

18<sup>th</sup> July 2011

### TENDER NOTICE

Competitive tenders are invited for sampling and container stuffing supervision of spices for export from reputed surveyors as per the procedure and terms & conditions attached herewith. The sealed cover superscribed as **“Tender for undertaking sampling of spice consignment and supervision of container stuffing”** shall be sent to the Director (Marketing), Spices Board, Sugandha Bhavan, P.B.No.2277, Palarivattom.P.O., Cochin-682 025 (Fax No.0484-2333614) on or before **1<sup>st</sup> August 2011 - 5.00 p.m.**

The terms and conditions of the work involved and the prescribed application form can be had from the Spices Board, Cochin or from the website of the Board [www.indianspices.com](http://www.indianspices.com). Only those firms with required infrastructure, computer network and qualified personnel for sampling will be considered.

The Spices Board reserves the right to reject any proposal without assigning any reasons thereof. Quotation will be opened on **2<sup>nd</sup> August 2011 at 11.00 a.m.**

  
DIRECTOR [MARKETING]

**PROCEDURE AND TERMS AND CONDITIONS OF SAMPLING/ CONTAINER  
STUFFING SUPERVISION OF SPICES**

1. The exporters will send the prescribed intimation by online to the Spices Board with the details of items to be sampled. Presently chilli and its allied products, curry powder/masalas, turmeric powder, sugar coated fennel seeds and nutmeg & nutmeg products are the items compulsorily tested for aflatoxin and Sudan chemicals.
2. On receipt of intimation the same will be transferred to the surveyors assigning the work to them.
3. Based on the intimation, the assigned work has to be accepted and should be performed by the surveyors at the specified place, date and time by physically drawing the samples as per the sampling norms being followed by the Spices Board. Before venturing into the work for sampling or the container stuffing, it is desirable that the work specified shall be got confirmed with the exporter concerned to avoid any unproductive visit. The surveyors will not be eligible for claiming any unproductive visits.
4. The prescribed analytical charges has to be collected from the exporter concerned by way of Demand Draft or at par cheque and the same should be sent to the concerned Regional Office of the Spices Board. The instrument of payment with its details should be sent in a separate cover to prevent spoilage, if any, in transit. Samples drawn should be forwarded in sealed printed cover of the surveyor along with the sampling report as per the prescribed format in duplicate along with the copy of the intimation to the designated Quality Control Laboratory of the Spices Board. Care should be taken to send the sample intact.
5. The samples should be packed in food grade quality packaging material before putting it in the printed cover of the surveyor.

6. The average sample per month in different regions will be approximately as follows:

a) Kerala	:	350
b) Tuticorin	:	100
c) Tamil Nadu	:	1500
(except Tuticorin and Erode)		
d) Karnataka	:	50
e) Mumbai/Pune	:	1000
f) Andhra Pradesh	:	20
g) Gujarat	:	100
h) Delhi/UP	:	20
i) West Bengal	:	200
j) Amritsar	:	100

7. On completion of the sampling, the surveyor shall also send the sampling report to Spices Board online.
8. In the case of export of chilli whole to the specified countries in South East Asian Region, the sample can be drawn simultaneously while loading into the ocean container/railway wagon/trucks as the case may be by issuing "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.
9. Intimation for container stuffing received from the exporters based on the information of the clearance of the consignment will be sent to the surveyors through online, which shall be accepted, by the designated surveyor. The original analytical report has to be collected by the surveyor before venturing into the stuffing supervision and hand over the same to the exporter/agencies by mentioning the container number, date of stuffing etc. therein.
10. Container stuffing supervision shall be done on other spice items (except chilli whole to South East Asian Countries) only on the basis of 'Cleared Analytical Report' issued by the Spices Board for export. At present the parameters "Aflatoxin" and "Sudan I-IV" are compulsorily tested.
11. On completion of the stuffing into the container/railway wagon as the case may be, the surveyor shall send the stuffing supervision report in the prescribed format by online to the Spices Board.
12. The courier charges, if any, for sending the sample to the designated Lab of the Spices Board located at outstations shall be paid in actual on production of paid vouchers. The service tax as applicable at the rate prescribed by the Govt. of India will be paid extra.

13. The conveyance charge will be paid extra on actual basis by public transport for the distance covered beyond 25 kms. only from the local office of the Spices Board. The place of sampling/stuffing in different locations will be informed once the work order is issued.
14. A lot means 25 MT or less of same variety per exporter per destination of a particular invoice. If composite samples are taken of similar varieties, the same will be treated as one sample only. Three sets of samples are to be taken of which, two sets need to be sent to the Spices Board and one set to the exporter concerned. Consignment of same variety, which exceeds 25 MTs, will be treated as additional consignment of 25 MT each.
15. The consignments sampled should be stack-sealed properly (fool proof) with identification tag.
16. A Bank Guarantee worth Rupees One Lakh as security valid for a period of one year (renewable) shall be provided to the Board if the proposal is accepted. The rate quoted shall be valid for a minimum period of one year.
17. Stuffing supervision charge will be per lot.
18. In case of stuffing supervision, if consignments of more than one exporter do occur in the same container (LCL), only one stuffing supervision charge will be entitled. Similarly, consignments of the same exporter sampled by different dates are stuffed in a single container the same will be treated as one lot only.
19. The stuffing report should be sent to the Regional Office concerned of the Spices Board by online.
20. The infrastructure facilities and the manpower of the surveyors will be assessed by the Board, if need be, before awarding the work.

21. 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 assigning reasons thereof.
22. The proceedings of sampling and stuffing supervision will be by online. In case of any failure in the system it will be considered off line also.
23. The bill of the surveyors shall be submitted to the Board on a monthly basis. The rate shall be inclusive of all taxes including Service Tax. The eligible amount will be paid through e-transfer. TDS will be as per rule and will be deducted from the bill.
24. The Spices Board will assess the technical capability of the field staff of the surveyors by an interview once the work is awarded.
25. In case of new appointments of field staff, proper training should be imparted to them either through the Master Trainer or from the 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.
26. Minimum wage prescribed by the Government should be given to the field staff. The Board shall be permitted to verify the records, if need be. The daily/monthly wage proposed to the field staff may be described both for local visit and outstation work.
27. Identity card should be issued to the field staff by the surveyor.
28. The application form for submitting the tender is attached. The tender shall be furnished in the prescribed format itself failing which same will be treated as non-responsive.
29. Clarification, if any, on the sampling and stuffing supervision procedure and to assess the quantum of work for the purpose of submitting the quotation can be obtained from Shri.K.B.Radhakrishnan, Assistant Director (Mktg.) in Spices Board's Head Office, Kochi, Phone No.0484-2333610 (Extn. 234) E-mail: [kbrmktgkochi@gmail.com](mailto:kbrmktgkochi@gmail.com).

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**APPLICATION FOR ENLISTING SURVEYORS FOR SAMPLING OF EXPORT  
CONSIGNMENT OF SPICES AND CONTAINER STUFFING SUPERVISION**

To

The Director [Marketing]  
Spices Board  
"Sugandha Bhavan"  
P.B.No.2277  
Palarivattom.P.O.  
COCHIN-682 025  
Fax: 0484-2334614  
E-mail: [spicesboard@vsnl.com](mailto:spicesboard@vsnl.com)

Sir,

We give below the quotation for undertaking the sampling of export consignments of spices and the container stuffing supervision in different States/Regions as per the terms and conditions of the Board:

1.	Name and Address of the Organization  Telephone No. Fax No. E-mail  Name of Contact Person	
2.	Name and Address of the Branch Offices  Telephone No. Fax No. E-mail  Name of Contact Person	

3.	Whether having Quality Control Laboratory, and if so, the details and tests conducted	
4.	Whether the Quality Control Laboratory is accredited, and if so the proof of Certification	
5.	Year of Establishment	
6.	Number of qualified surveyors in each center	
7.	The qualification of the field staff and their service experience in the field (Minimum Plus Two qualification is required).	No. Qualifications Yr. of Service in the field
8.	Details of infrastructure like online facility, mode of conveyance provided to field staff etc.(location-wise)	
9	List of clientele for whom you work as surveyors	
10.	<p>Quotation for Sampling/ Stuffing Supervision:</p> <p>1.a) Sampling inclusive of delivery of sample physically or by courier to the designated Spices Board Laboratory, per consignment irrespective of number of items to be sampled per invoice.</p> <p>1.b) Additional sampling inclusive of delivery of sample physically or by courier to the</p>	

	designated Spices Board Laboratory, per consignment irrespective of number of items to be sampled per invoice. 2.a) Stuffing supervision per container.  2.b) Additional stuffing supervision.	
11.	Validity of Quotation	

Place:

Date:

Name:

Designation: