



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5684897
Dated/दिनांक : 10-12-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	31-12-2024 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	31-12-2024 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Commerce And Industry
Department Name/विभाग का नाम	Department Of Commerce
Organisation Name/संगठन का नाम	Spices Board
Office Name/कार्यालय का नाम	Head Office
Item Category/मद केटेगरी	Custom Bid for Services - Layout Designing Translation and Printing Works of Spice India Magazine
Similar Category/समान श्रेणी	<ul style="list-style-type: none">Advertisement Service - MagazineTranslation/ Transliteration/ Transcreation/ Transcription ServicesPaper-based Printing Services
Contract Period/अनुबंध अवधि	2 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	50 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes

Bid Details/बिड विवरण	
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	3 Days
Estimated Bid Value/अनुमानित बिड मूल्य	19400000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	PUNJAB NATIONAL BANK
EMD Amount/ईएमडी राशि	200000

ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
-------------------	----

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Secretary

Spices Board (Ministry of Commerce & Industry, Govt. of India) 'Sugandha Bhavan" N.H.By Pass, Palarivattom.P.O
Cochin - 682025 Kerala, India
(Secretary, Spices Board, Cochin)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
-------------------------------	-----

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
---	-----

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
6. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
7. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
8. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the

estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :

Item wise financial break-up (must add up to the total price quoted) - [1733824361.xlsx](#)

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1733824267.pdf](#)

GEM Availability Report (GAR):[1733824296.pdf](#)

Introduction about the project /services being proposed for procurement using custom bid functionality:[1733824420.pdf](#)

Instruction To Bidder:[1733824423.pdf](#)

Scope of Work:[1733824452.pdf](#)

Payment Terms:[1733824435.pdf](#)

Project Experience and Qualifying Criteria Requirement:[1733824441.pdf](#)

Educational Qualification including Profile of SME/Consultants /Professional Resources /Technical Resources if they are part of Project .:[1733824445.pdf](#)

This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
Number of years' relevant experience as on 1st August 2024 in printing	20	5	View file	Yes
General profile of qualification, experience, and number of key staff	15	5	View file	Yes
Average experience of key staff	15	5	View file	Yes
Experience in similar works (Printing of journals and magazines)	10	5	View file	Yes
Average Financial Turnover for the years FY 2021-22, 2022-23 and 2023-24	20	5	View file	Yes
Details of Machinery/ Equipment available at the press	20	0	View file	Yes

Total Minimum Passing Technical Marks: 60

Custom Bid For Services - Layout Designing Translation And Printing Works Of Spice India Magazine (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Layout Designing Translation and Printing Works of Spice India Magazine
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Prathyush T P	682025,Sugandha Bhavan N.H.By Pass, Palarivattom.P.O Cochin Kerala, India GSTIN - 32AAIAS3118C1Z0	1	N/A

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of

bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाही का आधार होगा।

---Thank You/धन्यवाद---



स्पाइसेस बोर्ड
भारत

Inviting Tender for Layout & Designing, Translation and Printing Works of Spice India Magazine

Ref. No.: PUB/0077/2024-Publicity

Dated: 09th December 2024

SPICES BOARD
Ministry of Commerce and Industry
Govt. of India
Sugandha Bhavan, N.H. By Pass
Palarivattom P.O., Cochin – 682025 Kerala
Phone: 91-484-2333615,
Email: publicity.sb-ker@gov.in,
Website: www.indianspices.com

CONTENT

SI No	Particulars	Page No
1	Introduction	3
2	Tender Notice	4
3	Scope of Work	5
4	Period of Assignment	6
5	Minimum Eligibility Criteria	6
6	Documents Comprising Bid	7
7	Submission of Bids	8
8	Evaluation of Bids	9
9	Terms and Conditions	13
10	Payment Terms	14
11	Disclaimer	15
12	Dispute Resolution	15
13	Applicable Law and Jurisdiction	15
14	Important Dates of Tender	15
15	Annexure I - Bidder Details	16
16	Annexure II - Declaration	18

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. The Board is an international link between the Indian exporters and the importers abroad. The Board has been spearheading activities for excellence of Indian spices, involving every segment of the industry.

Spices Board, the government regulatory and export promotion body for Indian spices, is headquartered in Kochi. Constituted in 1987 under the Spices Board Act 1986, Spices Board is vested with the responsibility of production and development of small and large cardamom and export promotion of 52 scheduled spices.

The multifaceted activities of Spices Board include export promotion, research, development, and regulation of domestic marketing of Small & Large Cardamom, post-harvest improvement of all spices, promotion of organic production, processing and certification of spices, development of spices in the North East, quality evaluation services, etc. The Board supports spice export promotion through different schemes viz. trade promotion, brand promotion, research & product development etc. The Board participates in major international exhibitions to promote Indian spices and value-added spice products in the world market.

Production of promotional and educative materials in a variety of media for the benefit of exporters and importers is one of the major activities of Spices Board. The Board publishes Spice India Magazine in English, Malayalam, Tamil, Kannada, and Hindi as monthly. Various reports, booklets, brochures etc., are also published by the Board for the benefit of the Spices Industry.

2. TENDER NOTICE

Spices Board, Ministry of Commerce and Industry, Govt. of India invites E - Tender from reputed printing presses in and around Ernakulam with five or more years of experience for taking up layout, designing, translation, and printing of 'Spice India' magazines of the Board.

The tender document with details of technical requirements along with terms and conditions is available on the Spices Board's Website (www.indianspices.com), Government e-procurement portal (<https://eTenders.gov.in/e procure/app>) and Government eMarketplace (GeM) (<https://gem.gov.in/>). The tenders must be submitted online via (GeM).

Last date for submission of the bids online via GeM website is 05.00 pm on 30th December 2024. All bids must be submitted online along with all necessary documents uploaded in PDF format, as per the specifications and terms & conditions outlined in the tender document.

The bid is required to be submitted online in two separate parts, i.e., technical bid and financial bid. Physical copy of the supporting documents submitted online, as part of the technical bid, may be sent to Spices Board in a sealed cover addressed to the 'Deputy Director (Publicity), Spices Board, Sugandha Bhavan, NH Bypass, Palarivattom, Kochi – 682025', so as to reach on or before 31st December 2024 time 02.00 pm. The documents should be placed in a single envelope superscribing '**E-tender for Layout & Designing, Translation and Printing Works of Spice India Magazine**'. Any mention about the financial bid along with the supporting documents submitted shall invariably result in rejection of the bid.

The technical bid will be opened at 02.00 pm on 31st December 2024 at Spices Board Head Office. The financial bids of vendors whose technical bids get qualified would be opened later and will be notified to the qualified vendors only.

SECRETARY
SPICES BOARD, KOCHI

3. SCOPE OF WORK

Spices Board invites e - tender from reputed printing presses in and around Ernakulam with five or more years' experience for taking up lay out, designing, translation and printing of Spice India magazines of Spices Board.

3.1 Details of the Publication:

Spice India Magazine in English, Malayalam, Tamil, Kannada, and Hindi as monthly.

Specification

- i. Size: 21X28 CM/ 1/4th Demi with Print Area 17.5 CM X 21.5 CM
- ii. *Paper: Inside – 90 GSM art paper ; Cover page : 100 GSM art paper
- iii. Multi colour print
- iv. Binding: Centre stapling
- v. No of pages : 32 (Minimum)- 44 (Maximum)

*Subject to change as per requirement and availability

3.2 Format of Spice India Magazines

- Languages & Periodicity: English, Malayalam, Tamil, Kannada, and Hindi as monthly
- Size: 21X 28 CM / Demi 1/4th with print area: 17.5cm x 21.5cm.
- Any additions like two and three-fold gate cover during the contract period shall also be considered.
- The contents for each issue of Spice India in English, will be provided in PDF/ .docx format. The printer/ agency should take care of composing, layout and design, and translation into Malayalam, Tamil, Kannada, and Hindi in consultation with the Chief Editor/ Editor. The printer undertaking the printing of Spice India journals **shall arrange transport and delivery of the journals at the Kochi PSO, at Chittoor Road, Ernakulam** on the under mentioned posting dates.

Dates of Posting

- | | | |
|--------------------------|---|---------------------------------|
| 1. Spice India English | : | 19 th of every month |
| 2. Spice India Malayalam | : | 20 th of every month |
| 3. Spice India Kannada | : | 29 th of every month |
| 4. Spice India Tamil | : | 29 th of every month |
| 5. Spice India Hindi | : | 27 th of every month |

- ❖ The posting dates will be changed according to the convenience of Indian Postal Authorities and the contracted printing press shall have to accept the changes

3.2.1 The following arrangements may be made by the printers in connection with the despatch of the journals every month.

- The addresses of subscribers' will be mailed on 10th of every month and printer should be in contact with the Editor of the Board on specified dates.
- The addressed envelope with the journals inserted shall be bundled in order of cities and PSO's mentioned in the address.

- Number of journals in a particular bundle and the name of the P S O may be noted in a slip and it may be displayed on the top of the bundles. (e.g.: Thiruvananthapuram PSO -100 numbers)
- On the previous day of posting journal, the number of copies to be posted may be intimated to the Editor of the Board. Following that a postal invoice issued from the Editor shall be collected by the printer, for handing over to the PSO, regularly without fail.
- On the posting day of the journal the entire bundles shall be transported and delivered at the **Kochi PSO, in Chittoor Road, Ernakulam.**
- After delivery, the signed duplicate copy of the postal invoice issued by the PSO may be submitted to the Editor of the Board without fail.
- Posting of the journal may be done by the printer even on Saturdays. If the postal date falls on Sundays or other general holidays, the journals may be posted on the very next working day at the PSO.
- Any delay in the process, which would cause additional postal charges, will be considered as lapse from the part of the printer and additional charges shall be recovered from the printer.
- It would be necessary to show sample / proof of each item before the same is printed and approval of Spices Board in writing / email should be obtained before final printing.

4. PERIOD OF ASSIGNMENT

The printing work specified shall be operational for an initial period of 2 (two) years from the date of Contract, which might be extended on satisfactory performance of the agency.

5. MINIMUM ELIGIBILITY CRITERIA

The Agency/ Firms/ Companies should fulfil the following criteria:

1. The bidder shall be a reputed printer (herein after referred as “Vendor”) having minimum financial turnover of Rs. 50 (Fifty) lakh and above in a single year, during the last three years (FY 2021-22, 2022-23, & 2023-24)
2. The vendor should have minimum three years’ experience in printing & delivery of publications
3. The vendor should have received at least 5 work orders related to printing of Government/PSU and other regular private magazines for more than 1500 copies in the last 3 years at their own press.
4. The vendor should have Tax registration
5. The vendor should have experience in printing & delivery of publications to Union/ State Government/ PSUs/ Private Enterprises, etc., on various social / service and business meet and should submit documents in proof of the same
6. The bidder should not have been blacklisted/de-registered previously by any government organisation. A certificate to this effect to be submitted on the letter head of the firm/agency.
7. The vendor should be based at in and around Ernakulam, Kerala.

S.No	Eligibility Criteria	Supporting Document Required
1	The vendor shall be a single entity, registered as a Company, Firm or Society under respective acts in India and should have been in existence in India for more than 5 years	Company Incorporation Certificate or Registration Certification from ROC
2	The vendor must be registered in India with appropriate tax and other administrative authorities	GST Registration and PAN Card
3	The vendor shall have a minimum business turnover financial turnover of Rs.50 lakh and above in a single year, during the last three years (FY 2021- 22, 2022-23 and 2023-24)	Certificate from the Chartered Accountant of the Organization and Audited Balance Sheets and P&L Statements for the years mentioned and IT Returns.
4	The vendor should have carried out at least 5 work orders for printing more than 1500 copies in last 3 years at the bidders' own press.	Work Order copy required / Samples to be submitted
5	The vendor shall submit an Earnest Money Deposit of Rs.2,00,000/-(Rupees Two Lakh only) in the form of Demand Draft in favour of 'Secretary, Spices Board' along with the Technical Bid Proposal and the same shall be valid for 90 days from the date of submission of the bid. It shall be returned after the finalization of the successful vendor	Demand draft drawn in favour of the 'Secretary, Spices Board' payable at Cochin.
6	The vendor should have experience with proof for printing & delivery of publications to Union/ State government / PSUs/ Private Enterprises etc.	Work Order copy required.
7	The bidder should not have been blacklisted/de-registered previously by any government organisation	A certificate to this effect on the letter head of the firm/ agency
8	Experience of the key staff	Brief note on the experience of key staff and their profile to be attached
9	Details of office(s) in and around Ernakulam District	Copy of Rental agreement/Lease Deeds.

6. DOCUMENTS COMPRISING BID

The Bid proposal prepared and submitted by the vendor shall comprise the following;

1. Bid Consent letter in letterhead of the vendor/ firm with duly signed copy of the tender.
2. Bid submission form
3. Vendor profile with information of the technology/ machinery used, etc., & profile of key staff
4. Declaration in the prescribed format (Annexure II)
5. Documentary Proof and or work order copy for meeting Minimum Eligibility Criteria
6. Copy of Registration/ Certificate of Incorporation
7. Copy of PAN
8. Copy of GST Registration
9. Copy of Annual Report/ Balance Sheet/Profit & Loss Account of the last 3 assessment years (FY 2021-22, 2022-23, 2023-24)
10. Copy of IT returns for the last 3 assessment years and certificate from the chartered accountant of the firm.
11. Earnest Money Deposit as specified in point 5 of the eligibility criteria.

7.SUBMISSION OF BIDS

The tender shall be submitted online through GeM portal in two-cover system duly scanned and digitally signed by the authorized representative of the vendor as follows:

7.1. Technical Bid (Cover - 1)

- a. The vendor has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- b. The technical bid cover should include the details sought in the statement at Annexure 1, along with copies of all supporting documents mentioned therein.
- c. The vendor or his authorized representative shall sign and upload all the documents, owning responsibility for their correctness / authenticity and submit declaration in respect of acceptance of terms and conditions of tender document.
- d. The hard copies of documents submitted as part of cover 1, with signature and seal of the authorized representative, shall be sent to the address mentioned in 7.4.6. so as to reach the addressee on or before the closing time of the tender,
- e. The vendors are cautioned that divulging any financial information in cover-1 (Technical bid) will result in rejection of their tender.

7.2. Financial Bid (Cover - 2)

- a. The respective Cover- 2, i.e. financial bid of only the technically qualified offers (those who meet the minimum eligibility criteria successfully) will be opened. The financial bid shall be submitted in the given format, only online through GeM website. No financial information should be submitted at any time in print during the tender process. Any such instance will make the bid unresponsive.

- b. The vendors who do not submit the technical bid (cover 1) within the stipulated date and time will be treated unresponsive.
- c. If the bids are not submitted as per the requirements prescribed by the Board, the bid will summarily be rejected.

7.3. Amendment of Tender Documents

1. At any time prior to the deadline for submission of Tender, Spices Board may, for any reason, modify the tender document by corrigendum /addendum.
2. The corrigendum / addendum shall be published in Spices Board's website (www.indianspices.com), Government e-procurement portal (<https://eTenders.gov.in/eprocure/app>) and GeM (<https://gem.gov.in/>).
3. The bidder shall submit a copy of duly signed corrigendum /addendum published if any, as part of the technical bid as a proof of having read and accepted the terms and conditions of the tender document.
4. Spices Board reserves the right to accept a tender in full or in part or to reject without assigning any reasons thereof at any stage.

7.4. EMD (Earnest Money Deposit)

1. Each technical Bid must be accompanied by an EMD of Rs.2,00,000/- (Rupees Two Lakh only) in the form of Demand Draft in the form of DD from any nationalized bank, drawn in the favour of the 'Secretary, Spices Board, Cochin.'
2. The technical bid without EMD will be rejected unless specifically exempted by the Government from payment of EMD for which reasons and proof must be enclosed.
3. EMD of the unsuccessful vendors will be refunded (without any interest)
4. EMD amount of the successful vendor will be refunded (without any interest) within 45 days after acceptance of work order and submission of the performance guarantee, as applicable,
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 a sealed envelope, along with the hard copy of the tender to reach the following address on or before closing time of the tender,

The Deputy Director (Publicity Department)
Spices Board
Sugandha Bhavan
NH Bye Pass, Palarivattom
Cochin
Kerala-682025

7. A vendor can submit only one proposal. If a vendor submits more than one proposal, such proposals shall be disqualified. Bids received after the closing date and time mentioned above will be rejected without any further communication on the matter.

8. EVALUATION OF BIDS

A Tender Evaluation Committee (TEC), constituted by Spices Board, will carry out a detailed evaluation of the Technical Bids in order to determine if the same are substantially responsive to the minimum eligibility prescribed.

8.1. Technical Evaluation Criteria

Prior to the detailed evaluation of the Technical Bids, Spices Board shall determine whether each bid is complete in all respect, accompanied by the required information and documents and substantially responsive to the requirements set forth in the tender document.

1. Tenders received by the designated date and time will be examined by SPICES BOARD to determine if they meet the eligibility criteria and accept terms and conditions mentioned in this document including its subsequent amendment(s), if any, and whether tenders are complete in all respects.
2. On scrutiny, the tenders found illegible/not in desired format/incomplete/not containing clear information, will not be considered for further evaluation process.
3. If deemed necessary, Spices Board may seek clarifications on any aspect of tender from the bidder. If a written response is requested, it must be provided within 3 days. Response received beyond 3 days, if any, will not be considered. However, that would not entitle the applicant to change or cause any change in the substances of their tender document already submitted. Spices Board will also make enquiries to establish the past performance of the applicants in respect of similar projects. All information submitted in the application or obtained subsequently will be treated as confidential.
4. The final selection shall be based on the financial parameter. However, evaluation of technical bids will be done as given below and the minimum qualifying mark in technical bid evaluation is 60.

Evaluation of Technical Bid

Sl. No	Criteria	Weightage	Maximum Mark
1	Number of years' relevant experience as on 1 st August 2024 in printing	03 Years- 05 Marks 4-7 Years-10 Marks 7-10 years -15 Marks More than 10 years -20 Marks	20
2	General profile of qualification, experience, and number of key staff	Upto 20 staff: 05 Marks 20-30 Staff- 10 Marks More than 30 Staff-15 Marks	15
	Average experience of key staff	Upto 5 years-5 Marks 5-10 years-10 Marks More than 10 years-15 Marks	15

3	Experience in similar works (Printing of journals and magazines)	Upto 3 Works -5 Marks More than 3 works- 10 Marks	10
4	Average Financial Turnover for the years FY 2021-22, 2022-23 and 2023-24	Upto 50 lakhs -5 Marks 50 Lakhs to One Crore-10 Marks 1 (One) Crore to 1.5 crore-15 Marks More than 1.5Crore-20 Marks	20
4	Details of Machinery/ Equipment available at the press		20
	Total		100.00

Minimum qualifying marks in technical bid evaluation is 60 Marks

8.2 Financial Bid Format

Lot 1A: Multi colour printing of Spice India Magazines in English, Malayalam, Tamil, Kannada, and Hindi as monthly for Glossy - 90 GSM art paper for inner text paper and 100 GSM art paper for cover page with 32 pages

Full Page : 21.5cm (H) x 15.5cm (W)

Bleed : 27.5 cm (H) x 19cm (W)

SI No	Item	Total Cost in INR
a	First 1000 copies (28 +4 =32 pages) (Inclusive of GST)	
b	Second 500 copies (Inclusive of GST)	
c	Printing of Mysore kraft paper cover for single magazine (Inclusive of GST)	
d	Packing + Stamping and Forwarding / Despatch Charges (Inclusive of GST)	
e	Any other incidental expenses	
f	Rate for additional pages (per 4 pages)/ (Inclusive of GST)	
	Total	

Formula : a+c+d+e

Lot 1B: Mutlti colour Printing of Spice India Magazines in English, Malayalam, Tamil, Kannada, Hindi as monthly for Glossy - 90 GSM Matte paper for inner text paper and 100 GSM Matte paper for cover page with 32 pages

Full Page : 21.5cm (H) x 15.5cm (W)

Bleed : 27.5 cm (H) x 19cm (W)

SI No	Item	Total Cost in INR (Incl. GST)
a	First 1000 copies (28 +4 =32 pages) (Inclusive of GST)	
b	Second 500 copies (Inclusive of GST)	
c	Printing of Mysore kraft paper cover for single magazine (Inclusive of GST)	
d	Packing + Stamping and Forwarding / Despatch Charges (Inclusive of GST)	
e	Any other incidental expenses	
f	Rate for additional pages (per 4 pages)/ (Inclusive of GST)	
	Total	

Formula : a+c+d+e

Lot 1C: Multi colour Printing of Spice India Magazines in **English, Malayalam, Tamil, Kannada, Hindi** as **monthly** for Glossy - **90 GSM Maplitho paper** for inner text paper and **100 GSM Maplitho paper** for cover page with **32 pages**

Full Page : 21.5cm (H) x 15.5cm (W)

Bleed : 27.5 cm (H) x 19cm (W)

SI No	Item	Total Cost in INR (Incl. GST)
a	First 1000 copies (28 +4 =32 pages) (Inclusive of GST)	
b	Second 500 copies (Inclusive of GST)	
c	Printing of Mysore kraft paper cover for single magazine (Inclusive of GST)	
d	Packing + Stamping and Forwarding / Despatch Charges (Inclusive of GST)	
e	Any other incidental expenses	
f	Rate for additional pages (per 4 pages)/ (Inclusive of GST)	
	Total	

Formula : a+c+d+e

LOT 2: Translation and Composing Charges: For each language with layout and design with the given photos and illustrations, etc. for a unit of 32 pages,

SI No	Composing & Translation charges language wise inclusive of GST	Composing & Translation charges for a unit of 32 pages	Charge for additional Page (per 4 pages)
	a	b	c
1	English (Composing Charges only)		
2	Hindi (Translation & Composing)		
3	Malayalam (Translation & Composing)		
4	Tamil (Translation & Composing)		
5	Kannada (Translation & Composing)		
	Total inclusive of GST (1b+2b+3b+4b+5b)		

8.3 There should be no mention of prices in any part of the bid other than the commercial bids online.

8.4. In the financial bid, if there is any discrepancy between the prices mentioned in figures and in words, the prices mentioned in words will prevail.

8.5. Substantially Responsive Bids: A substantially responsive bid is one, which conforms to all the requirements, terms, conditions and specifications of the tender

8.6. Any attempt by a vendor to influence the bidding evaluation process or the Tender Evaluation Committee's processing of bids or award of decisions will result in the rejection of the bid.

8.7. If deemed necessary, Spices Board in its sole discretion may make required variations in the cut off points for technical evaluation including criteria for technical evaluation.

8.8. The Tender Evaluation Committee may choose to conduct technical negotiation or discussion with any or all the Bidders. The decision of the Evaluation Committee in the evaluation of the Technical and Commercial bids shall be final and binding on all the parties.

8.9. Failure of the bidder to agree with the Terms and Conditions of the Tender/Contract shall constitute sufficient grounds for the annulment of the award of contract, in which event the contract may be awarded to the next most responsive bidder.

8.10 **Award of Contract:** The selection will be made on the basis of Least Cost Method based Evaluation (LCBS) . Combined cost of printing and composing and translation charges (Lot 1A/1B/1C + Lot 2) will be considered and the work will be awarded to the lowest responsive tender.

- i. In case two or more technically qualified firms quote the same lowest price, the firm with the highest mark in the technical bid shall be awarded the contract.
- ii. In case, two or more technically qualified firms quote the same lowest price and have same technical score automatic selection of GEM will be resorted to.
- iii. Minimum Marks required for qualifying Technical Bid shall be 60 Marks.
- iv. Any legal dispute arising out of this will be subject to the jurisdiction of courts in Ernakulam only.

9. TERMS AND CONDITIONS

9.1 Submission of a TENDER is evidence of a Bidder's consent to comply with the terms and conditions of request for TENDER process and subsequent bidding process. If a Bidder fails to comply with any of the terms, the bid may be summarily rejected.

9.2 Wilful misrepresentation of any fact in the tender will lead to the disqualification of the bidder without prejudice to other actions that Spices Board may take.

9.3 Spices Board reserves the right to accept or reject any or all tenders received without assigning any reason therefore whatsoever and Spices Board's decision in this regard will be final.

9.4 The bidder is required to submit its full profile giving details about organization, experience, technical personnel in the organization, competence, and adequate evidence of its financial standing etc. in the enclosed form which will be kept confidential.

9.5 No contractual obligation whatsoever shall arise from mere participation in the tender process.

9.6 Any effort on the part of bidder to influence evaluation process may result in rejection of the tender.

9.7 Spices Board is not responsible for non-receipt of tenders within the specified date and time due to any reason including postal delays or holidays in between.

9.8 Spices Board reserves the right to verify the validity of information provided in the tenders and to reject any bid where the contents appear to be incorrect, inaccurate, or inappropriate at any time during the process of tender or even after empanelment or after award of work.

9.9 Bidders shall be deemed to have:

a) examined the tender document and its subsequent changes/corrigendum, if any for the purpose of responding to it.

b) examined all circumstances and contingencies, having an effect on their tender application and which is obtainable by the making of reasonable enquiries and satisfied themselves as to the correctness and sufficiency of their tender applications and if any discrepancy, error or omission is noticed in the tender, the Bidder shall notify Spices Board in writing on or before the last date/time of submission of the bid.

9.10 The bidder shall bear all costs associated with submission of tender/ presentation desired by Spices Board etc. Spices Board will not be responsible or liable for any cost thereof, regardless of the conduct or outcome of the process.

9.11 Bidders must advise Spices Board immediately in writing of any material change to the information contained in the tender application, including any substantial change in their ownership or their financial or technical capacity. Copies of relevant documents must be submitted with their advices.

9.12 Bidders shortlisted must not advertise/publicize in any form (without prior written permission from Spices Board) about their firm having been shortlisted / selected by Spices Board.

9.13 Evaluation of the submitted bids will be based on documents provided. Technically qualified bidders will be selected and financial bid will be evaluated only for the technically qualified bidders.

9.14. Spices Board may re-visit any of the conditions of this tender.

9.15. Spices Board shall have the right to cancel the tendering process at any time, without thereby incurring any liabilities to the affected bidders. Reasons for cancellation, as determined by Spices Board in its sole discretion may include but are not limited to, the following:

- a. Services contemplated are no longer required
- b. Scope of work not adequately or clearly defined due to unforeseen circumstances and/or factors and/or new developments
- c. The project is not in the best interest of Spices Board
- d. Any other reason

9.16 For any queries/ details required, the bidders/ vendors may contact the Publicity Department of Spices Board between 9.00 AM to 5.30 PM on the working days.

9.17 The copyright of the publication is with the Spices Board. No matter including designs, photo etc. shall be used by the successful bidder in any manner.

9.18 No request for increase in price shall be entertained during this period except on account of increase in statutory duties, taxes, etc., if imposed by the Government of India/concerned Government;

9.19 The tender should be submitted neatly and all corrections, over-typing should be attested with seal and full signature. Unsigned Bids are liable to be rejected.

9.20 Corrections, if any, in the documents submitted should be duly authenticated with full signature of the authorized signatory, failing which such Bids are liable to be rejected.

10. PAYMENT TERMS

Payment will be made to the printer on submission of bills in original after completion of the printing work at the right time along with the satisfactory report by the Editor. Bill may be submitted along with GST number, TIN number, and Bank details such as current / saving account, Account Number, IFSC Code, Branch and Bank Name for arranging payment.

All payment will be made through PFMS only. No advance payment would be made at any cost. TDS and other taxes, if applicable, would be deducted from the bills of the agency as per laws in force.

All the payments will be based on the actual printing charges.

For the Printing of Spice India Magazines, the payment will be for the actual printing.

** No of pages vary from 32,40,48,56,64.*

11. DISCLAIMER

Spices Board is not committed either contractually or in any other way to the bidders whose bids are accepted. The issue of this tender notice does not commit or otherwise oblige Spices Board to proceed with any part or steps of the process. Subject to any law to the contrary, and to the maximum extent permitted by law, Spices Board and its employees disclaim all liabilities (including liability by reason of negligence) from any loss or damage, cost or expense incurred or arising by reasons of any person using the information and whether caused by reasons of any error, omission or misrepresentation in the information contained in this document or suffered by any person acting or refraining from acting because of any information contained in this request for tender or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, default, lack of care or misrepresentation on the part of Spices Board or any of its officers.

12. DISPUTE RESOLUTION

The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract. Any resolved dispute shall be referred to the Secretary, Spices Board for a decision.

13. APPLICABLE LAW AND JURISDICTION

This contract, including all matters connected with this contract, shall be governed by the India laws, both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of the Hon'ble High Court of Kerala at Ernakulam.

14. IMPORTANT DATES OF TENDER

SI No	Particulars	Date	Time
1	Date of Online Publication/ download of Tender document	10 th December 2024	02.00 pm
2	Bid submission start date	10 th December 2024	02.00 pm
3	Bid submission close date	31 st December 2024	02.00 pm
4	Closing date and time for submission of original EMD	31 st December 2024	02.00 pm
5	Opening of Technical Bids	01 st January 2025	10.00 am

Please specify, whether Central Govt./Semi Govt./ Public Sector Undertaking/Autonomous, and official online link, if any.								

*Use additional sheets if required.

16.

ANNEXURE II- DECLARATION

I/We (Name) _____ (designation) _____ of (Firm) do hereby solemnly affirm and declare that the individual/ firm/company is not blacklisted by any Government Department / Autonomous body / Private Organization. Further, no litigation enquiry is pending and / or initiated by any Government Department /Autonomous body / Private Organization or Court of Law.

I/We (Name) _____ (Designation _____ of (Name of the Agency / Firm / Company) _____ have read and understood and hereby accept the terms and conditions of the Tender for taking up designing, translation and printing of Spice India magazines and various other publications of the Board.

(Signature of the authorized representative)

Full Name:

Designation:

Name and Address of the vendor:

Seal:

Place:

Date: