b>Extension Advisory Service</b>
1	Extension visits/Group meetings/campaigns/demonstrations by Board's Extension Officers.
2.	Outsourcing of Technical Assistants
<b>III.</b>	<b>Development of Pepper in Idukki District of Kerala assisted under National Horticulture Mission.</b>
1.	Production of Planting material
2.	Replanting / Rejuvenation
3.	Construction of Vermi compost Units
4.	Promotion of Integrated Pests & Disease Management
5.	Human Resource Development (Trainings)
6.	Functional infrastructure
7.	Project implementation
<b>IV.</b>	<b>Development of Pepper in Wayanad District of Kerala &amp; North Eastern States</b>
1.	Production of Planting material
2.	Replanting / Rejuvenation
3.	Construction of Vermi compost Units
4.	Promotion of Integrated Pests & Disease Management
5.	Human Resource Development (Trainings)
6.	Functional infrastructure
7.	Project implementation

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ANNEXURE-3 Contd..

**SCHEME APPLICATION – PART A & B**

1. Name of the applicant
2. Gender (M/F)
3. Date of birth & age
4. Category (SC/ST/GEN)
5. Address of the plantation
6. Address for communication  
(with Tele, fax, email)
7. Details of plantation (village,  
Taluk, district, State, survey No.  
& Location)
8. Tenure of land (Patta/Lease/Possession)
9. Total area in Ha.
10. Cropwise area in Ha.
11. Cardamom Regn. No.(or ACR) & Registered area
12. Reason for replanting
13. Type of construction for Water Harvesting
14. Type of Irrigation equipment required
15. Estimated cost
16. Number of planting material
17. Bank Account Details
  - Acct No
  - Type of Account
  - Bank\_IFSC Code
  - Bank name and location

ANNEXURE-3 Contd..

**INSPECTION REPORT FOR RECOMMENDING SUBSIDY**

1. Name of the applicant
2. Gender (M/F)
3. Date of birth & age
4. Category (SC/ST/GEN)
5. Address of the plantation
6. Address for communication  
(with Tele, fax, email)
7. Details of plantation (village,  
Taluk, district, State, survey No.  
& Location)
8. Tenure of land (Patta/Lease/Possession)
9. Total area in Ha.
10. Cardamom Regn. No.(or ACR) & Registered area
11. Type of Water Harvesting Device constructed
12. Type of Irrigation equipment installed
13. Type of equipment purchased(improved cardamom curing device/  
Pepper thresher/seed spice thresher/turmeric boiler & polisher/  
Mint distillation unit)
14. No. of Bamboo mats / polythene/silpaulin sheets
15. Cost of construction/equipment
16. No. of planting material
17. Unit of measurement recommended for payment of subsidy(area  
in  
Ha., Nos., Sq.Mtrs etc.)

### ANNEXURE-3 Contd..

18. Corresponding amount of subsidy against the unit of measurement  
Recommended as per eligibility under each programme.
19. Recommendation of the inspecting officer.
20. Authorisation by the competent officer

#### INFORMATION REQUIRED BY HEAD OFFICE

- 1) Transaction Type namely Bank Payment, Cash Payment, Bank Receipt Cash Receipt
- 2) Transaction Date
- 3) Type of payment (Cheque, Demand Draft, E-Payment, and Bank Document)
- 4) Party type (Planter, service provider, subscriber etc)
- 5) Name & address of party with bank account details
- 6) Account code
- 7) Scheme code
- 8) Programme code
- 9) Activity code
- 10) Physical unit
- 11) Amount of subsidy
- 12) Remarks/purpose

(Provision for analysis and consolidation is required)

ANNEXURE-3 Contd..

**FLOW OF INFORMATION FROM THE ENTRY POINT TO THE PAYMENT END.**

<b>Stage</b>	<b>Activity</b>	<b>Office</b>
<b>I</b>	Receipt of applications from Farmers or other beneficiaries for availing various schemes	Field offices in Kerala, Tamilnadu and Karnataka, Zonal office / Regional office in Sikkim, NE, Andhra Pradesh & Ahmedabad
<b>II</b>	Preparation of inspection report for recommending subsidy by the Inspecting Officer after field inspection.	Field offices in Kerala, Tamilnadu and Karnataka, Zonal office / Regional office in Sikkim, NE, Andhra Pradesh & Ahmedabad
<b>III</b>	Authorisation/sanction by the Competent officer and preparation of the journal voucher for Financial Accounting	Zonal office or Regional office as per delegation of powers.
<b>IV</b>	Transmission to Head Office, Cochin.	Authorising/Sanctioning Officers in the field
<b>V</b>	Verification	Development Section in Head Office
<b>VI</b>	Authorisation by the competent officer	Asst.Director(Dev) Deputy Director(Dev) Director(Dev) Director(Fin) Chairman (as the case may be)
<b>VII</b>	Transmission to Accounts Section for arranging payment.	Authorising Officer in Head Office

ANNEXURE-3 Contd..

**MONTHLY PROGRESS REPORT FOR FIELD FUNCTIONARIES**

**Part-A**

Name of the office

Month & year of report

Quantity of rainfall received during the month(progressive total also – in m.m)

No. of rainy days(progressive total also)

Increase/decrease of crop compared to previous season

Pest/disease outbreak

Special assignment taken up by the Reporting Officer.

Activities plan for next month

**Part-B**(Information to be given for each programme)

Target – Physical & Financial

Total No. of application received till the month under report with unit covered.(Ha., No., Sq.Mtr. etc.)

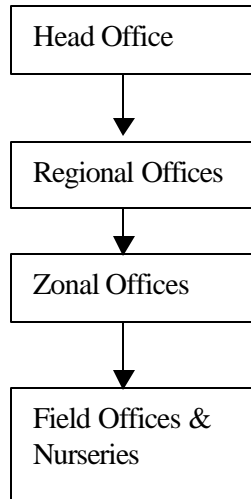
Achievement during the month – Physical & Financial

Progressive total of achievement upto the month under report(Physical & Financial)

Total achievement anticipated by the end of the financial year(Physical & Financial)

Excess/shortfall expected on targets allotted(Physical & Financial)

ORGANSATIONAL CHART



List of Offices is available at <http://www.spicesboard.in/pis/locsearch.php>

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EXISTING IT INFRASTRUCTURE OF THE BOARD

Head Office

Data Base Server :

Operating System:. Redhat Linux

Database: Oracle (8i)

Application Development Tool: Forms 6i and Reports 6i

Web server:

Operating System:. Redhat Linux

Back-end database : Oracle (8i), My Sql

Web service : Apache, Tomcat and PHP

Network Security Appliance: Fortigate 100A UTM

Connectivity : 1 Mbps Internet Leased line

Field/Zonal/Regional Offices

Latest PCs with Windows/XP/Vista

Connectivity : Broadband Internet

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