

***World Spice Congress
Spices Board, Kochi
(Ministry of Commerce & Industry, Government of India)***

Notice Inviting Tender

for

***Supply of Conference Gift
for World Spice Congress 2023***

***Spices Board
Ministry of Commerce & Industry
Government of India
Kochi, Kerala***

Notice Inviting Tender

No. WSC:19/2023

24th Jul, 2023

Spices Board under Ministry of Commerce & Industry, Govt of India, in association with the partner agencies, is organizing the 14th Edition of World Spice Congress (WSC-2023), the largest Global Spice Event at CIDCO Convention Centre, Sector 30-A, Vashi, Navi Mumbai, Maharashtra – 400 703 during 15-17th September 2023.

In this connection, competitive tenders are invited from reputed, experienced and financially sound firms engaged in the field of manufacturing/marketing of Conference / corporate gifts especially mobile phone accessories with the qualification criteria specified below for supplying the gifts for WSC 2023.

1. Scope of work:

The objective of the tender is to entrust the work related to supply of Wireless Mobile Power Bank as Conference Gift as per the details given below for distributing to the delegates of WSC 2023, a global Spice event which showcases the strength and capability of Indian Spice Industry scheduled to be held at CIDCO Centre during 15-17th September 2023.

WSC would like to procure tentatively 800 numbers of wireless Power Bank as per the specification to distribute as the conference gift to the delegates. The interested applicants may familiarize themselves with the material, dimensions, design, specification and engraving details.

2. Specification (Minimum Requirement) of Wireless Power Bank

SI No	Specification	Minimum Requirement
1	Battery Capacity (mAh)	10000mAh
2	Input	Micro USB or Type-C
3	Output*	USB A- 22.5W / Type-C- 20 W / Wireless- 10 W
4	Wireless charging Compatibility	Qi Enabled devices
5	Battery type	BIS approved Li-Polymer
6	Weight	< 250gm
7	Battery Indication	Yes
8	Warranty	6 Months
9	Estimated Quantity	800 Nos
10	Logo & Label Printing	Logo & Label of World Spice Congress 2023 to be printed

* If multiple options for a particular specification is available, score for each available specification will be added.

3. Eligibility Conditions.

The applicant shall be a reputed proprietor firm, partnership firm, Limited company, Body Corporate legally constituted engaged in manufacturing/marketing of conference/corporate gift having the following eligibility conditions. Supporting documents proving the eligibility criteria shall be submitted along with the tender

SL No	Eligibility Criteria	Details of Supporting Documents to be submitted
1	The Applicant shall have minimum 2 years' experience in manufacturing/ marketing of mobile accessories as Conference /Corporate gifts	Details of the works under taken with copy of work order/invoice/ agreement with the Client
2	The applicant should have supplied similar items at least for one event with 500 units during the last 3 years	Details of the works under taken with copy of work order/ Copy of invoice issued
3	The Applicant shall have a minimum turnover of Rs.5.00 lakhs during any of the completed FY 2018-19, 2019-20, 2020-21 & 2021-22 for supply of Mobile accessories	Certificate from Chartered Accountant with self-attestation
4	The Applicant shall fulfil all statutory requirements such as PAN Card, GST and Bank Account	Copy of the GST, PAN

4. Submission of Bids

The Bidders are advised to read the tender document carefully. Submission of bids shall be done after careful examination of the tender document with full understanding and its implications. Bidders are requested to submit their bids as per the terms and conditions specified herein.

Bids shall be submitted by the bidder with supporting documents in a sealed envelope in the following manner:

- a) **Envelope-I.** The bidder shall have to submit an interest free, refundable earnest money deposit (E.M.D) of Rs. 30,000/- (Rupees thirty thousand only) in the form of a Demand Draft of Scheduled Commercial Bank drawn in favour of "World Spice Congress" payable at "Ernakulam". The DD should be submitted in a separate envelope. The Envelope should be sealed and super scribed as "**EMD in respect of tender for Wireless Power Bank for WSC:2023**". Those who are eligible for exemption of EMD as per the Govt of India notification should submit the supporting document in the envelope-I instead of the Demand Draft.
- b) **Envelope-II.** The following documents are to be submitted in Envelop-II

- (i) Details of the Applicant as per the format given in Annex-I
- (ii) Details regarding Experience
- (iii) Details regarding the supply of Mobile accessories of above 500 units in Annex-II
- (iv) Certificate showing turnover from Chartered Accountant with self-attestation
- (v) Copies of GST, PAN and IT Return for the latest assessment year
- (vi) Make, model and specification of quoted product in the format given in Annex-IV

The above details shall be enclosed in the envelope-II. The envelope should be sealed and superscribed as “**Technical Bid in respect of tender for Wireless Power Bank for WSC: 2023**”.

- c) **Envelope-III.** Financial bid in the prescribed format which is attached along with the bid document (**Annexure -III**) duly filled in for the bid value each component in Indian Rupee along with applicable taxes. The envelop should be sealed and super scribed as “**Financial Bid in respect of tender for Wireless Power Bank for WSC: 2023**”.
- c) **Envelope- IV:** Envelopes I, II & III should be kept inside the Envelope – IV and again sealed. The name and address of the bidder should be clearly written on all the Envelopes and marked the Envelop-IV as “**Tender for Wireless Power Bank for WSC:2023**”
- d) **A sample of the quoted item has to be submitted along with the bid. The sample item provided will be returned on finalisation of the tender/the rate quoted for the unit will be reimbursed**
- e) The tender along with the sample unit shall be submitted to the following address on or before 5.00 PM on **07.08.2023** to

**The Organizing Secretary
World Spice Congress,
Spices Board, Palarivattom P.O
Kochi-682 030, Kerala**

5. Brief Selection Procedure

The selection of the bidder will be undertaken on a two-bid selection process with Quality and Cost Based System (QCBS) a committee constituted by WSC to evaluate the bid. The Committee will open Envelope-I containing the Demand Draft of the EMD amount of Rs.30,000/- or the document submitted by the applicant claiming the exemption of EMD. On verification of the documents, the committee will short list the eligible bidders based on the submission of EMD amount/exemption certificate. If the required EMD is not submitted/ not submitted the relevant document to exempt the EMD, such tenders will not be considered for further procedure.

The Envelope-II of the bidders who are shortlisted as eligible bidders will be opened and the committee will verify the documents and the qualified bidders will be short listed:

Further the Committee will evaluate the sample based on the specification and weightage will be assigned in the following manner:

Sl No	Area	Marks
1	Experience in manufacturing/ marketing Mobile accessories as conference gifts (5 mark for 3 years and 10 marks for above 3 years)	10
2	Previous Experience of providing Mobile accessories as conference gifts for more than 500 Nos (5 Marks for supply to one event and 5 marks each for every additional supply with maximum 15)	15
3	Turn over (Up to Rs.5.00 Lakhs – 5 Marks, Above Rs.5.00 Lakhs – 10 Marks)	10
4	Battery Capacity (mAh) (10000 to 19999 - 5 Marks, 20000 and above - 10 marks)	10
5	Output * (USB A - 5 Marks, Type-C - 5 Marks, maximum 10 Marks)	10
6	Wireless charging Compatibility * Android - 5 Marks, Apple - 5 Marks, maximum 10 Marks)	10
7	Weight (< 200gm – 15 Marks, 200-224gm - 10 Marks, 225-250gm 5 Marks)	15
8	Battery Indication (LED - 5 Marks, Digital – 10 Marks)	10
9	Time Required for Delivery (up to 20 days 10 Marks, above 20 days 5 Marks)	10
	Total	100

* If multiple options for a particular specification is available, score for each available specification will be added.

The weightage for the technical factors will be 70% and that for the financial bid will be 30%. On evaluation of the presentation and supporting documents, the weightage will be assigned to all the firms. The vendors who secure minimum 50% weightage in evaluation on the technical factors will be short listed and only their financial bids shall then be qualified for opening. More preciously, the Bidder who secure minimum 45% marks (45 out of 100 marks) in technical evaluation will only be short listed and only their financial bids shall then be opened.

6. Computation of Composite Score (CS) as per QCBS

Composite Score (CS) of the technically qualified bidders will be calculated as the sum of weightage assigned to 70% of Technical Score (TS) and 30% of Financial Score (FS), which is as follows,

$$CS = (70\% * TS) + (30\% * FS)$$

Where,

CS = Composite Score of Bidder,

TS = Technical Score of Bidder;

FS = Financial Score of Bidder

TS and FS shall be calculated as follows:

TS = $100 \times (\text{Technical marks of Bidder} / \text{Highest Technical mark})$ and,

FS = $100 \times (\text{Lowest Financial Bid value} / \text{Financial Bid value of the Bidder})$

7. Ranking of Bidders, Finalization and Award of Contracts

The Bidders will be ranked according to the composite score obtained **as specified in clause (5)**. Bidder obtaining the highest Composite Score (CS) will be selected as the Successful Bidder. In case of a tie, the agency with higher Technical Score (TS) shall be declared the Successful Bidder.

Selection Committee constituted for this purpose reserves the right to withdraw the announcement, accept or reject any or all the bids at any time prior to award of contract/order, without assigning any reasons and without incurrance of any liability on WSC.

WSC also reserves the right to negotiate the prices with the selected bidders to bring down the prices or to add more facilities without any extra cost

8. Schedule of Tender Process

The Schedule for the process for selection of event manager is as follows:

Sl No	Description	Date
1	Release of Notice Inviting Tenders	24/07/23
2	Last Date of submission of the bid	07/08/23
3	Date of Opening the Technical Bid (Envelope I & II)	08/08/2023
4	Opening of financial bid (Envelope – III)	09/08/2023

9. Clarifications

The contact points for any further clarification regarding the submission of the tender will be Shri. Beneeshmon /Shri.Anubhav, Mobile No.9072259047/8848789912, Email: os@worldspicecongress.com

10. Terms and Conditions

1. The World Spice Congress has the right to reject any or all tenders without assigning any reasons thereof.
2. Quantity of items mentioned in the tender document are tentative based on available information. In case, emerging realities require higher or less quantity of items, the final order will be based on the actual requirement as per the quoted unit cost.
3. Logo & Label of World Spice Congress 2023 to be printed on the Power Bank
4. The WSC reserves the right to issue addendum to tender notice to amend, modify supplement or delete any of the condition, clause or requirements stated etc
5. The Bid value should be quoted in Indian Rupees only including all applicable taxes.
6. The last date for submitting the bid is 5.00 PM on 07.08.2023
7. The Envelope-I will be opened by the evaluation committee on 08.08.2023 at 11.30 AM in the presence of bidder's present, if any, at Spices Board, Kochi and the eligible bidders will be short listed.
8. Envelope-II of the qualified bidder will be opened on 08.08.2023 at 12.30 PM and the same will be verified by the committee in the presence of the bidders present if any, and the qualified bidders will be shortlisted.
9. The financial quote (Envelope-III) of the qualified bidder will be opened at 03.30 PM on 09.08.2023 in the presence of the bidder's present if any, at Spices Board, Kochi.
10. Successful bidder shall accept the work order within 3 working days of receipt of work order and the contract agreement has to be executed in a non-judicial stamp paper worth Rs.200/-, within five working days of their acceptance failing which, the EMD amount will be forfeited and the work order will be cancelled.
11. All the terms and conditions, scope of work etc specified Notice inviting tender shall form part of the contract agreement to be executed.
12. On signing the agreement, the EMD amount will be kept as the refundable Performance Security Deposit (PSD). The PSD shall be kept valid till completion of the payment of the bills to the bidder plus 30 days. The PSD may be refunded by WSC upon being satisfied that there has been performed by the bidder as per the contractual agreement. However, no interest shall be payable on the performance security deposit. In the event of the bidder being unable to service, WSC has the right to revoke the PSD fully or partially.
13. The material has to be supplied to Spices Board, Regional Office, Vashi, Mumbai. The entire cost for transportation, freight, loading, unloading, entry taxes etc are to be borne by the bidder

14. WSC also reserves the right to terminate the work order at any time in the event, the requirement for gift changes in respect of specification, quantity or any other reason. The decision of the WSC shall be final and binding in this respect.
15. The bidder shall quote their most competitive rates. All the rates quoted shall be firm and inclusive of all the charges and applicable taxes. Any escalation of rates shall not be permissible during the validity period of the Contract.
16. The gift item shall be supplied within 20 days of the issue of the Purchase order and the gift supplied shall strictly conform to the specification and same as the sample provided.
17. WSC shall inspect the material on receipt and in case of any deficiency, shall return the whole or part of the lot for replacement/rectification. The decision of the WSC shall be final and binding in this respect.
18. WSC will not make any payment in advance and all the advance payment if any will be based on submission of Bank Guarantee.
19. Payment Terms (for the successful bidder, who will be given the contract):
 - a) The supplier shall submit the bill together with all applicable taxes for payment within 3 days of completion of the supply of the item at Mumbai
 - b) The bill should be GST Invoices and should be in the name of World Spice Congress by specifying the GST number
 - c) 90% of the payment shall be made on supply and verification of the material as per the bill submitted and 10% will be released within 3 days of the acceptance of the gift item
20. The WSC reserves the right to make any change in the design and specification of the Brass plate till finalizing the tender
21. Dispute Resolution between the World Spice Congress and the contracted agency shall be taken by the Chairman, World Spice Congress & Secretary, Spices Board which shall be final and binding on both parties.

ORGANISING SECRETARY & DIRECTOR (MKTG)
SPICES BOARD

Place: Kochi
Date: 24/07/2023

Annex-I

(Last date for submission at 5.00 PM on 03.08.2023)

The Organising Secretary
World Spice Congress, Spices Board, Kochi-682 025

Sl No	Description	
1	Name of the Applicant	
2	Registered Address/Business Address with Mobile & Contact No	
3	Name, Mobile No and Email of the contact person	
4	Details of Key Personnel (Name, Designation & Mob No.)	
5	Year of Incorporation	
6	PAN No (Attach Self attested Copy)	
7	GST No (Attach Self attested Copy)	
8	Manufacturer/Supplier	
9	If Manufacturer Details of factory and production and marketing network	
10	Turnover for the last 4 years (Rs. Lakhs) (Attach self-attested copy of Certificate from Chartered Accountant)	2018-19 : Rs..... Lakhs 2019-20 : Rs..... Lakhs 2020-21 : Rs..... Lakhs 2021-22 : Rs..... Lakhs
11	Details of EMD/Document for exemption (Attach self-attested copy of exemption document)	DD No..... Date..... Name of Bank.....

Signature of the Bidder
Name & Designation of the Signatory

Place: & Date: (SEAL)

Details of Experiences

The Organising Secretary
World Spice Congress
Spices Board, Kochi-682 025

Sl NO	Name of the Event	Period of Event		No of Gifts Supplied
		From	TO	
1				
2				
3				
4				
5				

Signature of the Bidder
Name & Designation of the Signatory

Place:

Date:

(SEAL)

Annex-III

Format for financial bid

Sl No	Description	Cost for one unit (Rs)	GST (Rs)	Cost for one unit including GST (Rs)	Total cost for 800 units including GST (Rs)
(1)	(2)	(3)	(4)	(5) (3 + 4)	(6) (5 * 800)
1	Supply of Mobile wireless Power Bank as per the specification with logo printing (Including all cost for delivery at Spices Board, Vashi, Mumbai) Sample to be provided along with Quotation				
	Total				

Note:

1. Price has to be quoted in Indian Rupees only & GST rate and amount has to be filled
2. All-inclusive price per unit should be filled in Colum No.5
3. In case of any mismatch in the amount mentioned WSC will re-calculate and the actual value will be considered for evaluation

I/We hereby agree that the validity of the Tender rate submitted will be valid till the completion of the supply of the gift item and shall not withdraw the Tender during the validity period.

Signature of the Bidder
Name & Designation of the Signatory

Place:

Date:

(SEAL)

Make, Model and Specification of the quoted product

A. Make and Model of the quoted product :

B. Specification of the quoted product

SI No	Specification parameter	Specification of the quoted product	
1	Battery Capacity (mAh)		
2	Input	Value	Available (Yes / No)
		Micro USB	
		Type-C	
3	Output	Value	Available (Yes/ No)
		USB A- 22.5W	
		Type-C- 20 W	
		Wireless- 10 W	
4	Wireless charging Compatibility for Qi Enabled devices	Value	Compatible (Yes / No)
		Android Devices	
		Apple Devices	
5	BIS approved Li-Polymer Battery (Yes / No)		
6	Weight (gm)		
7	Battery Indication (LED / Digital)		
8	Warranty (months)		
9	Whether Logo & Label Printing of World Spice Congress 2023 is possible (Yes / No)		

Signature of the Bidder
Name & Designation of the Signatory

Place:

Date:

(SEAL)