

SPICES BOARD
(Ministry of Commerce & Industry, Govt of India),
Palarivattom P.O, Kochi - 682 025

TENDER NOTICE

Date: 22nd Feb 2017

Competitive tenders are invited **from the reputed surveyors with ISO/IEC 17025 or ISO 9001 Quality Certification** for 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 annexure I. The quotation shall be submitted in the format given in annexure II. Tenders shall be submitted for each region separately in the Format given in Annexure II. The regions are listed in the Annexure I, Para.16.

The sealed cover superscribed as "Tender for undertaking sampling of **spices and spice products** consignment and supervision of container stuffing" shall be sent to the Director(Marketing), Spices Board, Sugandha Bhawan, P.B.No.2277, Palarivattom P.O., Kochi-682 025 on or before 9th March 2017 latest by 3 p.m along with tender fee of Rs.1000/- (non refundable) in the form of DD favouring Secretary, Spices Board payable at Ernakulam.

The terms and conditions of the work involved and the prescribed application form can be downloaded from the website of the Board www.indianspices.com. Only those firms with required infrastructure, quality certifications and qualified personnel for undertaking sampling and supervision of container stuffing will be considered.

The Spices Board reserves the right to accept/reject any proposal or cancel the tender notice without assigning any reasons thereof. Quotation will be opened on 10th March 2017 at 11.00 a.m. in the presence of Tenderers or their authorised representatives.

DIRECTOR(MARKETING)

ANNEXURE-I

PROCEDURES, TERMS AND CONDITIONS OF SAMPLING/CONTAINER STUFFING
SUPERVISION OF SPICES & SPICE PRODUCTS

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 chilly 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, Board will assign the sampling work to the authorized sampling agencies and the same will be transferred to them for attending the sampling work by online through ESS.
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 authorized 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 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)/using mobile app 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.

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.
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.
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)	1110
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, Uttarkhand, 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, 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 mentioning the container number, date of stuffing etc., therein.

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.
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 courier charge, supported with original courier bills, for sending the sample to the designated Lab/Office of the Spices Board located at stations shall be paid in actual as per the recommendation by the concerned officer. The service tax as applicable will be paid extra.
14. The conveyance charge will be paid extra on actual basis by public transport for the distance covered beyond 50 kms from concerned office of the Board or the rate fixed by the Board. 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. 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 sent to the Spices Board and one set to the exporter concerned. .
16. 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/QEL Tuticorin	QEL	3 Lakh
3	Maharashtra, Madhya Pradesh and Goa (inclusive)	QEL Mumbai/QEL		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, Uttarkhand, 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.*

17. 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).
18. The infrastructure facilities and the manpower of the surveyors will be assessed by the Board, before awarding the work.
19. 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.
20. 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.
21. 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.

22. The sampling/stuffing agencies should ensure the minimum wage prescribed by the respective State Governments, should be given to the field staff. The Board will not be responsible for any violation of labour rules and statutory requirements by the sampling agencies. In case the surveyor engage 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 the Spices Board apart from the requirements mentioned in para 21. 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.
23. Also the agency should have insurance cover of all the samplers and supervisors engaged for this activity. The authorized sampling agency has to furnish the type of insurance coverage taken for the field surveyors.
24. The samplers and Inspectors should have knowledge and skills to update the sampling & stuffing reports through online/email and mobile app as well as providing lab reports & documents through online. The Agency should have adequate IT infrastructure and facilities for reporting to the Spices Board, exporters and to the samplers/surveyors.
25. 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.
26. Qualification of the Field Staff should be minimum pass in Plus two/Higher Secondary in Science.
27. Agencies are to be certified with ISO/IEC 17025 or ISO 9001 Quality Certification.
28. Contract period is minimum for 2 years depending on the performance.
29. Rate should be quoted in the format given as Annexure-II, for each region, separately.

30. The Board reserves the right to reject the quotations which are not supported with documents to prove experience of the firm in the specified method of sampling.

31. For any clarification related to the tender, please contact the Director (Marketing), Spices Board Head Office, Kochi, Phone No.0484 - 2333610 Extn. 234/233/342, 2333607, Email: sbdm@indianspices.com

ANNEXURE-II

Proforma for submission of Quotation for sampling of export consignment of spices and container stuffing supervision

Region for which quotation is submitted :

1	Name and address of the Organisation Telephone No. Fax No. E-mail Name of contact person	
2	Name address of the branch Offices Telephone No. Fax No. E-mail Name of contact person	
3	Year of establishment of the firm	
4	Whether having Quality Control Laboratory, and if so, the details & tests conducted	
5	Whether the Quality Control Laboratory is accredited, and if so, the proof of Certificate	
6	Whether the agency has ISO Quality Certification preferably ISO 9001 or ISO/IEC 17025, if yes, please attach copy of the certificate	
7	Number of qualified surveyors in each centre	
8	The qualification of the field staff and their service experience in the field	No. Qualifications Year of service in the field
9	Details of infrastructure like	

	IT infrastructure, mode of conveyance provided to field staff etc.(Location-wise)				
10	Experience in sampling work a) EU sampling EC No.401/2006 b) ISO 948:1980 c) USFDA BAN chapter 1 List of Clientele for whom you work as surveyors				
<i>The Boards reserves the right to reject the quotations which are not supported with documents to prove experience of the firm in the specified method of sampling</i>					
11	Details of surveyor Licence (if available)				
12	Kind or type of insurance coverage taken for the surveyors				
13.a.	Rates for sampling ISO 948:1980 / stuffing supervision	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				
13.b.	Rates for sampling as per EU regulations EC No. 401/2006	First sampling(Rs.)	Addl. Sampling (Rs.)		
	i) within city limit of 50 KM ii)above city limit of 50 KM				
13.c.	Rate for sampling for <i>Salmonella</i> as per USFDA BAM Chapter 1 sampling method	First sampling(Rs.)	Addl. Sampling (Rs.)		
	i) within city limit of 50 KM ii)above city limit of 50 KM				

	<p>* 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 5 of Annexure 1 required for sampling. Service tax will be paid extra. Courier charges also will be paid extra against courier bill.</p>				

Place

Name

Date

Designation