

Tender notice
for
Undertaking sampling of spices and spice products
consignment and supervision of container stuffing
(MSTC ETENDER NO-SPICEB/19-20/ET/1)

1. Introduction:

The Spices Board is an autonomous body under the Ministry of Commerce and Industry (Govt. of India), constituted on 26th February 1987 under the Spices Board Act 1986 (No. 10 of 1986) with the merger of the erstwhile Cardamom Board (1968) and Spices Export Promotion Council (1960). Spices Board is one of the five Commodity Boards functioning under the Ministry of Commerce & Industry. It is an autonomous body 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 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. Quality Evaluation Laboratories have also undertaken mandatory testing of spices and spice products like whole and ground form (excluding oils and oleoresins) of chilli, cumin, turmeric, black pepper, fenugreek and small cardamom from India to Japan for pesticide residues like Iprobenfos, Profenofos, Triazophos, Ethion, Phorate, Parathion, Chlorpyrifos and Methyl Parathion during the period.

2. Tender Subject

Tender is invited from the reputed surveyors with accreditation under ISO/IEC 17025:2017 (including clause no. 7.3, Sampling) and / or certification under ISO 9001:2015 systems. The bidder has to undertake sampling and container stuffing supervision of spices and spice products for exports by the Exporters, as per the sampling procedure and terms & conditions given in this tender notice.

3. Scope of the tender:

1. The exporter will send the prescribed intimation by online Export Support System (ESS) to the Spices Board with the details of items to be sampled. Presently chilli and its allied products, curry powder, masalas, pickles, curry paste, etc., turmeric powder, sugar coated fennel seeds, nutmeg & nutmeg products, ginger, curry leaves, turmeric, mace, cardamom, black pepper, fenugreek and cumin are the items having mandatory testing for chemical parameters such as aflatoxin Sudan I-IV dyes, pesticide residues, sunset yellow 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 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 online [ESS] to carry out sampling/stuffing work.
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 authorised agency cannot claim for unproductive visits.
4. The prescribed analytical charges has to be collected on verification of spices analysis required from the exporter concerned by way of **Crossed Demand Draft/ e-payment**. In case of Demand draft, same should be handed over to the concerned Regional Office of the Board and in case of e-payment, the UTR number, date of payment and amount should be intimated to the office. The sampling work has to be carried out by the surveyor/s as per EU Sampling Regulation EC No. 401/2006 or ISO 948:1980 or USFDA BAM Chapter 1. The sampling agency has to provide ID cards and the tools for sampling such as smart phones, scoop, small balance, knife, plastic sheets, tags, sterile bags, thread etc and for personal protective equipments such as gloves, safety shoes, goggles, mask etc to the surveyors. The sampling agency has to update the sampling details of the assigned works in the online Export Support System (ESS) and take a print out to submit to Sample Receipt Desk (SRD) of concerned Board's office along with the samples drawn by the agency. It is compulsory for all surveyors to wear their identity cards when they are on duty. Photographs of the sampling and stuffing process should be uploaded in the option available in the ESS on daily basis for proper monitoring of the system. Bio-degradable packing materials will be used for collecting samples instead of plastics.
5. The instrument of payment with its details should be sent in separate cover to prevent spoilage, if any, in transit. Care should be taken to send the sample intact and aseptically. Sample as drawn should be forwarded in sealed printed cover of the surveyor along with the sampling report in duplicate alongwith the copy of the intimation to the designated Quality Control Laboratory/ Sample receipt desk (SRD) of the Spices Board on the same day, if not, next day by 10 am.

6. 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.
7. After sampling the authorised agency has to stack the lot and seal the consignment sampled for export with details of the consignment report/tag to be attached. The agency has to ensure that the stack and seal should be intact while stuffing the export consignment. The photograph showing the stack sealing of the lot should be submitted to the designated Sample receipt desk (SRD) /concerned regional office either by mail or by WhatsApp message.
8. Approximate number of samples per month from different regions are as follows:

SL NO.	REGIONS	NO.OF SAMPLES(approx.)
1	Kerala and Karnataka (inclusive)	700
2	Tamil Nadu and Pondicherry(inclusive)	2000
3	Maharashtra, Madhya Pradesh and Goa (inclusive)	1015
4	Andhra Pradesh and Telangana (inclusive)	300
5	West Bengal, Orissa and North East (inclusive)	300
6	Gujarat and Rajasthan (inclusive)	400
7	Delhi, Haryana, Uttarakhand, Uttar Pradesh, Bihar, Jharkand, Punjab, Jammu & Kashmir (inclusive)	50

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

9. In the case of export of chilly whole to the specified countries in South East Asian region except Malaysia, 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.
10. 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 instruction for container stuffing to the surveyors through online, which shall be accepted, by the designated agency. The original analytical report has to be collected by the surveyor from the Board before proceeding for the stuffing supervision. After physical supervision of stuffing, the analytical report should be handed over to the exporter by incorporating the details like

Container number, Customs Seal No & Date of stuffing etc., therein. The copy of the Stuffing report in the prescribed format has to be submitted to the concerned Regional Office of the Board on next days after stuffing supervision.

- 11.* Container stuffing supervision shall be done on mandatory 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. Exporter is permitted to export the cumin seeds without getting the cleared analytical report from Board's lab subject to the production of undertaking in their official letter head as per the prescribed format.
- 12.* On completion of the stuffing into the container / railway wagon/Truck as the case may be the surveyors shall send the stuffing supervision report in the prescribed format by online (ESS) to the Spices Board on the same day.
- 13.* The Board will reimburse the actual amount incurred in respect of Courier Charges if any for sending the samples to the concerned SRD/QEL on a monthly basis. The original courier bills along with the details of the sample sent to the SRD/QEL should be submitted to the concerned Regional Office for releasing the amount. The service tax as applicable will be paid extra.
- 14.* The conveyance charge will be paid extra on actual basis by public transport as per the approved rate of respective state department for the distance covered beyond 50 kms from concerned office of the Board or the rate fixed by the Board, whichever is less. The agency shall submit bills to the concerned Regional Office of the Spices Board on a monthly basis. The bills/ invoices shall be in two formats viz., (a) Sampling/Stuffing rates plus applicable service tax. (b) Conveyance & Courier charges in debit note. While effecting the payment, the Board will deduct the applicable TDS for sampling and stuffing charges .
- 15.* A "lot" is defined as 25 MT or less of the same spice product per exporter per destination of a particular invoice. Every additional 25 MT in the same consignment will be considered as an additional lot based on the sample category basis . If composite samples are taken of similar spice products, the same will be treated as one sample only. Three sets of samples are to be taken of which, two sets need to be send to the Spices Board and one set to the exporter concerned.
- 16.* 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 each stuffing supervision charges will be entitled. 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. The stuffing report should be sent to the concerned Regional Office of the Spices Board by online (ESS).

4. Eligibility Criteria

1. The applying centre must have been in operation for at least three full financial years at the time of floating the tender (Attach documentary proof of the same).
2. Participating firm should be a registered Partnership firm or a Private limited/Limited company.
3. Annual Turnover : The annual turnover of the agency should be more than One Crore . Copy of audited balance sheet profit & loss account (CA Certified) for the preceding three assessment years (i.e . 2016- 17 , 2017- 18 and 2018- 19) to be submitted.
4. Agency should have minimum three years experience in sampling work with at least five clients including at least one Government organization Client. Proof of work experience should be submitted.
5. The bidder must have PAN& GST number.
6. Certification requirements- refer to section 2, para .1

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. Qualification of the Field Staff should be minimum pass in Plus two/Higher Secondary in Science.
2. Name, photograph, copy of the certificate in proof of qualification and Id card (aadhar card/voter id) 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 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 though online/email and mobile app as well as providing lab reports & documents through online. The agency should have necessary infrastructure including IT infrastructure with owned /leased for 3 years term office area of minimum 250 sq.feet area in each region, the agency intend to quote, Laptop/Computers with internet, printer,scanner, smart phones for surveyors etc.

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	Spices Laboratories	Board	Bank Guarantee amount *
1	Kerala and Karnataka (inclusive)	QEL Kochi/ Tuticorin	QEL	3 Lakh
2	Tamil Nadu and Pondicherry(inclusive)	QEL Chennai/ Tuticorin	QEL	3 Lakh
3	Maharashtra, Madhya Pradesh and Goa (inclusive)	QEL Mumbai		3 Lakh
4	Andhra Pradesh and Telangana (inclusive)	QEL Guntur		2 Lakh

5	West Bengal, Orissa and North East (inclusive)	QEL Kolkata	2 Lakh
6	Gujarat and Rajasthan (inclusive)	QEL Kandla	2 Lakh
7	Delhi, Haryana, Uttarakhand, Uttar Pradesh, Bihar, Jharkand, Punjab, Jammu & Kashmir (inclusive)	QEL Narela	1 Lakh

** The amount is fixed based on number of samples drawn during the last year.*

6. Terms and Conditions

1. The agreement will be valid for minimum 2 years depending on the performance. and may be extended on mutual consent .
2. The infrastructure facilities and the manpower of the surveyors 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 apart from force majeure will attract a penalty at the rate agreed during the signing of agreement.
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 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 among the two agencies.
6. Export Support System (ESS), an online web enabled system, is implemented for sampling and stuffing supervision. In case of any system failure, off-line operation will be considered but online system will be updated subsequently.
7. *The Board is developing a mobile app for sampling/stuffing supervision for online updation of relevant information along with photo/video of the process from the site. When the mobile application is ready, the field staff entrusted with the sampling/stuffing supervision have to use this app to capture information of the process as per Board's requirements.*

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 amendment shall be informed to the bidders by publishing 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** , for each region, separately.

8. Clarifications

For any clarification related to the tender, please contact the Director (Marketing), Spices Board Head Office, Kochi, Phone No. 0484 - 2333610, Email: dm.sb-ker@gov.in

9. 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 2**.

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	Rs.1770/- (Including @ 18% GST) Payment of Transaction fee in favour of MSTC LIMITED. (Transaction fee and related bank charges are to be

	fee in favour of MSTC Limited, Kolkata.	paid by bidder)
3	Start Bid date and Time	06/05/2019 , 05.30 pm
4	Close Bid date and Time	27/05/2019 , 05.30 pm
5	Date & time of opening of Bid	29/05/2019 , 11.00 am

10. EMD

Bidders should submit an EMD equal to Rs. 5,000/- 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.

EMD of the unsuccessful bidders will be refunded (without any interest) within 45 days from the date of opening of tender.

EMD will be forfeited if the vendor withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender.

EMD shall be submitted in sealed envelope, superscribing the words “EMD for sampling and container stuffing supervision of spices and spice products”, through Speed Post/Registered Post/by Hand to reach the following address on or before closing time of the tender.

Director (Marketing),
Spices Board,
Sugandha Bhavan,
N.H. Bypass, Palarivattom,
Cochin- 25,

DIRECTOR (MARKETING)

ANNEXURE-1

Format for bidding for sampling of export consignment of spices and container stuffing supervision
(Supporting documents shall be uploaded as a single pdf file while submitting e-tender)

Region for which quotation is submitted :

1	Name and address of the Organisation Telephone No. Fax No. E-mail Name of contact person	Details shall be uploaded
2	Name address of the branch Offices Telephone No. Fax 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 . 2016- 17 , 2017- 18 and 2018- 19) 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 2, para 1.	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 infrastructure, 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 BAN 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 Boards 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			
PRICE BID FORMAT (shall be entered online)					
1.a.	Rates for sampling as per ISO 948:1980 / EU regulations EC No. 401/2006	First sampling(Rs.)	Addl. Sampling (Rs.)	First stuffing (Rs.)	Addl. Stuffing(Rs.)
	i) within city limit of 50 KM ii)above city limit of 50 KM				
1.b.	Rate for sampling for <i>Salmonella</i> as per USFDA BAM Chapter 1 sampling method	First sampling(Rs.)	Addl. Sampling (Rs.)	First stuffing (Rs.)	Addl. Stuffing(Rs.)
	i) within city limit of 50 KM ii)above city limit of 50 KM				
* 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 under scope of tender required for sampling. Service tax will be paid extra. Courier charges also will be paid extra against courier bill.
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Annexure 2

1 Process of E-tender

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).

SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ONLINE AT http://www.mstcecommerce.com/eprochome/spiceb/buyer_login.jsp

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.

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).

Contact person (MSTC):

1. Arnab Sarkar – Mob- 9986036012 asarkar@mstcindia.co.in

2 Mr. Ravindranath Mob-7676456095 ravindranathkb@mstcindia.co.in

B) System Requirement:

Windows 98 /XP-SP3 & above/Windows 7 Operating System

a.i.1.a.i.1.a.i. IE-7 and above Internet browser.

a.i.1.a.i.1.a.ii. Signing type digital signature (Class-3)

a.i.1.a.i.1.a.iii. JRE 8 update 171 and above software to be downloaded and installed in the system. To enable ALL active X controls and disable 'use pop up blocker' under Tools→Internet Options→ custom level

2 **(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.

(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.

Note:

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.

3	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity
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	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

	<p>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, 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.mstceco mmerce.com/eprocho me/spiceb of MSTC</p>

	Ltd.
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 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</p>

	<p>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 http://www.mstcecommerce.com/eprochome/UserManualVendor.pdf