

Procurement of Immunoaffinity Columns and its accessories, for high sensitivity analysis of Aflatoxin B1, B2, G1 and G2 in spices, in Quality Evaluation Laboratories of Spices Board

Tender No: QEL/AFLA COLUMNS/2020 (II)

Date: 26-10-2020

File No. PUR/QEL/AFLACOLUMNS/2014

MSTCL Tender Reference: SPICEB/20-21/ET/4



Spices Board
Ministry of Commerce & Industry,
Govt. of India

I. Tender Notice



Spices Board
(Ministry of Commerce & Industry, Govt. of India)
Sugandha Bhavan, N.H. Bypass, Palarivttom PO,
Kochi – 682025, Kerala, India
Ph: 0484 2333610 – 616
Email: qel.sb-ker@gov.in
web: www.indianspices.com

TENDER NOTICE

26/10/20

File No. PUR/QEL/AFLACOLUMNS/2014

Spices Board, Ministry of Commerce, Govt. of India is inviting bids through e-tendering system under the single stage: two bid system (separate technical and commercial bids) from eligible bidders for the supply of Immunoaffinity columns for high sensitivity analysis of aflatoxins in spices.

The tender document with details of technical requirements and terms & conditions for this tender are available for download in the Spices Board's Website (www.indianspices.com), Government e-procurement portal (<https://etenders.gov.in/eprocure/app>) and MSTCL e-procurement portal (<https://www.mstcecommerce.com/>). The tenders have to be submitted online via MSTCL e-procurement portal.

Last date for submission of the bids online via MSTCL website is 5:00PM on **30-11-2020**. All bids must be submitted online along with all necessary documents uploaded as PDF file, as detailed in the specifications and terms & conditions outlined in the tender document.

The bids are required to be submitted online in two separate parts, i.e. technical bid and financial bid. The Technical bid will be opened at 10:00AM. On **01-12-2020** at the Spices Board Head Office. The financial bids of bidders whose technical bids get qualified would be opened at a later date.

Sd/-

SECRETARY
SPICES BOARD, KOCHI

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III. Introduction

The Spices Board is an autonomous body under the Ministry of Commerce and Industry (Govt. of India) with a mandate to promote the export of spices and spice products from India. Quality Evaluation Laboratory of the Board at Kochi was established in 1990, to evaluate the quality of the spices produced in different producing centres across the country, to assess 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.

IV. Job Description

Spices Board is inviting bids through e-procurement system at MSTCL e-commerce website (<https://www.mstcecommerce.com>), in a two-bid system in separate covers (i.e. Technical bid and Financial bid, online submission) from eligible bidders for the supply of **80,000 Nos. of Immunoaffinity Columns and its accessories, for high sensitivity analysis of Aflatoxin B1, B2, G1 and G2 in spices, in Quality Evaluation Laboratories of Spices Board.** Please refer to **Appendix 1** for more details on online MSTCL online e-procurement system. This tender document can also be downloaded from the Board's website at www.indianspices.com.

Interested bidders may obtain further information from the Head office of Spices Board at the address given below from 10:00 to 17:00 hrs. (IST) on all working days:

Quality Evaluation Laboratory

Spices Board

(Ministry of Commerce, Govt. of India)

Sugandha Bhavan, N. H Bypass,

Palarivattom PO, Kochi - 682025, Kerala

Ph: 04842333610 - 616, Ext. 270, Email: qel.sb-ker@gov.in

Detailed tender document may be downloaded from procurement portal <https://www.mstcecommerce.com>, or from Spices Board Website, www.indianspices.com.

Deadline for submission of bids: The bids shall be submitted online at <https://www.mstcecommerce.com> after logging in as a 'bidder', and following the instructions appearing on the screen. Also refer to **Appendix 1** of this tender document for more details for submitting the bids online. The bidder should go through the tender document carefully and prepare the technical bid supporting document as specified in the tender document in PDF form, and uploaded along with the technical bid. Incomplete / inappropriate supporting documents can cause the bid to be rejected. The bidder is requested to go through all the terms and conditions of the tender before submitting their offer.

Deadline for submission of bid: **5:00PM on 30-11-2020.** The tender fee has to be paid by the bidder at MSTC website (pl refer Appendix 1). The EMD has to be received in original as detailed in the EMD section below, and a scanned copy of the EMD has to be included in the supporting document.

V. Scope of the Tender

Tenders are invited for the supply of **80,000** Nos. of Immunoaffinity Columns and its accessories, for high sensitivity analysis of Aflatoxin B1, B2, G1 and G2 in spices, in Quality Evaluation Laboratories of Spices Board. The columns have to be supplied in multiple batches, as per purchase orders received from Spices Board. The supply of each batch of the columns should be made to the following address:

Scientist in Charge,
Quality Evaluation Laboratory,
Spices Board, Sugandha Bhavan, NH Bypass,
Palarivattom PO, Kochi – 682025
Ph: 0484 2333 610 to 616
Email: Srilatha.cm@nic.in

VI. Eligibility Criteria

1. The bidder shall be an agency having minimum financial turnover of Rs. 1 crore and above in the relevant business in a financial year, during the last three years commencing from 2016-17. The bidder shall submit **audited balance sheet** for the last 3 years.
2. The bidder should have **minimum experience of 3 years** in the relevant field (supply of large number of mycotoxin immunoaffinity columns and accessories). Proof for the same shall be submitted with the technical bid (Eg. Copies of purchase orders during the relevant period). See point below.
3. The bidder should have supplied at least 10,000 immunoaffinity columns per year, to organizations within India during the last three calendar years. Details are to be provided in the format in **Annexure 2**.
4. The bidder shall submit copy of **GST registration and PAN Card** with the technical bid.
5. The bidder should not have been blacklisted by any government organizations in India. A declaration in this regard should be submitted along with the technical bid (**Annexure 3**).
6. The bidder should submit an undertaking that if any batch of immunoaffinity columns or accessories for the columns supplied to Spices Board is found defective in any way, equal number of columns / accessories will be replaced without any charge whatsoever (**Annexure 3**)

VII. Tender Schedule

Tender enquiry no.	QEL/AFLA COLUMNS/2020
Instrument detail	Immunoaffinity Columns and its accessories, for high sensitivity analysis of Aflatoxin B1, B2, G1 and G2 in spices, in Quality Evaluation Laboratories of Spices Board
Tender fee	Refer Appendix 1
EMD Amount	Rs. 3,25,000
Tender validity	180 days
Publishing date	09/11/20
Clarification start date	09/11/20
Clarification end date	25/11/20
Bid submission start date	09/11/20
Bid submission end date	30/11/20
Technical bid opening date	01/12/20

VIII. Details of Item(s)

	Equipment	Quantity	Technical Specifications
1	Immunoaffinity columns for high sensitivity analysis of Aflatoxin B1, B2, G1 and G2	80,000 Nos.	As per Annexure 1
2	All filtration accessories and any other items required for analysis required for use of the immunoaffinity columns quoted	Adequate numbers for use with 80,000 immunoaffinity columns	”

IX. EMD Requirements

Bidders should submit an EMD equal to **Rs. 3,25,000** along with the tender by way of Demand Draft drawn in favour of “Secretary, Spices Board” payable at Kochi, from any nationalized bank. The EMD shall be valid for three months. Bank Guarantee will not be accepted towards EMD.

there is any legal requirement that any such payment has to be made directly by the consignee, then the Board will arrange such payment after due verification of the legal requirements.

- d. Any column in the online submission of financial bid which is left blank will be considered as zero and as included in the rate quoted for the instrument.
- e. The rates shall be quoted strictly in the given format and should be inclusive of all taxes, duties, Entry Tax, Statutory Charges, Insurance, Permit Charges, P&F charges, Freight etc. (including purchaser liability, if any) as CIF charges to respective locations to avoid any post consequences/discrepancies. However, all applicable Taxes & Duties should be clearly mentioned by the supplier at the time of supply in their invoice. Supplier should submit documentary proof of all at-actual payments with their invoice.
- f. The tenderers who do not submit the technical bid (cover 1) within the stipulated date and time will be treated non-responsive.
- g. If the bids are not submitted as per the requirement of the above clauses, the Spices Board shall assume no responsibility for the offer's misplacement and consequential rejection.

XIII. Amendment of tender documents

1. At any time prior to the dead line for submission of Tender, Spices Board may, for any reason, modify the tender document by corrigendum /addendum.
2. The corrigendum /addendum shall be published in e-procurement website (<http://mstcecommerce.com>) and Spices Board website (www.indianspices.com)
3. The tenderer shall **submit copy of corrigendum /addendum published if any** signed by the tenderer or the authorized representative shall be enclosed as part of the technical bid as a proof of having read and accepted the terms and conditions of the tender document.
4. The Spices Board reserves the right to accept a tender in full or in part or to reject without assigning any reason at any stage.

;9 Submissions and opening of Tender

- 9** The bid should be **submitted online at website <http://mstcecommerce.com> only**, by the due date **30-11-2020** and time till 5PM. The server date & time as appearing on the e-tender website shall only be considered for the cut-off date and time for submission of bids. Offers sent through post, telegram, fax, telex, Hmail, and courier or by any other mode will not be considered.
- 9, The tender will be opened on **01-12-2020**at 10AM. In case of date of opening is declared, as holiday tender will be opened on next working day at same time.
- |9,, Only those bidders shall be considered qualified who submit requisite EMD and documents accept all the terms & conditions of the Tender document

unconditionally and meet the qualifying requirement stipulated in the Tender document. The decision of the Spices Board shall be final and binding in this regard.

4. The bidder shall bear all cost associated with the preparation and submission of its bid and Spices Board will in no case be responsible or liable for any cost, regardless of the conduct or outcome of the tendering process.
5. The prospective bidder requiring any clarification of the tender document may obtain the same over phone/email from Spices Board at 0844-2333610 (Ext. 270, 340 and 329) / srilatha.cm@nic.in till 07 (Seven) days before the deadline for submission of the tenders. If any further clarification is required by the bidder in respect of items wherein specification are not defined or if any doubt is there about any specification, bidder may personally visit the Head Office at Spices Board, Sugandha Bhavan, Palarivattom, Kochi- 682025, Kerala. However, this shall not become the reason for claiming extension of the deadline for the submission of the tenders.
6. Spices Board shall not be bound to respond to the request from the prospective bidders and this shall not become the reason for claiming extension of the deadline for the submission of the tenders.

XV. Evaluation of Tender

1. The commercial terms and technical aspects of the documents submitted as part of the technical bids shall be scrutinized by a bid evaluation committee constituted by Spices Board.
2. The bid evaluation committee may also verify the veracity of claims in respect of the known performance of the equipment offered, the experience and reputation of tenderer in the field, the financial solvency etc.
3. The decisions of the bid evaluation committee on whether the tenders are responsive or non-responsive or requiring clarifications will be intimated to respective bidders.
4. The decisions of the bid evaluation committee will be further scrutinized by the Purchase Committee constituted by Spices Board.
5. A tenderer, at any stage of tender process or thereafter, in the event of being found after verification by the Spices Board to indulge in concealment or misrepresentation of facts, in respect of the claims of the offer, shall be debarred/black listed.
6. Spices Board's decisions on the tender submitted shall be based on the decisions taken by the various committees and otherwise as per the clauses as mentioned above.
7. Arithmetical errors shall be rectified on the following basis: If there occurs a discrepancy between words and figures, the amount in words shall prevail and the offer shall stand corrected to that effect. If the tenderer does not accept the correction of errors, his offer shall be rejected. Spices Board may waive any minor non-conformity or irregularity in an offer, which does not constitute a material

deviation, provided that the same shall not prejudicially affect the interest of the other tenderers.

8. If deemed necessary, as in the case of sophisticated equipment, the Board may decide for an onsite verification of technical claims of a bidder at the bidder's own applications lab, before completing the technical evaluation.

XVI. Evaluation of Technical bid

Only those tenders that comply with all technical requirements in Annexure 1 will be eligible for opening of financial bids. Compliance against each point in Annexure 1 should be marked as Yes/No, signed by the authorized representative of the bidder, and included in the tender document. Lack of compliance statement will make a tender unresponsive.

XVII. Evaluation of Financial Bids

1. Only the financial bids of the technically qualified tenderer(s) will be opened after completion of evaluation of technical bids.
2. The opening of the financial bid shall be done online by Spices Board by a committee constituted for this purpose.
3. Tenderer shall refer to the financial bid format included in this tender document as Annexure 4, and quote the financials in the respective fields and to be submitted online. The financial bids submitted in any other formats will be treated as non-responsive and not considered for tabulation and comparison.
4. Financial bid offered shall be all inclusive. Bids in multiple currencies are possible (please refer to Appendix 2).
5. Financial bid should be quoted inclusive of the supply, installation, training and successful commissioning of the accessories and fulfilment of warranty/guarantee and after sales service to the satisfaction of the Board,
6. Financials quoted by the Tenderer shall be fixed during the period of the contract and not subject to variation on any account.
7. Financial variation due to statutory changes including CGST, SGST, IGST & customs duty will be accepted during the running contract period before releasing the Purchase Order on receipt of proper documents.
8. There shall also be no hidden costs.
9. The tenderers shall offer financials of the accessories inclusive of all the accessories mentioned in the respective technical specifications and under no circumstances offer the essential accessories, without which the accessories cannot function properly, as optional or left un-quoted.
10. In case of two or more tenders qualify all necessary technical requirements, then, considering the highly technical nature of the product being procured, and the limited number of qualified suppliers available worldwide, Spices Board reserves the right to either (a) award the full order to the party quoting L1, or (b) Split the order between multiple qualified bidders in proportion to the amounts quoted (lower bid getting

higher number). The rules for option (b) will be decided by the Board's purchase committee after due review of the financial bids of the qualified bidders.

ANNEXURE 1

TECHNICAL REQUIREMENTS OF AFLATOXIN IMMUNOAFFINITY COLUMNS AND ACCESSORIES 2020-21

FORMAT FOR COMPLIANCE STATEMENT

All technical claims should be substantiated by data.

The vendors quoting for immunoaffinity columns must necessarily quote for filter papers in section II.

I. Immunoaffinity columns and accessories for Aflatoxins analysis

No.	Specifications	Details	Mark Compliance (Yes/No)
1	Immunoaffinity monoclonal antibody columns for analysis and quantification of Aflatoxins B2, B1,G2 and G1 at ug/kg (ppb) levels (at least in the range 0.5 ppb to 300 ppb)		
2	Number of columns required	80,000 Numbers There might be a variation of up to 30% in total number (at the same price) if need arises.	
3	Mode of supply	Staggered supply in batches as required, over a period of 18 months. Order will be placed in batches as per requirement, over the 2019-20 period.	
4	Place of Supply	Anywhere in India, as intimated from Spices Board Head Office at Kochi ,during the supply of each batch.	
5	Recovery from spiked samples for Aflatoxins B1,B2,G1,G2 using HPLC with fluorescence detector	At least 85%. Should be substantiated by analytical data (include the same with the quotation).	
6	Background interference	<0.5 ug/kg (ppb)	

	in HPLC fluorescence detector		
7	Sensitivity	Better than 0.1 ug/kg (ppb) with a wide range. The high limit for the column has to be specified.	
8	Shelf life	At least 12 months shelf life at room temperature after receipt of the items in the laboratory (20 – 25°C) is desirable. If 12 months is not possible, then specify the maximum time period for which the columns can be stored at room temperature without degradation in performance.	
9	Compatibility requirement	For compatibility with existing elution systems in the Board's laboratories, the Columns quoted should have 5mm aperture diameter at the upper end for elution. If not compatible, 12 numbers of an adapter to be fixed at the upper end of the column which has an upper aperture diameter of 5mm should be made available.	
10	Certification	Columns should have AOAC collaborative test approval/ AOAC performance test approval or approval from an equivalent international technical body. Proof should be submitted along with the quotation.	
		Certificate of confirmation from USFDA or any other equivalent international regulatory agency should be available. Proof should be submitted along with the quotation.	
11	Column requirements	Columns should be supplied with column labels, batch numbers, certificate of analysis, % of recoveries for each Aflatoxin and batch-wise expiry date, with a minimum of 85% recovery.	
13	Details of full validation of Aflatoxin Analysis using the postcolumn derivatization system, including chromatograms and LOQ confirmation at 0.5ppb [ug/kg] using HPLC - Fluorescence Detector, should be provided.	Should be submitted along with the quotation.	
14	Chemicals required	Any buffer solution or other chemicals required for use with the columns for HPLC -	

		FD analysis should be included in the quotation, and made available during the supply of the columns in required amounts. Please see the tender document for more details on this requirement.	
15	Users' List	A complete users list, (preferably Government laboratories) with user contact designation, phone numbers and email id, for the quoted brand of columns in India should be included along with the quotation. The number of such users should not be less than 3. Please see Annexure 2 for providing these details.	
16	Undertaking of Quality Assurance: Any batch of columns, which proves to be unsuitable due to low recovery, slow elution rate (not more than 3minutes maximum for 10ml elution) etc., should be replaced immediately free of cost.	Undertaking to be provided along with the quotation. Please provide these details in Annexure 3.	
17	Other requirements	Any other accessory required for using the columns should be quoted in required numbers and should be made available along with the columns.	
18	Sample Columns for performance evaluation as per the above criteria	Ten numbers of sample columns, which is proposed to be supplied against the tender, need to be included with the quotation for evaluation, along with necessary accessories required (if any) for the elution and it will not be returned.	
19	EMD	Please see tender document for details. EMD should be provided.	
20	Compliance statement	A duly signed statement of compliance, by the authorised company representative with each point in this technical specification should necessarily accompany the quotation without which the quotation will not be considered.	

II. Filter papers for Aflatoxins Analysis. These have to be necessarily quoted by all parties quoting for immunoaffinity columns. Parties quoting for filter papers only should necessarily produce a certificate of compatibility from at least one reputed aflatoxin immunoaffinity column manufacturer along with the quotation.

	Specifications	Details	Mark Compliance (Yes/No)
1	<p>a) Fluted filter paper with 240mm diameter, suitable for mycotoxin analysis.</p> <p>b) Glass micro fibre filter papers as per the standard procedure (like AOAC / ASTA 24.1) should be quoted if required as per the normal procedure for usage of the quoted columns. If this is not needed for the quoted columns, then sufficient explanation with technical evidence should be provided, without which the tender will be treated as unresponsive</p> <p>c) Any other accessory, filter paper, reagent, solution or any other item which is needed to use the quoted columns effectively should be quoted in appropriate numbers.</p>	<p><u>Equal to the number of columns</u> should be supplied. Itemised price should be quoted for each type of filter paper.</p> <p>If the bidder claims that glass microfibre filter papers as per standard methods are not needed for use with the quoted columns, then sufficient justification should be given, <u>with full validation records for Aflatoxin analysis in spices, using HPLC and Fluorescence detector to justify this claim.</u></p>	

Declaration by the Bidder

It is hereby declared that, the details given above are correct as pertaining to the quoted model, and all data and reports required for substantiation technical claims have been submitted.

SIGNATURE OF TENDERER

SEAL OF THE COMPANY

DATE

Annexure 2

Format for submitting details of supply of immunoaffinity columns

The bidder should have supplied at least 10,000 immunoaffinity columns per year, to organizations within India for each of the last three calendar years. Details are to be provided in the format below.

	Immunoaffinity Column brand / model	Number of columns in PO	Complete address of purchasing organization	Name, Designation, contact number, email id	Date of PO
1					
2					
3					
...					

Terms and Conditions:

The minimum number of Indian end users for the quoted item is three (3).

Copy of Purchase orders to be attached.

Signature of Bidder

Name and Designation

Date

Seal

Annexure 3
Format for Undertaking by the Bidder
(to be given on company letter head)

Date:

To,

Secretary,
 Spices Board,
 Sugandha Bhavan, NH Bypass
 Palarivattom PO,
 Kochi – 682025, Kerala

Sub: Acceptance of Terms and Conditions of the Tender

Tender Reference and No. _____

Name of Tender / Work: _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely:..... as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. 01 to _____ (including all documents like Annex(s), table(s), etc .), which form part of the contract agreement and I / we shall a bid hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We undertake to abide by all the terms and conditions of the tender under consideration, as mentioned in the tender documents.
7. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.
8. Specifically for this tender, I / We undertake that on award of tender, if any batch of immunoaffinity columns or accessories for the columns supplied by us to Spices Board is found defective in any way, equal number of columns / accessories will be replaced without any charge whatsoever.

Yours Faithfully,

(Signature of the bidder, with Official Seal)

Annexure 4

I. Format for submitting financial bid online

The financial bid should be submitted online via MSTC e-commerce website (please refer to Appendix-1) in the format given below. **This format is not for submission as a print document, and is only for guidance while submitting the financial bid online.**

Sl. No.	Financial Head	Entry to be made online	Component
a	Select Currency		SELECT CURRENCY (90)
b	Rate per immunoaffinity column	Enter Value	Neumeric text only (7)
c	Select Currency		SELECT CURRENCY (90)
d	Cost of 80000 columns (b x 80000)	Enter Value	Neumeric text only (7)
e	Select Currency		SELECT CURRENCY (90)
f	Cost of filter papers, chemicals, solutions, adapters etc, sufficient for 80000 tests	Enter Value	Neumeric text only (7)
g	Select Currency		SELECT CURRENCY (90)
h	Freight, insurance, transportation and any other related charges per shipment (this will not be taken for calculation of total amount for comparison of financial bids, as the purchase orders will be placed in a staggered manner based on requirement. But the value quoted against this will be binding for all batch purchases under the tender.	Enter Value	Neumeric text only (7)
i	Select Currency		SELECT CURRENCY (90)
j	Any other charges (calculated together for 80000 columns)	Enter Value	Neumeric text only (7)
k	Total cost d + f + j	(will be calculated by the system)	

This value of (k) will be used for financial comparative statement of the tender.

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 http://www.mstcecommerce.com/eprochome/spiceb/buyer_login.jsp</p> <p>Contact person (MSTC):</p> <p>1. Arnab Sarkar – Mob- 9986036012 asarkar@mstcindia.co.in 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>a.i.1.a.i.1.a.i. 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>a.i.1.a.i.1.a.ii. 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>(A) Part I techno-commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.</p> <p>(B) 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</p> <p>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 <i>Upload Documents</i> 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 <i>Attach Document</i> 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</p>

	<p>downloading the related corrigenda, if any, 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. Please see website http://www.mstcecommerce.com/eprochome/spiceb of MSTC Ltd.</p>
8	E-tender cannot be accessed after the due date and time mentioned in NIT.
9	<p>Bidding in e-tender & Reverse auction:</p> <p>a) Bidder(s) need to submit necessary EMD, 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. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by Spices Board. EMD should be sent in physical to Spices Board Kochi before the last date of submission of bid.</p> <p>b) The process involves Electronic Bidding for submission of techno-commercial Bid as well as Price Bid.</p> <p>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 →</p> <p>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.</p> <p>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</p> <p>f) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>g) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.</p> <p>h) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>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.</p> <p>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>

	<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 http://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, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.
18	Vendors can refer to the pdf document in the below link for MSTC's e-Procurement Portal Guidelines