

22nd December 2014

TENDER NOTICE

Competitive tenders are invited for sampling and container stuffing supervision of spices for export from reputed surveyors as per the procedure and terms and conditions attached. The sealed cover superscribed as **“Tender for undertaking sampling of spice consignment and supervision of container stuffing”** shall be sent to the Director (Marketing), Spices Board, Sugandha Bhawan, P.B. No. 2277, Palarivattom P.O., Cochin-682 025 (Fax No. 0484-2333614) on or before **19th January, 2015**.

The terms and conditions of the work involved and the prescribed application form can be had from the Spices Board, Cochin or from the website of the Board www.indianspices.com. Only those firms with required infrastructure, computer network and qualified personnel for sampling will be considered.

The Spices Board reserves the right to reject any proposal without assigning any reasons. Quotation will be opened on **20th January 2015 at 11:00 am**.

DIRECTOR (MARKETING)

**APPLICATION FOR ENLISTING SURVEYORS FOR SAMPLING OF
EXPORT CONSIGNMENT OF SPICES AND CONTAINER STUFFING
SUPERVISION**

To
The Director (Marketing)
Spices Board
“Sugandha Bhawan”
P.B. No. 2277,
Palarivattom P.O.
COCHIN- 682 025.
Fax: 0484-2334614.
Email: dmspicesboard@gmail.com

Sir,

We give below the quotation for undertaking the sampling of export consignments of spices and the container stuffing supervision in different States/Regions in India as per the terms and conditions of the Board:

1	Name and address of the organization 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 and tests conducted	
5	Whether the Quality Control Laboratory is accredited, and if so	

	the proof of Certification			
6	Whether the agency has ISO Certification, 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 (Minimum Plus Two qualification is required).	No.	Qualifications	Year of service in the field
9	Details of infrastructure like online facility, mode of conveyance provided to field staff etc. (Location-wise)			
10	List of Clientele for whom you work as surveyors			
11	Details of surveyor license (if available)			
12	Kind or type of Insurance coverage taken for the surveyors			
13	Quotation for Sampling/ Stuffing			

	<p>Supervision:</p> <p>1. a). Sampling inclusive of delivery of sample physically or by courier to the designated Spices Board Laboratory, per consignment irrespective of number of items to be sampled per consignment (invoice).</p> <p>1. b). Additional sampling inclusive of delivery of sample physically or by courier to the designated Spices Board Laboratory, per consignment irrespective of number of items to be sampled per Consignment (invoice).</p> <p>2. a). Stuffing supervision per container.</p> <p>2. b). Additional container stuffing supervision.</p>	
14	Validity of quotation	

Place:

Date:

Name:

Designation:

**PROCEDURE AND TERMS AND CONDITIONS OF SAMPLING /CONTAINER STUFFING
SUPERVISION OF SPICES**

1. The exporters 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, turmeric powder, sugar coated fennel seeds, nutmeg & nutmeg products, ginger, curry leaves turmeric, mace and cumin are the items have mandatory testing for aflatoxin and Sudan dye.
2. On receipt of the online intimation the same will be transferred to the authorized sampling agencies assigning to attend the sampling the sampling works.
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 call the exporters and confirm the sampling/ stuffing works to avoid any unproductive visit. The authorized 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 Demand Draft or at par cheque and the same should be handed over to the concerned Regional Office of the Board. The sampling agency has to update the sampling works attended in the online Export Support System (ESS) and take a print out to submit alongwith 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. Sample as drawn should be forwarded in sealed printed cover of the surveyor alongwith the sampling report in duplicate alongwith the copy of the intimation to the designated Quality Control Laboratory of the Spices Board. Care should be taken to send the sample intact.
6. The samples should be packed in food grade quality packaging material before putting it in the printed cover of the surveyor.

7. After sampling the authorized 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. The average sample per month in different regions will be approximately as follows:

a). Kerala	: 400
b). Tuticorin	: 150
c). Tamil Nadu (except Tuticori & Erode)	: 1500
d). Karnataka	: 50
e). Mumbai/Pune	: 1000
f). Andhra pradesh	: 100
g). Gujarat	: 100
h). Delhi /UP	: 50
i). West Bengal	: 200
j). Amritsar	: 100

9. In the case of export of chilli 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. Intimation for container stuffing received from the exporters based on the information of the clearance of the consignment will be sent to the surveyors through online, which shall be accepted, by the designated agency. The original analytical report has to be collected by the surveyor before proceeding for the stuffing supervision and after physical supervision of stuffing the analytical report should be handed over the exporter by mentioning the container number, date of stuffing etc. therein.

11. Container stuffing supervision shall be done on other 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. At present the parameters "Aflatoxin" and "Sudan I-IV, pesticide residues, sunset yellow, other seeds/extraaneous matters in cumin" are coming under mandatory testing.

12. On completion of the stuffing into the container/ railway wagon as the case may be,

the surveyor shall send the stuffing supervision report in the prescribed format by online to the Spices Board.

13. The courier charges if any, for sending the sample to the designated Lab of the Spices Board located at stations shall be paid in actual as recommended by the concerned officer. The service tax as applicable at the rate prescribed by the Govt. of India will be paid extra.

14. The conveyance charge will be paid extra on actual basis by public transport for the distance covered beyond 25 kms or the rate fixed by the Board.

15. A "lot" is defined as 25 MT or less of the same variety per exporter per destination of a particular invoice. If composite samples are taken of similar varieties, 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. Consignment of same variety, which exceeds 25 Mts, will be treated as additional consignment of 25 MT each.

16. A Bank guarantee worth Rupees Two Lakh as security for a period of one year (renewable) shall be provided to the Board if the proposal is accepted. The rate quoted shall be valid for a minimum period of one year.

17. Stuffing supervision charge will be per lot. In case of stuffing supervision, if consignment of more than one exporter does occur in same container (LCL), only one stuffing supervision charge will be entitled. Similarly consignments of the same exporter sampled by different dates are stuffed in a single container 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.

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. The proceedings of sampling and stuffing supervision will be by online. In case of any failure in the system it will be considered off-line also.

21. In case of new appointments of field staff, proper training should be imparted to them either through the Master Trainer or from the 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.

22. The sampling/stuffing agencies should ensure the minimum wage prescribed by the various Government, should be given to the field staff. The Board will not be responsible for any violation of labour services act and other laws by the sampling agencies.

23. Identity card should be given to the field staff of the authorized sampling agency.

24. The application form for submitting the tender is attached.

25. The authorized sampling agency has to follow all government rules/laws requirements to running the company and submission of returns, in failure of any, the Board shall not be responsible for the lapse of any such act.

26. The authorized sampling agency has to furnish the kind or type of Insurance coverage taken for the Surveyors.

27. Clarification, if any, on the sampling and stuffing supervision procedure and to assess the quantum of work for the purpose of submitting the quotation can be obtained from Shri P.P. Kanel, Dy. Director (Mktg) in Spices Board's Head Office, Kochi, Phone No. 0484-2333610 (Extn:515), Email: prabhu.kanel@nic.in.
