

SPICES BOARD
Ministry of Commerce & Industry, Govt. of India

Minutes of Meeting

Pre - proposal meeting held on 27/08/2021 regarding “Request for proposal for Spices Board's scheme for laboratory recognition of private/other facilities for testing spices and spice products”

A virtual meeting was held on 27/08/2021 at 11.00 AM to discuss the Request for proposal for Spices Board's scheme for laboratory recognition of private/other facilities for testing spices and spice products. The following Spices Board officials and representatives from external laboratories attended the meeting:

Spices Board Officials:

1. Dr. REMA SHREE A.B., Director (Research), Spices Board
2. Mr. B.N. Jha., Director (Marketing), Spices Board
3. Ms. SRILATHA C.M., Scientist C & QELs' In-charge, Spices Board
4. Mr. RAMESH BABU N, Scientist C, Spices Board, Quality Evaluation Laboratory, Kochi
5. Dr. R. ANAND., Scientist C, Spices Board, Quality Evaluation Laboratory, Tuticorin
6. Dr. Dinesh Singh Bisht., Scientist C, Spices Board, Quality Evaluation Laboratory, Mumbai
7. DARSANA R., Junior Microbiologist, Spices Board, Quality Evaluation Laboratory, Kochi

Representatives from following external laboratories:

1. INTERFIELD LABORATORIES, KOCHI
2. TUV INDIA Pvt. Ltd., PUNE
3. TUV INDIA Pvt. Ltd., MUMBAI
4. YONTUS LIFE SCIENCES Pvt.Ltd., GUNTUR
5. JUBILANT PHARMA AND CHEMICAL LAB (OPC) Pvt. Ltd., NAVI MUMBAI
6. EUREKA ANALYTICAL SERVICES Pvt. Ltd.
7. ENVIROCARE LABS Pvt. Ltd., THANE
8. GEO-CHEM LABORATORIES Pvt. Ltd., AROOR
9. GEO-CHEM LABORATORIES Pvt. Ltd., MUMBAI
10. MICROCHEM SILLIKER Pvt. Ltd., NAVI MUMBAI
11. MITRA S.K. Pvt. Ltd., KOLKATA

The main discussion points and replies provided are summarized below:

Discussion points:

S. No.	Subject	Point of clarification sought	Answer/Reply given during meeting	Modification in RfP, reference to corrigendum
1.	Total testing charges for parameters	As tax component is variable, the same is not to be included with the analytical charges	Concurred, Necessary changes will be made in RfP	Page No.8, Point No.J.5 Corrigendum Ref. Section 3, point 3

2.	Submission of proposal	Submission date is on or before 15 th September 2021. Whether hard copies need to be submitted.	Laboratories need to submit the proposal to the DAK section of Spices Board (Ministry of Commerce & Industry, Govt. of India), Sugandha Bhavan, PB No. 2277, N H Bypass, Palarivattom PO, Ernakulam – 682025. By courier/in person accepted.	Corrigendum Ref. Section 2, point 2. For amended last date of submission, Corrigendum Ref. Section 1
3.	Time allotted for inclusion of parameter in accredited scope	Presently 3 months time period is allotted. The time period may be kept as 6 months.	Appropriate response will be given after examining the issue raised.	Corrigendum Ref Section 2, Point 6
4.	Harmonization of LOQ	To specify and harmonize the LOQ for all parameters.	Appropriate response will be given after examining the issue raised.	Corrigendum Ref Section 2, Point 7
5.	Maximum limits for parameters	Limits for ETO, ECH in spices and spices products	Details will be provided.	Corrigendum Ref Section 3, Point 1
6.	Requirements/Checklist	Whether documents as required in RfP to be submitted. Whether any separate checklist would be there as mentioned in H.1.VII of the RfP	Only documents as required in RfP need to be submitted. There is no separate checklist. The term will be removed from the RfP.	Page No.7, Point No.H.1.VII Corrigendum Ref. Section 2, Point 9
7.	<i>Salmonella</i> analysis	Two cases i.e., Testing done for 25g and for 375g samples.	Rates for both the tests to be submitted.	Corrigendum Ref Section 3, Point 2
8.	Reporting of results after analysis	Whether any specification with regard to time for analysis.	The turn around time for analysis will be on parameter-basis and will be specified in the Board's software through which results will be submitted.	N/a
9.	Sample condition	Whether there would be a provision for reporting of the sample condition on receipt by the laboratory.	The provision would be available in the Board's software	N/a
10.	Rate for analysis	Whether the participating labs need to go by the rate which currently the Spices Board labs are charging.	Competitive rates to be submitted by the participant labs	Corrigendum Ref Section 3, Point 3
11.	Parameters for which	If the participating labs are not having all the required	Yes	Corrigendum Ref Section 2, Point 6

	accreditation not obtained	parameters under scope, in that case whether the lab can empanel based on the available parameters under scope.		
12.	Technical details	List of allergens and pesticides	The details will be provided. Corrigendum Ref Section 3, Point 1	Corrigendum Ref Section 3, Point 5 and 6
13.	Annexure 3: Heavy metals	In S.No.3 – Heavy metals – the term 'etc' is used. Whether any additional heavy metal also included?	The term 'etc' will be removed.	Corrigendum Ref Section 2, Point 8

The meeting came to a close at 12.15 PM

Attachment: Date and Technical Corrigendum No. 1, dated 10-8-2021

DATE AND TECHNICAL CORRIGENDUM

Sub: Request for proposal for Spices Board's scheme for Laboratory Recognition of Private/Other facilities for testing Spices and Spice Products

Ref: Pre - Proposal meeting conducted on-line on 27/08/2021 (11.00 am to 12.15 pm)

This corrigendum describes the amendments made to *Request for proposal for Spices Board's scheme for Laboratory Recognition of Private/Other facilities for testing Spices and Spice Products* dated, 16-Aug-2021 (**hereafter RfP**), which is available for download from Spices Board's website (<http://indianspices.com/tenders.html>).

1. Amendment of last date of submission of proposal: The last date for submission of complete proposal will be 30th September 2021 by 5.00 pm (*amends the statement in Page 3, para 2 of the RfP*)

2. Other amendments / clarifications in the RfP document:

No.	Section in RfP	Details given in RfP	Amendments/Additions made
1	Page No.4, Para No.1	The phone number mentioned is ; 0484-233610	The phone number may be read as 0484-2333610 .
2	Page No.6, Point No. D.	Application fee for registration	Under this title, the following text is inserted before the table: Only the application fee (non-refundable) need to be paid along with the complete proposal. The payment need to be made either as Demand Draft in favour of Secretary, Spices Board,Kochi 25 or as e-payment to the account details below: <u>Bank details:</u> Name of the Bank - Punjab National Bank Branch - Vennala, Ernakulam Name of the Account - Spices Board Receipt Account Number - 7176002100002354 IFS Code - PUNB0717600 Above application fee is exclusive of Service tax @18.0% as per Government norms.
3	Page No.6, Para H	Submission of proposal	The text under this title is amended as follows:

			The proposal complete in all respects shall be submitted (via speed post/courier/ in person) in sealed envelope superscribed as "Request for proposal for Recognition of Spice and Spice Products Testing Laboratories" to the DAK section of Spices Board (Ministry of Commerce & Industry, Govt. of India), Sugandha Bhavan, PB No. 2277, N H Bypass, Palarivattom PO, Ernakulam – 682025.
4	Page No. 7, Point No.H.1.VII.	<i>Documents to accompany request for proposal – Check list duly filled and certified.</i>	In " Check list duly filled and certified " stands deleted . Only documents as required in RfP need to be submitted.
5	Page No. 8, Para K.2	<i>The laboratory(s) shall have ISO/IEC 17025 accreditation for the test parameters under the approved scope and also as per the requirements of Spices Board.</i>	After the first sentence, the following text is added: If an applying lab is not covering all the required parameters in Annexure 3 of RfP under its accreditation scope, the lab can apply based on the available parameters under scope subject to the condition below.
6		<i>The laboratory which intend for accreditation for a parameter as per Spices Board's requirement can also apply, subject to the condition that the inclusion of the said parameter in accredited scope will be completed within three months from the date of recognition.</i>	The highlighted portion is amended to: within six months. At the end of the paragraph, the following text is added: The maximum number of parameters for which accreditation can be thus deferred is three from Annexure 3 of RfP. In this case, the applying laboratory has to furnish an undertaking with proposed date of completion of accreditation for the deferred parameters, and Spices Board reserves the right to review the status of recognition of the laboratory (if registered) after six months from the date of registration of the laboratory. If the laboratory concludes accreditation satisfactorily for the deferred parameters before the completion of six months, then the laboratory may inform these details to Spices Board for consideration of extension of the scope of recognition as per Annexure 3 of RfP.
7	Page No. 14, Annexure 3	<i>Footnote for column entitled "Limit of</i>	The following footnote is added to Annexure 3:

		<i>Quantification (LOQ)*** (Specify the Unit of Measurement)</i>	***The LOQ mentioned should be based on the accredited scope of the laboratory for the parameter. Empanelment of the laboratory for a particular parameter will be subject to this LOQ meeting the Board's regulatory requirement of the parameter, which is liable to change from time to time based on international regulations. In the reporting format, Spices Board will be implementing common reporting limits across laboratories for various parameters, as per the extant regulations.
8	Page No. 14, Annexure – 3, Serial No.3	<i>Heavy Metals - Lead, Arsenic, Mercury, Copper, Zinc, Cadmium, Iron etc.</i>	The word etc. at the end of the sentence is deleted.
9	Page No.7, Point No.H.1.VII	<i>Check list duly filled and certified</i>	This point stands deleted.
10.	Appendix 1 & 2	<i>Synopsis and agenda of the meeting refers to EOI instead of RfP</i>	<i>Term EOI may be read as RfP where ever mentioned</i>

3. Clarifications based on queries received by email (the following points are to be considered as an extension to the RfP document):

1. **Analysis of Ethylene Oxide (ETO) and Ethylene Chlorhydrin (ECH) in spices:** To be considered for empanelment, the laboratory should have accreditation for these parameters with LOQ as follows: 0.02 mg/kg for all dried chillies and ginger, and for all other spices 0.1 mg/kg.
2. **Salmonella analysis:** In the case of testing being done both for 25g and for 375g, then the laboratories may submit competitive rate for both the tests.
3. **Analysis Rates:** Competitive rates shall be submitted by the participating labs. The rates of Spices Board laboratory at Kochi¹ may be used as reference. The rates to be quoted exclusive of taxes
4. **List of products to be tested:** Under column 3 of Annexure 3, "Spices & Spice Products*", the applying lab may mention the parameters covered by the accreditation scope.
5. **List of Pesticides to be tested:** As per EU Regulation 2020/585 dated 27-Apr-2020², table under Part C: Pesticide/product combinations to be monitored in/on

1 Available at http://indianspices.com/sites/default/files/KochiQELFORMNo75_2020.pdf

2 Latest version can be downloaded from <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX>

products of plant origin

- 6. List of Allergens to be tested:** To be considered for allergen testing, the accredited scope should cover quantitative determination of peanut, gluten, sesame and mustard allergens in spices and spice products.
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