

Notice

Annual Tender for Procurement of Chemicals and Consumables

for

Spices Board's Board's Quality Evaluation Laboratories across India

2018-2020

(MSTC ETENDER NO-SPICEB/18-19/ET/10)

SPICES BOARD INDIA

1. 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.

Scope of the tender:

The requirement of chemicals and other consumables in this tender is for all QELs across the country, for providing the analytical services to the spice industries for physicochemical, residual and microbiological parameters in spices and spice products. The scope of the tender is as follows:

- (a) Supply of the chemicals and consumables should be as per **Annexure I**, in which specifications of the required chemicals / consumables, grade/ purity /specifications and estimated quantity of annual purchase are given.
- (b) The successful bidder should be able to make available the products with required specifications at all the locations of the Board's laboratories, on receipt of the purchase order. The addresses of these laboratories are given in **Annexure II**.
- (c) The quoted rate should include all charges including transportation, packing, insurance, taxes etc as applicable.

3. Eligibility Criteria and Technical Requirements

The eligibility criteria and technical requirements for participating in the tender are given below. Supporting documents proving the eligibility criteria shall be uploaded while submitting e-tender.

Tender shall be submitted by reputed manufacturers / suppliers of high quality laboratory chemicals, with the capability of nation-wide delivery.

The tenderer should primarily submit evidence of their capability to provide service in the areas detailed below. The documents as per the description below should be uploaded as a **single PDF file, with appropriate section headings as per each of the requirement below**, along with the e-tender. **Any other supporting documents / details** requested in any of the sections below should also be included in this PDF file.

- a. Experience of having supplied chemicals /Reagents for which the bidder is quoting in this tender, to reputed ISO 17025 accredited laboratories across India (**minimum 5 such laboratories located different states in India**) during the past financial year (2017-18). Please provide a consolidated list of the chemicals / consumables supplied to these laboratories, in table form, including the total amount of products supplied.
- b. Please provide specific details and contact numbers of laboratories to which the above services were provided.
- c. Any additional terms and conditions for supply of the products for which the bidder is quoting, to the Board's laboratories listed in Annexure 2.
- d. Quotes received without the document in proof of eligibility criteria as above, are liable to be rejected.

4. Price Bid

1. The price details are to be filled in as per the table given in **Annexure 1** in the online tender.
2. Bidders can quote for the products listed in **Annexure 1** either whole or in part.
3. The price should be inclusive of all taxes, duties, charges, levies etc. and transportation.
4. The prices once offered must remain fixed and must not be subject to escalation for any reason whatsoever **within a period of 18 months** from the date of the award of contract.
5. If a successful bidder (who has quoted lowest price for an item as per Annexure 1) is not able to provide a product(s) at the quoted price at any point during 18 months after the award of the contract, then the contract with this bidder will be cancelled for that product(s) and will be awarded successively to the next lowest bidder(s) who meet the technical specifications for that product(s).

6. Spices Board reserves the right to extend the period of supply of chemicals / consumables in the tender, at the same rate quoted by the successful bidders(s), subject to agreement by the respective bidder(s) .

5. 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 **Section 10**.

6. EMD Requirements

1. The items for which EMD is to be submitted and the respective EMD rates are mentioned in the last column of Table in Annexure 1. Bidders who quote for these items should calculate the total EMD amount by adding the EMD amounts of each item and **submit the total EMD in a single DD** as explained below.
2. The EMD should be submitted 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.
3. The technical bid without EMD will be rejected unless specifically exempted by the Government from payment of EMD for which reasons and proof have to be enclosed.
4. EMD of the unsuccessful bidders will be refunded (without any interest) within 45 days from the date of opening of tender.
5. EMD amount of the Successful Bidder will be refunded (without any interest) within 30 days after acceptance of work order and submission of "contract performance guarantee".

6. 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.
7. EMD shall be submitted in sealed envelope, superscribing the words “Annual tender of Chemicals - QELs ” through Speed Post/Registered Post/by Hand to reach the following address **on or before closing time of the tender.**

Scientist D & Head,
Quality Evaluation Laboratory,
Spices Board, Ministry of Commerce (Govt of India)
Sugandha Bhavan, N.H. Bye-pass,
Palarivattom PO, Kochi – 682025
Kerala

7. Other Terms and Conditions

1. Delivery Schedule: The bidder should indicate clearly the time required for delivery of the chemicals to the locations laboratory locations mentioned in Annexure 2. **This detail should be mentioned in the PDF document which is to be uploaded as per Section 3 above.**
2. Risk Purchase Clause: In the event of failure of supply of the item within the stipulated delivery schedule, the Board reserves the right to purchase the item from other sources on total risk of the supplier under Risk Purchase Clause. Successful bidders shall accept the contract in writing within 10 days of date of award of contract.
3. Tender received after the closing time for submission will not be considered.
4. The tender must remain valid for at least 6 months from the date of opening of the tender. A tender valid for a shorter period will be rejected as non-responsive. On completion of validity period, unless the tenderer withdraws his tender in writing, it will be deemed to be valid until such time the tenderer formally (in writing) withdraws the tender.
5. The requirement of the chemicals in Annexure 1 is an estimate of annual requirement of all labs of Spices Board. The actual orders will be placed by respective labs mentioned in Annexure 2, on need basis, in a staggered manner.

8. Clarifications

Bidders may contact the Spices Board Quality Evaluation Laboratory for any clarifications at +91-484-2333610 – 616, (Extensions 340 and 270) or by email from gel.sb-ker@gov.in or gelpurchase.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 on participating in the e-tender, please refer to **Appendix 1**

10. Schedule of tender

	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 (Bidders from India) Note: Please note that vendors will have the access to online e-tender only after remitting the transaction fee in favour of MSTC Limited, Kolkata.	Rs. 1180/- (Including @ 18% GST) Payment of Transaction fee in favour of MSTC LIMITED. (Transaction fee and related bank charges are to be paid by bidder)
3	Start Bid date and Time	07-Nov-2018, 5:30 PM
5	Close Bid date and Time	29-Nov-2018, 5:30PM
6	Date & time of opening of Bid	30-Nov-2018, 10AM

Annexure 1
ANNUAL REQUIREMENT OF CHEMICALS AND CONSUMABLES 2018-2020

	Name of Chemical / Consumable	Kochi	Mumbai	Chennai	Tuticorin	Guntur	Kandla	New Delhi	Total	EMD Required (Rs.)
1	Acetonitrile HPLC 2.5 L	1500	1000	200	200	250	200	400	3750	37000
2	Extraction thimbles, Cellulose (for Soxhlet extraction) (25 mm dia x 100 mm (L), 1.0 to 1.5 mm thickness)	NIL	NIL	NIL	70	100	50	25	245	23000
3	Graphitized carbon black (Carbon SPE Bulk Sorbent) 25g Grade suitable for pesticide residue analysis	10	10	3	3	3	10	3	42	15000
4	Methanol HPLC 2.5L	1500	300	600	20	250	50	300	3020	14000
5	Primary Secondary Amine (PSA) 100g Grade suitable for pesticide residue analysis	10	10	3	3	3	10	3	42	13000
6	C-18 Encapped Sorbent 100g Grade suitable for pesticide residue analysis	10	10	3	3	3	10	3	42	13000
7	Methanol AR 2.5L	500	700	600	100	100	200	400	2600	10000
16	Acetonitrile MS Grade 1Ltr	300	100	50	NIL	NIL	100	NIL	550	Not required
8	Formic acid HPLC 500 ML	50	10	30	8	2	NIL	4	104	Not required
9	Acetone AR 2.5 L	250	300	NIL	40	250	NIL	100	940	Not required
10	Filter Paper W.No.1, 150	100	150	100	50	NIL	NIL	50	450	Not required
11	Acetone LR 2.5 L	NIL	280	200	NIL	NIL	NIL	50	530	Not required
12	Florisil PR Grade 250 g [activated]	50	10	NIL	NIL	NIL	NIL	NIL	60	Not required
13	Water MS Grade 2.5 L	50	NIL	10	NIL	NIL	NIL	NIL	60	Not required
14	Ethylene Dichloride 2.5L, AR	200	50	NIL	NIL	NIL	NIL	NIL	250	Not required
15	Acetonitrile AR 2.5 L	200	NIL	100	NIL	NIL	NIL	NIL	300	Not required
17	Magnesium Sulphate Anhydrous 100g Grade suitable for pesticide residue analysis	50	50	10	10	10	50	10	190	Not required
18	Dichloromethane GR 1	200	25	NIL	NIL	NIL	NIL	NIL	225	Not required
19	Ethyl Acetate for Pesticide Analysis 500ml	100	5	20	NIL	2	2	NIL	129	Not required
20	Toluene AR 2.5 L	70	90	4	NIL	NIL	NIL	10	174	Not required
24	Methanol MS Grade 1 Ltr	100	100	50	NIL	NIL	50	NIL	300	Not required
21	Diethyl Ether AR 500ml	500	NIL	NIL	NIL	NIL	NIL	NIL	500	Not required
22	Tween 20 AR 500 ML	25	100	100	2	20	NIL	NIL	247	Not required
23	Parafilm (4" X 125)	5	15	20	4	NIL	1	2	47	Not required

Annexure-II

Addresses of the laboratories

QEL Kochi

Quality Evaluation Laboratory
Spices Board (Ministry of Commerce, Govt. of India)
Sugandha Bhavan, NH Bye Pass,
Palarivattom PO, Kochi 688025

QEL Mumbai

Quality Evaluation Laboratory,
Spices Board
(Ministry of Commerce and Industry, Govt. of India)
EL-184, Electronic Zone
TTC Industrial Area,
M I D C Navi Mumbai-400710

QEL Guntur

Quality Evaluation Laboratory,
Spices Board, Ministry of Commerce Industry, (govt of India),
Chuttugunta Centre, GT Road, Guntur-522004.

QEL Tuticorin

QUALITY EVALUATION LABORATORY\
SPICES BOARD
World Trade Avenue, Harbour Estate,
New Port, TUTICORIN-628004

QEL Narela

Quality Evaluation Laboratory
Spices Board, Near Satyawadi Raja Harishchandra Hospital,
Behind Indian Oil petrol pump,
Narela, New Delhi, India

QEL Chennai

Spices Board, Quality Evaluation Laboratory,
Plot No. R-11, SIPCOT Industrial Complex,
North End Road,
Gummidipoondi- 601 201.

QEL Kandla

Quality Evaluation Laboratory
Spices Board
Plot No.22A, Sector-8
Nr. New Income Tax Office
Tagore Road
Gandhidham
GUJARAT – 370 201.

QEL Kolkata

Quality Evaluation Laboratory
Baruipur, 24 South Parganas,
Kolkata, West Bengal

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> <ol style="list-style-type: none"> 1). 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. 2). 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>Contact person (MSTC):</p> <ol style="list-style-type: none"> 1. Arnab Sarkar – Mob- 9986036012 asarkar@mstcindia.co.in 2 Mr. Ravindranath Mob-7676456095 ravindranathkb@mstcindia.co.in <p>B) System Requirement:</p> <ol style="list-style-type: none"> i) Windows 98 /XP-SP3 & above/Windows 7 Operating System ii) IE-7 and above Internet browser. iii) Signing type digital signature (Class-3) iv) 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	<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>Special Note towards Transaction fee 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 Upload Documents 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 Attach Document 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.</p>

Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).

7

(t) 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.**

(u) 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.

8

E-tender cannot be accessed after the due date and time mentioned in NIT.

9

Bidding in e-tender & Reverse auction:

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.

b) The process involves Electronic Bidding for submission of techno-commercial Bid as well as Price Bid.

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 →

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.

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

f) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.

g) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.

h) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.

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

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