

**Tender Notice**

for

**Supply and Management of Gadgets**

**&**

**Technical Services**

for the Fourth Session of

**Codex Committee on Spices And Culinary Herbs**

(CCSCH4)

(23-10-2018)

[MSTC e-tender No. SPICEB/18-19/ET/8](#)

[...HINDI VERSION WILL FOLLOW...]

## SPICES BOARD INDIA

### 1. Introduction:

Spices Board (Ministry of Commerce and Industry, Government of India) is the flagship organization for the development and worldwide promotion of Indian spices. Codex Alimentarius Commission (CAC) is an international organization which develops international food standards by harmonizing various national and regional standards.

The Codex Committee on Spices and Culinary Herbs (CCSCH) is one of the subsidiary bodies under CAC which works for the development of Codex standards for spices and culinary herbs.

On behalf of India, Spices Board holds the secretariat for CCSCH. The fourth session of this committee, CCSCH4, is scheduled to be held at The Leela Kovalam at Thiruvananthapuram, Kerala, India during 21<sup>st</sup> to 25<sup>th</sup> January 2019.

### 2. Scope of work and Technical Specifications:

The bidder should be able to undertake all the on-site arrangements of the CCSCH4 session at the venue, including stage arrangements, audio-video gadgets and displays, photography services, laptops and printers, photocopiers etc.

The technical specifications for the required services for the forthcoming session of the Codex Committee on Spices and Culinary Herbs (CCSCH) scheduled to be held at The Leela Kovalam in Thiruvananthapuram, Kerala, India during 21<sup>st</sup> to 25<sup>th</sup> January 2019, are as follows:

**Table 1:** Technical Specifications

Section	Specification	Indicate Compliance
2.1	<b>Stage construction, arrangements, lighting and audio services. Requirements are given below, for 5 days:</b> <ul style="list-style-type: none"><li>• Main stage platform 32'x24'x2.5' with Dark Grey carpet</li><li>• Head Table and chairs capable of seating 5 pax, each</li></ul>	

	<p>position with mikes and with facilities for laptop and presentation - connection facility (Hotel will provide the Head Table and chairs)</p> <ul style="list-style-type: none"> <li>• LED Raiser 32' x 4' x 4' 1 No</li> <li>• LED Parcans 28 Nos</li> <li>• Lighting controller Pearl 2000 sgm, 1 No</li> <li>• T- Truss -2 Nos</li> <li>• Plasma TVs with Stands for delay 42" 2 Nos</li> <li>• Splitter 2 Nos</li> <li>• Seamless Switcher 1No</li> <li>• Audio Recording 1 No</li> <li>• 62.5 KVA Genset with 50 meters cable and diesel (8 hour shift), 1 No</li> <li>• Changeover switch, 1 No</li> <li>• Spike boards, 20 Nos</li> </ul> <p>Stage raiser for SI booths – 20'X8'X2.5' 160 Sft</p>	
<p><b>2.2</b></p>	<p><b>Supply and management of the gadgets for undertaking simultaneous interpretation, audio-visual services, for 5 days. Requirements are given below:</b></p> <ul style="list-style-type: none"> <li>• PA System for 250Pax with 2 tops on each side of the stage with required amplifiers and cables .</li> <li>• 8 Channel Microphone mixer</li> <li>• Cordless mikes 3 Nos</li> <li>• Podium Microphone -2 Nos</li> <li>• Simultaneous language interpretation system (BOSCH) which includes SI interpretation consoles, CCU, Transmitter &amp; IR Radiators - 3+1 Languages</li> <li>• IR Headsets receivers (BOSCH) for all the participants in the hall, 200 Nos</li> <li>• Pre Fabricated Translation booths for Language Interpreters (2 seater booth-2 no's and 3 seater Booth-1 no's, with Reading Lamp,Writing Desk, spike board and ventilation support as required.</li> <li>• Language Interpreter Desks – 9 no's</li> <li>• DCN Mics for participants(1 DCN Mic for every 2 participants in the hall) - 100 Nos</li> <li>• DCN Chairman unit, 1 No</li> <li>• DCN Head Table Microphones for Co Chairs -4 Nos</li> <li>• DCN Controller, 1 No</li> <li>• Delegate database software for electronic name handling to request the floor with options for voting system and calculation of quorum, 1 No</li> <li>• Microphone management software, 1 No</li> <li>• Multiple Camera control software, 1 No</li> </ul>	

	<ul style="list-style-type: none"> <li>• Autodome PTZ cameras with programmable presets 3 Nos</li> <li>• Allegiant Video switcher 1 No</li> <li>• DCN/SI Specialist/Operators 1 No</li> <li>• PC/Laptop 1 No</li> <li>• Display Monitor - 17" 2 Nos</li> <li>• 32'*9' P4 LED Screen with 2 Processors, cables and accessories. 320 sft</li> <li>• Switcher - ISS506 1 No</li> <li>• Video Distribution Amplifier 1 No</li> <li>• Stage Display Monitor - 42" LCD TV 1 No</li> <li>• Laptop with Slide changer, 2 Nos</li> <li>• Cables and accessories, 1 No</li> <li>• Quote should be inclusive of material transport, Manpower, travel, boarding and lodging of all the operators inclusive.</li> </ul>	
2.3	<p><b>Supply of Laptops, printers and heavy duty auto stapling photocopiers, during the session, for five days. Requirements re given below:</b></p> <ul style="list-style-type: none"> <li>• Laptop charging points with cabling 100 Nos.</li> <li>• Networking LAN / WIFI as required for connecting laptops and printers -1 Nos</li> <li>• Laptops 20 Nos. (Specifications in Annexure 1)</li> <li>• Printers 4 Nos. (Specification in Annexure 2)</li> <li>• Colour printer 1 No. (Specification in Annexure 2)</li> <li>• Heavy Duty Photocopier 2 Nos. (Specification in Annexure 3)</li> </ul>	
2.4	<p><b>Still photography of session for 21<sup>st</sup> to 22<sup>nd</sup> January and final day of the session.</b></p> <p>HD Photographs in folders labelled with dates should be submitted on DVD at the closure of the session.</p>	
2.5	<p><b>Other requirements and instructions:</b></p> <ul style="list-style-type: none"> <li>• Devices should be made available for 24 hour assignment with the service personnel (It is important that servicing personnel should be available for late night duties).</li> <li>• Entire footages of the audio and video bites should be provided to the Spices Board after the conclusion of the session on 25<sup>th</sup> January 2019.</li> <li>• The main hall for the session will be available from 20th January 2019 at 1.00 pm for stage arrangements and setting up of the equipment.</li> </ul>	

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### 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 groups with prior experience in conducting such international conferences and must possess the requisite strength and capabilities in providing the services necessary to meet the requirements.

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.

- a. The bidder should have successfully provided services similar to those outlined in section 2 above with work orders with value not less than Rs. 10 lakhs for events spanning not less than 2 days within the last 3 years. Provide self attested copies of work orders and satisfaction certificates from organization for which the work was undertaken as proof.
- b. The bidder should have minimum turnover of 20 lakhs for the last three consecutive financial years. (Copies of Audited accounts from CA should be attached).
- c. Specific details and contact numbers of organizations to which service was provided (**please provide full details as evidence**).
- d. The bidder should have required infrastructure and manpower (if hired, the original consent letter from the supplier with detail of infrastructure available to be submitted)
- e. An undertaking to the effect that the bidder has not been blacklisted by any of the department/organizations of the Govt. of India/State Govt./PSUs. Selfdeclaration for the same should be attached.
- f. The bidder should mention the GST number in the tender document. (Provide the copy of GSTN registration certificate)

- g. The bidder should mention the Permanent Account Number (PAN) allotted by the Income Tax Authorities in the tender document. (Provide the copy of PAN card)
- h. The bidder should complete the checklist as given in Annexure IV.
- i. Other terms and conditions, if any.

### 3. Price Bid

The details are to be filled in as per the tables below in the online tender, for the services being provided. Each of the rows in the table below will be available online in the e-tender, which has to be filled by the tenderer. The quote should be in Indian Rupees. The prices quoted should be inclusive of taxes.

**Table 2: Price Bid**

	<b>Item</b>	<b>Amount</b>
1	Stage construction, arrangements, lighting and audio services. Requirements are given below, for 5 days, with specification as given in <b>Scope of Work, Section 2.1</b>	
2	Supply and management of the gadgets for undertaking simultaneous interpretation, audio-visual services, for 5 days, with specification as given in <b>Scope of Work, Section 2.2</b>	
3	Supply of Laptops, printers and heavy duty auto stapling photocopiers, during the session, for five days, with specifications as given in <b>Scope of Work, Section 2.3</b>	
4	Still photography of session for 21st to 22nd January and final day of the session, with specifications as given in <b>Scope of Work, Section 2.4</b>	
5	Any other charges	

### 5. Instructions to Bidders:

1. Only those firms which, in their individual capacity, satisfy the following criteria need to quote for this tender and the bids submitted by the bidders who do not fulfill the eligibility criteria will be summarily rejected.
2. Financial evaluation of the tenders that qualify technical requirements will be made based on the amounts quoted for items 1+2+3+4+5 in Table 2 above.

3. The Tenderer should clarify whether the individual signing the tender or other documents in connection with the Tender signs as: (i) A “sole proprietor” of the firm or constituted attorney of such sole proprietorship, or (ii) A partner of the firm if it be a partnership in which case he must have authority to refer to arbitration of disputes concerning the business of the partnership either by virtue of the partnership deed or a power of attorney. Alternatively, the Tender should be signed by all the partners, or (iii) Constituted Attorney if it is a company.
4. Incomplete Tenders are liable to be rejected. It means that Tenderer should quote for all the items. If any item is missed or not quoted, the rates for that item, would be termed as zero and the Tenderer would have to do that job free of cost.
5. Tenders not accompanied by the requisite Earnest Money shall be rejected summarily. The EMD of the successful bidder shall be treated as a part of the security deposit.
6. When deemed necessary, Spices Board may seek clarification on any aspect from the tenderers. However, that would not entitle any Tenderer to change or cause any change in the rates. All expenses for preparation of documents and meetings if any, will be borne by the Tenderer.
7. The full schedule of work will be given to the selected Tenderer well in advance. However, any programme may be added or deleted due to unforeseen circumstances at any stage and the Tenderer should be ready to increase/decrease his/her manpower and machinery accordingly.
8. The agency should engage experienced personnel for the job. Professional and experienced crew must be available at the venue.
9. Spices Board shall not provide any transport, food or any accessory for proper discharge of duties by the agency’s workers. The rate quoted by the bidder shall be inclusive of the charges like crew/staff, transportation, assemble, dismantle, insurance, freight, clearance and loading or unloading etc at the event.

10. Spices Board will award the contract to the Tenderer whose Tender has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Tenderer is determined to be competent to execute the job satisfactorily. Board shall however not bind itself to accept the lowest or any Tender, wholly or in part.
11. Before award of the contract the successful Tenderer will be required to deposit as Performance Security (refundable) a sum equal to 5% of the value of the contract, after adjustment of Earnest Money Deposit in the form of a Demand Draft drawn in favour Secretary Spices Board, payable at Kochi. The Security Money will be retained till conclusion of the event and would be refunded at the time of full and final settlement of bill(s).
12. Security money shall, however, be liable to be forfeited in the event the agency fails to complete the job within the stipulated time or if the job is not done satisfactorily as per the requirements. If the successful bidder backs out after award of the contract, Earnest Money Deposit is liable to be forfeited.
13. Income Tax as applicable shall be deducted at source. Permanent Account Number (PAN) allotted by the Income Tax Authorities must be mentioned in the tender document, without which the Tender is liable to be rejected. PAN holder and Vendor should be the same. In case of difference, a letter from PAN holder is to be attached.
14. Spices Board, reserves the right to accept or reject any Tender, and to annul the Tender process and to reject all bids at any time prior to award of the contract, without thereby incurring any liability to the affected Tenderer or Tenderers on the grounds of Board's action. The decision of Spices Board in this regard would be final and binding.
15. 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.
16. Any amendment shall be informed to the bidders by publishing in website and shall be binding on them. Spices Board may at its discretion extend the deadline for the submission of tender.



17. The applicant is required to visit the Spices Board website for any changes or amendments in the tender before submitting their tenders.
18. Spices Board and the agency shall make every effort to resolve amicably by direct informal negotiations, any disagreement or dispute, arising between them under or in connection with the contract. However, any unresolved disputes would be subject to the jurisdiction of Kerala courts only.
19. The Spices Board will have the discretion to award the contract to more than one agency. In such a situation, other bidders shall work at the lowest accepted rate.
20. In the event of any negligence or unsatisfactory execution on the part of the agency, Spices Board will have the right to forfeit the Performance Security and to recover penalty as it deems appropriate from the amount payable against the agency's bill(s). If deemed necessary, the agency may also be blacklisted for future.
21. The financial proposals of only those parties would be opened whose credentials (Technical Bids) are found up to the satisfaction of the designated committee of the Board, whose decision would be final and binding.
22. Corrupt or Fraudulent Practices: Bidders should observe the highest standard of ethics during the procurement and execution of such contracts. Spices Board, India will reject a proposal if it is found that the Bidder recommended for award has engaged in corrupt or fraudulent practice(s) while competing for the contract in question.
23. Successful bidder shall accept the work within 10 days of receipt of work order.
24. The tender must remain valid for at least 4 months after the submission date. During this period, the bidder is expected to keep available the professional staff proposed for the assignment. Spices Board will make its best efforts to decide on the tender within this period. If Spices Board wishes to extend the validity period of the proposals, the bidders who do not agree have the right not to extend the validity of their proposals.

25. Firms registered in India participating in the bid have to submit the bid through the e-procurement portal as outlined below.

## 6. Clarifications

You may contact the Spices Board Codex Cell for any clarifications at +91-484-2333610 – 616, (Extensions 340 and 520) or by email from [codex.sb-ker@nic.in](mailto:codex.sb-ker@nic.in)

## 7. 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.

Please refer to **Appendix 1** of this document for more instructions in participating in this e-tender.

## 8. Schedule of tender

	Mode of Tender	e-Procurement System (Online Part1- Techno-Commercial Bid and Part-II- Price Bid through <a href="https://www.mstcecommerce.com/eprochome/spiceb">https://www.mstcecommerce.com/eprochome/spiceb</a> of MSTC Ltd.) Also refer Appendix 1.
2	<b>Transaction Fee (Bidders from India)</b> 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. 1,475/- (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	October 23, 2018 5:00 PM
5	Close Bid date and Time	November 15, 2018 5:30 PM
6	Date & time of opening of Bid	November 16, 2018, 10:00 AM

## 9. EMD

1. Bidders should submit an EMD equal to Rs. 50,000 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.
2. 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.
3. EMD of the unsuccessful bidders will be refunded (without any interest) within 45 days from the date of opening of tender.
4. EMD amount of the Successful Bidder will be refunded (without any interest) within 30 days after acceptance of work order.
5. 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.
6. EMD shall be submitted in sealed envelope, superscribing the words "Supply and Management of Gadgets & Technical Services for the Fourth Session of CCSCH" through Speed Post/Registered Post/by Hand to reach the following address on or before closing time of the tender.

**Ramesh Babu N**  
**Scientist C**  
**Codex Cell,**  
**Spices Board, Palarivattom PO,**  
**Kochi – 682025**  
**Ph: 04842333610 (ext 520)**  
**codex.sb-ker@gov.in**

## ANNEXURES

### ANNEXURE 1

#### SPECIFICATION FOR LAPTOPS

1. **Processor type** : i3 or above
2. **Chipset** : Intel® G41 Express Chipset or better
3. **Memory**: 2 GB DDR2 800 MHz SDRAM, dual channel support, 4 DIMM Slots, upgradeable to 8 GB or better
4. **Hard Disk Drive**: 320 GB or Higher SATA 3.0Gbps, 7200 RPM, Integrated 5 SATA Ports.
5. **Monitor**: 17" TFT SVGA digital colour
6. **Keyboard** : Mechanical qwerty keyboard, USB, Mechanical, 107 keys
7. **Mouse** : USB Optical or better
8. **Ports**: 6 USB Ports (with at least 2 in front), audio ports for microphone and headphone in front.
9. **Operating System**: Windows® 10 Professional
10. **Anti-virus Software** : Kaspersky (Latest Version) or equivalent

All systems are to contain pre-installed Microsoft Office 2007 or above and Adobe Acrobat Reader.

### ANNEXURE 2

#### SPECIFICATION FOR PRINTERS (B/W and Color)

1. **Print speed** : 90 prints per minute
2. **Paper Size** : A6 to A3
3. **Supported networks** : Windows and Linux
4. **Memory** : 1 GB

### ANNEXURE 3

#### SPECIFICATION FOR PHOTOCOPIERS

Sl. No.	Description	Requirement
1.	Paper Size	A6 to A3
2.	Copying speed (No. of copies per min)	25
3.	RAM in MB	16
4.	Zoom Range	50 % to 200%
5.	No. of Multiple copies	01 to 199

6.	Printing resolution	600X 600 dpi
7.	Paper trays	2 x 500 sheets

The photocopiers should meet the following specifications :

- High productivity: Colour and black.
- Large paper capacity.
- Advanced security features.
- Very simple to use.
- Automatic reduction and enlargement (25 to 400%)
- Automatic tray selection
- Automatic booklet creation
- Automatic stapling facility
- Mixed-size originals
- Covers insertion
- Book copying
- Network connectivity
- System of copying data
- USB/SD

#### ANNEXURE 4

#### **CHECKLIST of Supporting Documents** (Please do tick mark in relevant columns)

S.No.	Name of Documents	Yes	No	Page No.
1	Tender document indexed with page numbers and properly bound together			
2	Tender fee including GST @ 18%			
3	EMD fee Rs. 50000/- (DD/Pay Order)			
4	Complete profile of the Firm			
5	Annual Turnover of Rs. 20.00 lakhs for the last two Financial Years with Audited Accounts Proof attached.			
6	Copy of Income Tax Returns for the three			

	preceding financial years.			
7	Copy of 3 years experience and work orders of similar job executed by the firm for Government of India, State Government, and other reputed organizations.			
8	Specific details and contact numbers of organizations to which service was provided			
9	Signed and stamped affidavit as Self-declaration stating that the bidding firm/ agency has not been blacklisted/ deregistered or debarred by any Govt. Department/ Institution.			
10	Copy of PAN Card.			
11	GSTN Registration Certificate			
12	Registration Certificate of the Company/Firm.			
13	A copy of this tender document duly signed and stamped by authorized signatory of the bidding firm/ agency as a token of acceptance of all terms and conditions of this tender.			
14	One original cancelled cheque			

1	<p><b>Process of E-tender</b></p> <p><b>A). Registration:</b> 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><b>SPECIAL NOTE:</b> THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT  <a href="http://www.mstcecommerce.com/eprochome/spiceb/buyer_login.jsp">http://www.mstcecommerce.com/eprochome/spiceb/buyer_login.jsp</a></p> <ol style="list-style-type: none"> <li>1). Vendors are required to register themselves online with <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a>→ e-Procurement→ PSU/Govt depts. →Spices Board→Register as Vendor Filling up details and creating own user id and password→ Submit.</li> <li>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).</li> </ol> <p><b>Contact person (MSTC):</b></p> <ol style="list-style-type: none"> <li>1. Arnab Sarkar – Mob- 9986036012 <a href="mailto:asarkar@mstcindia.co.in">asarkar@mstcindia.co.in</a></li> <li>2 Mr. Ravindranath Mob-7676456095 <a href="mailto:ravindranathkb@mstcindia.co.in">ravindranathkb@mstcindia.co.in</a></li> </ol> <p><b>B) System Requirement:</b></p> <ol style="list-style-type: none"> <li>i) Windows 98 /XP-SP3 &amp; above/Windows 7 Operating System</li> <li>ii) IE-7 and above Internet browser.</li> <li>iii) Signing type digital signature (Class-3)</li> <li>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</li> </ol>
2	<p><b>(A)</b> 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>(B)</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><b><u>Note:</u></b></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 &amp; Commercial Formats without any ambiguity</p>
4	<p><b><u>Special Note towards Transaction fee</u></b> 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><b><u>Transaction fee is non-refundable.</u></b></p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p><b>NOTE :</b> 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><b>Contact Details:</b> 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 <b><i>Upload Documents</i></b> 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 <b><i>Attach Document</i></b> 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.</p>



	Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
7	<p>(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. <b>The responsibility of downloading the related corrigenda, if any, will be that of the downloading parties.</b></p> <p>(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 <a href="http://www.mstcecommerce.com/eprochome/spiceb">http://www.mstcecommerce.com/eprochome/spiceb</a> of MSTC Ltd.</p>
8	E-tender cannot be accessed after the due date and time mentioned in NIT.
9	<p><b>Bidding in e-tender &amp; Reverse auction:</b></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  <b>www.mstcecommerce.com</b> → 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 &amp; 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 &amp; 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</p>

	<p>execution of supply. Such successful tenderer shall be called hereafter <b>SUPPLIER</b>.</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 &amp; 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 <a href="http://www.mstcecommerce.com/eprochome/spiceb">http://www.mstcecommerce.com/eprochome/spiceb</a> 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 <a href="http://www.mstcecommerce.com/eprochome/UserManualVendor.pdf">http://www.mstcecommerce.com/eprochome/UserManualVendor.pdf</a>