



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5279866  
Dated/दिनांक : 12-08-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	03-09-2024 11:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	03-09-2024 11:30:00
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 - for Undertaking preshipment sampling of spices and spice products consignment and supervision of container stuffing
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)	200 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 Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,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

<b>Bid Details/बिड विवरण</b>	
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	3 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	16400000
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation

#### **EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	410000

#### **ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
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(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 कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कटेगरी 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 :**

The Secretary Spices Board  
Head Office, Department of Commerce, Spices Board, Ministry of Commerce and Industry  
(The Secretary)

#### **Splitting/विभाजन**

Bid splitting not applied./बोली विभाजन लागू नहीं किया गया

1. 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.

2. 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.

3. 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.

4. 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 :**

FINANCIAL BID - [1723447139.xlsx](#)

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Introduction about the project /services being proposed for procurement using custom bid functionality:**[1723447598.pdf](#)

**Instruction To Bidder:**[1723447839.pdf](#)

**Scope of Work:**[1723447841.pdf](#)

**Payment Terms:**[1723447870.pdf](#)

**Penalties:**[1723447877.pdf](#)

**Quantifiable Specification / Standards of The Service/ BOQ:**[1723447892.pdf](#)

**Pre Qualification Criteria ( PQC ) etc if any required:**[1723447896.pdf](#)

**Project Experience and Qualifying Criteria Requirement:**[1723447905.pdf](#)

**Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:**[1723447917.pdf](#)

**Any other Documents As per Specific Requirement of Buyer -1:**[1723447929.pdf](#)

**GEM Availability Report ( GAR):**[1723448664.pdf](#)

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Average Annual Turnover for the last 3 years Rs. 2 Cr and above	20	10	<a href="#">View File</a>

Project Experience in similar type of work (Number of contracts) 03 Similar works and above	15	10	<a href="#">View File</a>
Availability of food testing facilities with valid ISO/IEC 17025:2017 accreditation (including clause no. 7.3, Sampling) certifications	15	15	<a href="#">View File</a>
Operating offices in the places of the region they intend to quote and sub office with surveyors should be available in major Sampling & Stuffing areas 08 and above	20	10	<a href="#">View File</a>
Total number of manpower in this region more than 24	10	5	<a href="#">View File</a>
The presentation	20	10	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 60**

**QCBS Weightage(Technical:Financial):70:30**

**Presentation Venue:**The presentation should clearly demonstrate the working model including sampling method put forth by the bidder, details of manpower that can be dedicated for the service of Spices Board, company profile and previous experience in handling works of similar nature etc

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
21-08-2024 14:00:00	Online / Offline at Spices Board Sugandha Bhavan, NH By Pass, Palarivattom, Ernakulam, Kerala 682025

**Custom Bid For Services - For Undertaking Preshipment Sampling Of Spices And Spice Products Consignment And Supervision Of Container Stuffing ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	for Undertaking preshipment sampling of spices and spice products consignment and supervision of container stuffing
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>Addon(s)/एडऑन</b>	

**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	Ramanna Shankar Dharmasthala	400710,SPICES BOARD, EL-184,TTC INDUSTRIAL AREA, MAHAPE, NAVI MUMBAI	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.

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 कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

Custom Bid for  
Undertaking pre-shipment sampling of spices and spice products consignment and  
supervision of container stuffing

CUSTOM BID No.SB/RO/MUM/(1)/2024-25

Dated, the 12<sup>th</sup> August 2024

## **Spices Board**

**(Ministry of Commerce & Industry, Govt. of India)**

**EL-184, Electronic Zone, TTC Industrial Area**

**M I D C, Mahape, Navi Mumbai**

**MUMBAI-400 710**

**MAHARASHTRA**

## **1. Introduction:**

The Spices Board is an autonomous body under the Ministry of Commerce and Industry (Govt. of India), constituted under the Spices Board Act 1986 and the Board is functioning under Ministry of Commerce & Industry, Govt. of India. The Board is responsible for the export promotion of the 52 scheduled spices and development of Cardamom (Small & Large), with a mandate to promote the export of spices and spice products from India. Quality Evaluation Laboratories have been established by the Board in major port cities in the country, to evaluate the quality and safety of spices and spice products exported from India, and to render analytical service to the stakeholders in spice sector, viz., exporters, traders, farmers, research organizations etc. Quality Evaluation Laboratories have undertaken mandatory testing of spices and spice products viz. Chilli, Cumin, Turmeric, Black Pepper, Fenugreek, Ginger, Nutmeg & Mace, Curry Leaf, Large & Small Cardamom and compound food containing these spices, in whole and ground form (excluding oils and oleoresins), exported from India to various countries by the registered exporters of Spices.

## **2. Custom Bid Subject**

Custom Bid is invited from reputed sampling agencies with ISO 9001:2015 certification and preferably having their own Food Testing Laboratories accredited by ISO/IEC 17025:2017 (including clause no. 7.3, Sampling). The agency has to undertake Pre-shipment sampling and Container stuffing supervision of export consignments of spices, in **Region -B** (Maharashtra, Madhya Pradesh, Goa, Andhra Pradesh, Telengana, West Bengal, Orissa, North East, Bihar, Jharkhan, Chhatisgarh) as per the sampling procedure and terms & conditions given in this Custom Bid notice.

## **3. Scope of the Custom Bid:**

### **3.1. Sampling and Stuffing activity**

- 3.1.1 Exporters will send the sampling/stuffing intimation through the online Export Support System (ESS) of the Spices Board (<https://www.indianspices.org.in/ESS/>), to the nearest office of the Board from the port of shipment, with the details of products to be exported. Sample Receipt Desk (SRD) of the office will process the applications received from exporters and allot the work to the concerned sampling agency/agencies in the region through the ESS. An intimation can contain multiple items.
- 3.1.2 Presently Chilli and its allied products, Curry Powder, Masalas, Curry Paste etc., Turmeric, Turmeric Powder, Nutmeg & Nutmeg products, Mace, Ginger, Curry Leaves, Small & Large Cardamom, Black Pepper, Fenugreek and



Cumin are the items having mandatory testing for chemical parameters such as Aflatoxin, Sudan I-IV dyes, pesticide residues, Ethylene Oxide, and physical parameters such as other seeds/extraneous matters and so on. In the Microbiology stream, the mandatory sampling and testing for Salmonella in the consignment of chilli & chilli products, cumin whole/ground and all mixed forms of spices inclusive of curry paste exported to USA is included.

- 3.1.3 On receipt of the online intimation from the exporters, the Board will assign the sampling/stuffing work to the authorised agencies selected through this Custom Bid, through ESS to carry out sampling/stuffing work. An intimation can contain multiple items with different lot numbers.
- 3.1.4 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 as specified in Point 3.1.5 in this Custom Bid which are followed by the Spices Board. Before proceeding into the assigned work for sampling or the container stuffing, the authorised surveyor has to confirm the sampling/stuffing place & time with exporters to avoid any unproductive visit. The agency cannot claim for unproductive visits.
- 3.1.5 The sampling work has to be carried out by the surveyor/s as per the following methods:
  - a) EU Sampling Regulation EC No.401/2006 of 23<sup>rd</sup> February 2006 for the official control of the levels of mycotoxins in food stuffs & Commission Directive 2002/63/EC for pesticide residues, for consignments to European Union & U.K.
  - b) USFDA BAM Chapter 1 for consignments to USA for salmonella analysis
  - c) ISO 948:1980 to consignments to all other countries.
- 3.1.6 The sampling agency has to provide the surveyors with the tools required for sampling such as scoop, small balance, knife, polythene sheets, paper tags/self adhesive label, sterile containers/bags with firms name, thread, tapes, anti-tamper seal, smart phone, etc and personal protective equipments such as gloves, safety shoes, goggles, mask, head cover etc. It is compulsory for all sampling personnel to wear ID cards issued by their respective sampling agencies when they are on duty.
- 3.1.7 Before sampling, the surveyor has to check the consignment details in the label such as product name, lot number, batch number, no. of packages, net quantity etc based on the intimation and confirm. If any changes are observed in the said details, the matter shall be informed to the concerned SRD/Regional office immediately and get the approval of concerned Regional Officer for drawing samples.

- 3.1.8 Bio-degradable packing materials should be used for collecting samples instead of plastic. Care should be taken to send the sample intact and aseptically. Sample as drawn in sealed printed cover of the sampling agency along with the sampling report should be handed over to the designated Quality Control Laboratory/ Sample Receipt Desk (SRD)/as specified by the Spices Board . The details of samples to be handed over may be seen in on the same day or preferably by 10 am on the next working day of sampling. The sample packets must bear the name of the sampling agency.
- 3.1.9 The samples for Salmonella analysis shall be packed in sterilized sample bags aseptically and sealed before putting it in the printed cover of the surveyor. Aluminum foil cover or any other packing material as suggested by the Board shall be used for the samples drawn for ETO test to protect from cross contamination. Each set of samples (Product wise) should be packed further in a Food Grade Polythene cover. All the ETO samples should be transported in a separate bag.
- 3.1.10 After sampling, the surveyor has to stack and seal the Lots sampled from the export consignment using threads/tapes and tags. The bags opened for sampling shall be labelled as ‘Sampled Bags’. The photograph showing the stack sealing of the lot should be submitted to the designated Sample Receipt Desk (SRD) /concerned regional office by using suitable platform. The agency has to ensure that the stack and seal should be intact while stuffing the export consignment.
- 3.1.11** Approximate number of samples for two years from different regions are given in **Table : 1.**

<b>SL NO.</b>	<b>REGIONS</b>	<b>NO.OF SAMPLES For two years (approx.)</b>
1	Maharashtra, Madhya Pradesh and Goa	60,000
2	Andhra Pradesh and Telangana	24,000
3	West Bengal, Orissa and North East Bihar, Jharkand, Chhattisgarh,	12,000

*Note : No. of samples per month indicated above may vary*

- 3.1.12 In the case of export of Chilly Whole to selected countries specified by the Board, the sample has to be drawn from the consignments transported trucks/containers in Cross Border areas and the details have to be updated in ESS for issuance of Sample Drawn Certificate by Spices Board Authorities. In some cases, samples can be drawn simultaneously while loading into the

container / railway wagon / trucks as the case may be, with the "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. Similarly, in the case of consignments of Cumin Seed Whole to all countries except EU, UK, USA, Japan & China, Singapore & Hong Kong container stuffing is allowed by providing the Sample Drawn Certificate.

- 3.1.13 It is the responsibility of the agency to update the details of sampling & container stuffing in the ESS then and there.
- 3.1.14 On receipt of analytical report from the lab, the Sample Receipt Desk will upload the interim report of the analysis (cleared or not cleared) in ESS. Based on the cleared analytical report, exporter will be able to submit an intimation for container stuffing through ESS accordingly the Board will assigns to the surveyors through online, which shall be accepted by the designated agency.
- 3.1.15 Surveyor will visit the premises where the sampling was undertaken at the date and time of container stuffing and remove the stack seal placed on the Lot/Lots at the time of sampling and the goods can be loaded into the container/truck. Surveyor will update the customs seal number and container number and in case of goods loaded to open truck, the truck number. If the sampled Lots are found to be tampered with, then stuffing will not be permitted and the concerned SRD should be intimated immediately.
- 3.1.16 The Agency shall handover the samples to the respective SRD as mentioned in the **Table 2**. In some instances, the Board will make arrangement with the courier Agencies for forwarding the samples taken by the agency to the nearest Designated Laboratory of the Board provided that the nearest laboratory/SRD or the nearest office/Depot of the sampling agency should be beyond 100Km from the Laboratory. Places where the Board has no designated courier agencies, the sampling agency concerned shall make arrangement with reputed courier firms for sending the samples to the nearest Laboratory of the Board. The expenses incurred for sending the samples through courier will be reimbursed by the Board to the sampling agency.
- 3.1.17** The details of tentative sampling places and its designated SRD are mentioned in the **Table 2**.

**Table 2 :**

<b>Places</b>	<b>Designated SRD</b>	<b>Timeline to handover samples</b>
Mumbai, Thane, Bhiwandi, Ambernath, Vikroli, Navi Mumbai, Vashi, MIDC-Mahape, Vikroli, Panvel, Uran, Nava-Sheva, CFS	Mumbai	Same day
Pune, Sangli/Satara, Nagpur, Jalgaon, Nasik.	-do-	Same day or before 10.00 am on the next day
Madhya Pradesh (Bhopal, Indore), and Goa (Panaji)	-do-	Same day or before 10.00 am on the next day
Andhra Pradesh	Guntur	Same day
Telangana	Guntur/ Mumbai	Same day or before 10.00 am on the next day
<b>West Bengal</b>		
Kolkata Port	Kolkata	Same Day
Gojadanga, Hilli, Petropole, Changrabandha, Mahadipur, Naxalbari (Panitanki)	-do-	Before 10.00am on the next day
Other locations (below 100km)	All location	On the same day
Other locations (Above 100 km)	All location	Before 10.00 am on the next day

3.1.18 The conveyance charge will be paid extra as per the approved rate of Spices Board for taking samples and carrying out the stuffing based on the prevailing public transport tariff of respective state departments. The conveyance charges applicable for the location will be calculated for the distance beyond 100 KM. (For example, if a sample is drawn from a distance of 130 KM away from the concerned office/SRD/QEL of the Board OR the nearest office/Depot of the sampling agency, conveyance charge is applicable for 30 KMs only, whichever it lower). "The Conveyance charges are applicable only for the sampling/stuffing location which are beyond 100 kms from the concerned SRD/QEL of the Board/ OR office/Depot of the sampling agency whichever it nearer." In such cases no courier will be arranged by the Board or courier charges will be reimbursed to the agency.

3.1.19 A Lot is defined as 25 tons or less of the same spice product per exporter per destination of a particular invoice. Every additional 25 MT of the same product in the same consignment will be considered as an additional lot. In

the case of Cumin Whole 29.5 Tons is considered as one Lot and for consignments send by Truck to Bangladesh, Nepal, Myanmar & Bhutan, 30 Tons will be considered as one Lot. In the case of Chilli whole to South East Asian Countries by truck, 30 tons is treated as single lot. Different spice items in the same consignment will be treated as separate Lots. Each Lot shall be identified by a unique Lot number which will be provided by exporters in their sampling intimation.

**3.1.20** Four sets of samples are to be drawn from each Lot, of which three sets need to be delivered at respective SRD of Spices Board and one set to be handed over to the exporter concerned. In the case of consignment to UK five set of samples are to be drawn out of which four needs to be delivered to the Spices Board. The consignment meant for EU, ETO is mandatory for all Spices and the samples shall be drawn as mentioned below. If composite samples are taken of similar spice products, the same will be treated as one sample only. The details of samples to be drawn are explained in the Table 3:

**Table : 3**

<b>Country / Spice</b>	<b>LS1</b>	<b>LS2</b>	<b>AS1</b>	<b>AS2</b>	<b>ES</b>
EU, for whole and ground spices	500g	NA	500g	500g	500g
UK, for Whole Chilli & Chilli Powder	250g	250g	500g	500g	500g
EU, all spices for ETO	100g	NA	100g	100g	100g
USA, for whole and ground spices	500g	NA	500g	500g	500g
Other countries, whole and ground spices	350g	NA	350g	350g	350g
Samples for SDC	250g	NA	NA	NA	250g

LS-Lab Sample; AS-Appeal Sample; ES-Exporters Sample; NA-Not applicable

3.1.21 In the sampling process, packing and sealing of the samples should be witnessed by the exporter representative mandatorily and his/her signature with seal should be obtained on the sampling tag.

### 3.2 **Payment Terms to sampling agency**

3.2.1 Sampling charges will be paid to the sampling agencies based on the Lot as mentioned in the intimation. Only one sampling charge will be paid per Lot. Sampling from every additional Lot will be considered as additional sampling charges (except composite samples wherein samples are drawn and mixed from different products having different Lot numbers will be treated as a single sample). However, in the case of consignment where ETO sampling is involved, the rate may be quoted separately. First sample taken from a sampling location by a surveyor in a day will be treated as the first sample and all other samples taken on the same day irrespective of the exporters will be treated as additional sample.

3.2.2 Stuffing supervision charge will be paid per container. If samples of different Lots are loaded to a single container, only one stuffing supervision charge will be paid. Also, if consignment of more than one exporter does occur in same container (LCL), only one stuffing supervision charge will be paid.

3.2.3 The agency shall submit a monthly consolidated statement in the appropriate format provided by Spices Board on sampling /stuffing for verification and upon confirmation from the concerned Regional Office of Spices Board, the bills shall be submitted to the concerned Regional Office of the Spices Board on a monthly basis for verification on or before 15<sup>th</sup> of succeeding month .

3.2.4 The Agency should ensure that GST invoice generated for the sampling, stuffing and Conveyance charges are as per the actuals, based on the consolidated statement confirmed by the Spices Board office. The invoices shall be generated on the following manner:

- (a) Sampling/Stuffing rates plus applicable GST.
- (b) Conveyance charges plus applicable GST.
- (c) Courier charges plus GST (where ever applicable).

While effecting the payment, the Board will deduct the applicable TDS.

3.2.5 Along with the GST Bill, the Agency has to submit the details of the sampling and stuffing work undertaken for each month in the prescribed format provided by the Board.

#### 4. Eligibility Criteria

(a) Table : 4

SL No	Eligibility Criteria	Details of Supporting Documents to be submitted
1	Participating firm should have been in operation for the last three completed financial years at the time of floating the Custom Bid. Should have 3 years experience in sampling work of agricultural commodities with at least three clients which includes one Government organization.	Work Orders issued to the firm during the last three completed financial years
2	Participating firm should be a Proprietorship firm, Partnership firm or a Private limited/Limited company registered in India. Firm must have PAN & GST number.	Partnership Deed and/or Memorandum of Understanding and Article of Association.
3	Average Annual Turnover: The Average annual turnover of the agency should be more than Rs.2.00 Crore.	Audited balance sheet profit & loss account (CA Certified) for the preceding three Financial years (2021-22 2022-23, & 2023-24) to

		be submitted.
4	The participating firm should have ISO 9001:2015 and / or ISO/IEC 17025:2017 (including clause no. 7.3, Sampling) certifications.	Copies of the certificates.
5	The participating firm should have at least 8 operating offices in the places of the region they intend to quote and sub office with surveyors should be available in major Sampling & Stuffing areas	Copies of Ownership documents/Lease/Rental agreements of the offices.

**(b) Details of Offices required: Table :5**

<b>Sl. No</b>	<b>Region</b>	<b>Tentative places where the sampling to be undertaken</b>	<b>Places where offices required</b>
1	Maharashtra, Madhya Pradesh and Goa	Mumbai, Thane, Bhiwandi, Ambernath, Vikroli, Navi Mumbai, Vashi, MIDC-Mahape, Panvel, Uran, Nava-Sheva, CFS, Pune, Sangli/Satara, Nagpur, Jalgaon, Nasik, Indore/ Pithampur(MP) Panaji (Goa)	Mumbai/Navi Mumbai, Pune, Nagpur, Nasik, Indore/Pithampur(MP), Panaji (Goa)
2	Andhra Pradesh And Telangana	Guntur, Hyderabad, Krishnapatnam, Vijayawada, Visakhapatnam	Guntur, Hyderabad, Visakhapatnam
3	West Bengal, Orissa and North East Bihar, Jharkand, Chhattisgarh,	Kolkata Port, Patna, Gojadanga, Hilli, Petropole, Changrabandha, Mahadipur, Naxalbari (Panitanki), Guwahati	Kolkata, Gojadanga Hilli, Petropole,

The Board reserves the right to reject the bids which are not supported with documents to prove experience of the firm in the specified method of sampling. Supporting documents proving the eligibility criteria shall be uploaded while submitting Custom Bid.

**5.Other requirements:**

- 5.1.1 Agency should have at least one supervisory level staff in each Region who is having minimum qualification of Bachelor's Degree in Science discipline from a recognized university. Qualification of the Field Staff should be minimum pass in Plus two/Higher Secondary.
- 5.1.2 Name, photograph, copy of the certificates in proof of qualification and Id card (Aadhar card/voter id or other IDs issued by the Government) of field staff should be submitted to the Board by the authorised agency for verification before assigning them with sampling/stuffing work. Agency shall also issue Identity card to the field staff for sampling/stuffing supervision. Authorisation certificate for sampling/stuffing shall be collected from the respective Office of the Board by the agency. Field staff assigned with sampling/stuffing supervision shall carry the identity card and authorisation.
- 5.1.3 The sampling/stuffing agencies should ensure that the minimum wages prescribed by the respective State Governments, are given to the field staff. The Board will not be responsible for any violation of labour rules and statutory requirements by the sampling agencies. A proof on the same should be submitted to the Board on monthly basis to ensure the timely payment.
- 5.1.4 If the surveyor engages new field staff for sampling /stuffing, prescribed educational qualification should be ensured by the agency and proper training should be imparted to them either through the Master Trainer or from 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 by the surveyor. Also the agency should have insurance coverage for all the samplers and supervisors engaged for this activity. If the firm is selected for sampling / Stuffing, the sampling agency has to furnish the type of insurance coverage taken for the field surveyors at the time of commencing the sampling / stuffing.
- a. The agency must fulfill all statutory requirements.
  - b. The samplers and Inspectors should have knowledge and skills to update the sampling & stuffing reports through online/email and mobile app as well as providing lab reports & documents through online.
- 5.1.5 The agency should have necessary owned/leased infrastructure facility including IT equipment's, minimum office space having 250 sq.foot area in each state under the Regions specified. Laptop/Computers with internet, printer, scanner, smart phones for surveyors etc. should be available.
- 5.1.6 The agency may have a mobile application facility to capture the real time process of sampling & stuffing undertaken by surveyors and the same may be submitted to the Board for verification. The Agency has to provide access to such application to the Board for surveillance purpose.
- 5.1.7 The rate quoted should be valid for a period of two years. The agency selected



for a region has to produce Bank Guarantee, for the amount shown in **Table 6**, as security deposit valid for two years.

5.1.8 In the absence of surveyor alternate arrangement should be made by the agency without postponing the sampling date.

5.2 **Performance Guarantee:** The EMD paid by the successful Bidder will be considered as Performance Guarantee.

**TABLE : 6**

SL NO.	Regions	Concerned Spices Board Laboratories	Bank Guarantee amount
1	Maharashtra, Madhya Pradesh & Goa	QEL Navi Mumbai	3% of the Bid Amount
2	Andhra Pradesh And Telangana	QEL Guntur	
3	West Bengal, Orissa and North East Bihar, Jharkand, Chhattisgarh,	QEL Kolkata	

5.3 **Details of the Board's offices overseeing sampling in each Region are furnished in Table 7.**

SL NO.	Regions	Concerned Offices/ Receipt (SRD)	Sample Desk	Contact details
1	Maharashtra, Madhya Pradesh and Goa	Regional Office Mumbai	Office	Email: <a href="mailto:sbromumbai@gmail.com">sbromumbai@gmail.com</a> Tel:91-7208497206/ 7208490335
2	Andhra Pradesh and Telangana	Regional Office Guntur	Office	Email: <a href="mailto:sbzognt@gmail.com">sbzognt@gmail.com</a> Tel : 0863-2338569
3	West Bengal, Orissa and North East States Bihar, Jharkand, Chhattisgarh,	Regional Office Kolkata	Office	Email: <a href="mailto:sbrokolkata@gmail.com">sbrokolkata@gmail.com</a> Tel : 033-22341834

## 6. Terms and Conditions:

6.1.1. The contract will be valid for minimum 2 years depending on the performance and may be extended on same terms and conditions.

6.1.2 The infrastructure and software facilities and the manpower of the agency will be assessed by the Board, before awarding the work.

- 6.1.3. 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.
- 6.1.4. Non-collection of the sample by the agency or delay in sampling and stuffing scheduled by the Board apart from force majeure will attract a penalty as mentioned in Point 12 (Penalty) of this notice.
- 6.1.5. Export Support System (ESS), an online web enabled system, is implemented for sampling & stuffing supervision and issuance of SDR/Analytical reports. In case of any system failure, off-line operation will be considered but online system will be updated subsequently.
- 6.1.6. The number of agencies required for each region is explained in Table 8

**Table : 8: NO.OF AGENCIES REQUIRED FOR EACH REGION**

<b>SL NO.</b>	<b>Regions</b>	<b>Offices/sub offices required</b>	<b>Minimum No. of supervisors by agency</b>	<b>Minimum No of samplers required from the agency</b>
1	Maharashtra	Mumbai, Pune, Nasik, Nagpur, Indore, Panaji	2	10
2	Andhra Pradesh and Telangana	Guntur, Hyderabad,	1	5
3	West Bengal, Orissa and North East States Bihar, Jharkand, Chhattisgarh,	Kolkata, Gojadanga	1	5
	<b>TOTAL</b>		<b>4</b>	<b>20</b>

## **7.Submission of Bids:**

7.1.

- 7.1.1** Spices Board reserves the right to accept or reject any of bids / proposals submitted
- 7.1.2** At any time before the last date of submission of Custom Bid, Spices Board may, for any reason, whether at its own initiative or in response to a clarification requested by potential bidders, amend the Custom Bid document.
- 7.1.3** Any amendments in the Custom Bid shall be informed to the bidders by publishing the same in the Spices Board website and shall be binding on them. Spices Board may at its discretion extend the deadline for the submission of Custom Bid.
- 7.1.4** The applicant is required to visit the Spices Board website for any changes or

amendments in the Custom Bid before submitting their Custom Bids.

**7.1.5** Firms registered in India participating in the bid have to submit the bid through the GeM portal

**7.1.6** The bidder will be required to deposit a further sum of Rs.4,10,000/- towards Earnest Money deposit except MSME bidder. The Scanned copy of the same shall be uploaded by Seller in the online bid and hard copy of the same will have to be submitted directly to the Buyer within 5 days of bid opening. Relaxation of EMD for MSME vendors to be substituted by 'Bid Security Declaration'.

**7.1.7** Participating firms should submit Bid Security Declaration in the format given under **Annexure – II** in lieu of EMD.

## **8. Pre-Bid meeting**

### **8.1**

**8.1.1** The Board will organize a meeting (date: refer schedule of Custom Bid given in section 10) - at Head Office, Kochi.

**8.1.2** The purpose of this meeting is to clarify, doubts, issues and respond to questions on any matter that may be raised before submission of the bids in writing.

**8.1.3** Prospective vendors may attend the meeting with not more than two (2) representatives.

## **9.0 Bid Evaluation :**

9.1. A two-stage procedure shall be adopted in evaluating the proposals. Technical evaluation shall be carried out first, followed by the Financial Bid evaluation. During the Scrutiny of the Technical bid by the designated Bid Evaluation Committee appointed by the competent authority, necessary clarification, if any, required by the Spices Board shall be furnished by the bidder within time given by the Board for the same. Spices Board is at liberty to verify any or all the documents submitted by the bidders even by referring to third parties. After the technical evaluation is completed, opening of the Financial bids will be done. Date and time of opening of the Price Bids will be intimated to the technically qualified bidders.

### **9.2 Stage 1 : Pre-Qualification Criteria for the Technical Bid Evaluation:**

9.2.1 The Bidder must satisfy each of the criteria of the Pre-Qualification Bid, as specified in the Custom Bid with supporting documents, in order to qualify for consideration and evaluation of its Technical and Financial Bid.

9.2.2 Bidders are required to submit Bank Solvency Certificate issued not earlier than 3 months from the date of issue of this bid.

9.2.3 Should have qualified and experienced personnel capable of executing the responsibilities required for completing the job detailed through this document.

9.2.4 Should have experience in undertaking sampling & stuffing in the food products, agriculture or allied fields and/or food testing or testing laboratories and/ or R&D

organization and should be in this field for a period of not less than 03 years

9.2.5 Satisfactory Performance certificate issued by respective Buyer Organization for the above Orders should be uploaded with bid.

9.2.6 Should not have been barred by any government agency. An undertaking, in this respect, is required to be submitted along with the application.

**9.3 Stage 2: Presentation before the Technical Evaluation Committee**

9.3.1 Bidders who meet the pre-qualifications/ eligibility requirements would be considered as qualified to move to the next stage of Technical evaluation, as per the criteria given below and are required to come to Spices Board and present before the evaluation committee.

9.3.2 Bidders will be given technical scores on prorated basis as per the presentation of the entire criterion mentioned below.

<b>Technical qualification</b>	<b>Parameter</b>	<b>Cut off</b>	<b>Maximum marks</b>
Average Annual Turnover for the last 3 years	Rs.2.00 Cr and above	10	20
Project Experience in similar type of work (Number of contracts)	3 works and above	10	15
Availability of food testing facilities with valid ISO/IEC 17025:2017 accreditation (including clause no. 7.3, Sampling) certifications	Availability	15	15
Operating offices in the places of the region they intend to quote and sub office with surveyors should be available in major Sampling & Stuffing areas	8 and above	10	20
Total number of manpower in this region	More than 24	5	10
<b>Presentation *</b>	The presentation should clearly demonstrate the working model including sampling method put forth by the bidder, details of manpower that can be dedicated for the service of Spices Board, company profile and previous experience in handling works of similar nature etc	10	20
<b>TOTAL</b>		<b>60</b>	<b>100</b>

\* Failure to provide presentation as per the schedule given by the Board will lead to the disqualification of the bid.

**9.3.3** Spices Board reserves the right to modify / amend the evaluation process at any time during the Bid process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidders of any such change. Any time during the process of evaluation, Spices Board may seek specific clarifications from any or all the Bidders. Spices Board decision in this regard shall be final & binding and no further discussion/interface will be held with the Bidders whose bids are technically disqualified/rejected.

#### **9.4 Evaluation of Technical Bid**

9.4.1. Evaluation of technical bids have been specified above in this document.

9.4.2. It may be observed that parameters used for evaluation of technical bids will inter alia be based on the nature and relevance of past experience, project approach and work plan in relation to the requirements of this engagement.

9.4.3. The bidders who secure a **Technical Score of 60% or more** will be declared as technically qualified.

9.4.4. The commercial bids of only the technically qualified bidders will be opened for further processing.

9.4.5. Technical information as desired in prescribed format under **Annex IV**

9.4.6. The Price/Financial bid as per Form **Annex V**

#### **9.5 Evaluation of Financial Bid**

9.5.1. The Financial Bids of the technically qualified bidders will be opened.

9.5.2. The bidder with lowest financial bid (L1) will be awarded 100% work.

9.5.3. The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format.

9.5.4. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.

9.5.5. The bid price includes all taxes and levies and shall be in Indian Rupees only.

9.5.6. **Errors & Rectification:** Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

**9.5.7. Evaluation and Comparison of Bids :** 70% weightage will be awarded for technical evaluation and 30% weightage will be awarded for financial evaluation. Technical bid will be assigned a Technical Score (Ts) out of maximum of 100 points,

as per scoring Model provided in 9.3.2.

The financial score would be normalised on a scale of 100, with lowest score being normalised to 100 and the rest being awarded on a pro-rata basis. Such normalised scores would be considered for the purpose of QCBS based evaluation, explained below.

**9.5.8. Final evaluation Criteria – QCBS :** The individual bidder financial score are normalised as per the formula given below :

Ts = Technical Score

$F_n = (F_{min}/F_b) * 100$  (Rounded off to 2 decimal places)

$F_n$  = Normalised Financial Score for the bidder under consideration

$F_b$  = absolute financial quote (for First sampling) for the bidder under consideration

$F_{min}$  = Minimum absolute financial quote for the bidder eligible for opening of financial bid

**9.5.9. Composite Score** =  $T_s * 0.70 + F_n * 0.30$

## 10. Contact Point

The contact point for any further clarification will be

- a. Shri. Ramanna K Deputy Director for General matters at +91-7208490335  
email : ramanna736@nic.in
- b. Shri. M. Manikandhan, Deputy Director for General matters at 91-484-2333610.  
Ext.235 / [manikandhan.m@nic.in](mailto:manikandhan.m@nic.in)

Start Bid date and Time	12.08.2024 at 13:00:00 Hrs
Pre-bid meeting	21.08.2024 at 14:30:00 Hrs (Both Online / Offline)
Close Bid date and Time	03.09.2024 at 11:00:00 Hrs
Date & time of opening of Bid	03.09.2024 at 11:30:00 Hrs
Date & Time of Presentation	Will be intimated through email

## 11. PURCHASE PREFERENCE POLICIES OF THE GOVERNMENT

As detailed in the Custom Bid Document, the Authority reserves its right to grant preferences to eligible Bidders under various Government Policies/ directives (policies relating to Make in India; MSME; Start-ups etc.).

## 12. PENALTY

In case of default in undertaking sampling time schedule (Delay in sampling), the Board will impose a penalty of amount equivalent to 0.5% of the total Custom Bid cost per day subject to a maximum of 10% on each such occasion. Board will in no way be held responsible for the loss, whatsoever, attributed due to the delay in any matter

## 12. ARBITRATION

Any dispute arising out of or in connection with the resultant contract shall be amicably resolved. If resolution is not possible by the parties themselves, then the matter shall be referred to an Arbitrator to be appointed by Secretary Spices Board,

whose decision shall be final and binding on both the parties to the contract.

### **13. GOVERNING LAWS AND JURISDICTION**

13.1. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Laws of India for the time being in force.

13.2. Irrespective of the place of delivery, or the place of performance or the place of payments under the contract, the contract shall be deemed to have been made at the place from which the Letter of Award (LoA, or the contract Agreement, in the absence of LoA) has been issued. The courts of such a place shall alone have jurisdiction to decide any dispute arising out or in respect of the contract.

### **14. OPTION QUANTITY CLAUSE**

If invoked explicitly in the contract, the Authority shall reserve the right, but without any obligation to do so, to increase or decrease the ordered quantity upto a percentage specified therein (or 25% if not specified) at any time, till the final delivery date of the contract, by giving reasonable notice and commensurate delivery period, even though the quantity ordered initially has been supplied in full before the last date of Delivery Period.

### **15. FORCE**

15.1. On the occurrence of any unforeseen event, beyond the control of either Party, directly interfering with the delivery of Services arising during the currency of the contract, such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the affected Party shall, within a week from the commencement thereof, notify the same in writing to the other Party with reasonable evidence thereof. Unless otherwise directed by the Authority in writing, the contractor shall continue to perform its obligations under the contract as far as reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. If the force majeure condition(s) mentioned above be in force for 90 days or more at any time, either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days' notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this contract before such termination.

15.2. None of the Party shall seek any such remedies or damages for the delay and/or failure of the other Party in fulfilling its obligations under the contract if it is the result of an event of Force Majeure.

Place : Mumbai (Maharashtra)

Date : 12/08/2024

sd-12/08/2024

(B.N. Jha) DIRECTOR (MARKETING)  
For and on behalf of the Secretary,  
Spices Board India,





**Annex I - Checklist**

Please ensure that your offer contains the following documents:

<b>S.No.</b>	<b>Documents</b>	<b>Tick as applicable</b>
01.	Copy of GST Registration Certification	Enclosed / Not Enclosed
02	Copy of PAN Card	Enclosed / Not Enclosed
03	Copy of TIN	Enclosed / Not Enclosed
04	Proof MOA, AOA/ Partnership Deed along with registration of partnership detail/ Affidavit by proprietor with registration detail as the case may be) with latest amendments / resolutions as applicable	Enclosed / Not Enclosed
05	Average Annual financial turnover of Rs.02.00crore or more, during each of the last three years i.e.2021-22, 2022-23 & 2023-24. Documentary evidence duly attested by a Chartered Accountant/Company Secretary should be submitted alongwith the Technical Bid. Bidders should also enclose notary attested copy of IT returns filed for the last three financial years, notary attested audited copy of audited accounts, balance sheet etc.	Enclosed / Not Enclosed
06	Copy of ISO 9001:2015	Enclosed / Not Enclosed
07	Copy of ISO/IEC 17025:2017 certifications	Enclosed / Not Enclosed
08	Bank Solvency Certificate issued not earlier than 3 months from the date of issue of this bid	Enclosed / Not Enclosed
09	Details of personnel capable of executing the responsibilities of sampling & Stuffing detailed through this document (Copy of the appointment letter)	Enclosed / Not Enclosed
10	Project Experience in similar type of work in the food products, agriculture or allied fields and/or food testing or testing laboratories and/ or R&D organization and should be in this field for a period of not less than 3 years (Work orders, work satisfactory letter / certificate)	Enclosed / Not Enclosed
11	Bid Security Declaration (Annex I)	Enclosed / Not Enclosed
12	Bid Form as per Form Annex II	Enclosed / Not Enclosed
13	Annex III - Bid Form (IN LETTER HEAD)	Enclosed / Not Enclosed
14	Technical Bid Form as per Form Annex IV along with Annex IVA, IVB, IVC	Enclosed / Not Enclosed
15	Annex V FINANCIAL BID	Enclosed / Not Enclosed

**Bid-Security Declaration**

To,

The Director (Marketing)  
Spices Board India,  
Mumbai-400 710  
Maharashtra.

Reference:

Custom Bid Notice No. \_\_\_\_\_ of Spices Board.

Our Bid No. \_\_\_\_\_ dt.

I/We , ..... irrevocably declare as under:

I/We understand that, as per Clause .....of Custom Bid/bid conditions, bids must be supported by a Bid Security Declaration in lieu of Earnest Money Deposit.

I/We hereby accept that I/We may be disqualified from bidding for any contract with you for a period of Three years from the date of disqualification as may be notified by you (without prejudice to Spices Board's rights to claim damages or any other legal recourse ) if,

- 1) I am /We are in a breach of any of the obligations under the bid conditions,
- 2) I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
- 3) On acceptance of our bid by Spices Board, I/we failed to deposit the prescribed Security Deposit or fails to execute the agreement or fails to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature:

Name & designation of the authorized person signing the Bid-Securing Declaration Form:

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_  
(complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ month, \_\_\_\_\_ year.

(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid).

**Annex III - Bid Form (IN LETTER HEAD)**

Reference No.: .....

To,

The Director  
Spices Board India, Mumbai-400 710  
Maharashtra.

Sir,

Dated :

I/ We hereby submit our Custom Bid for Undertaking sampling of spices and spice products consignment and supervision of container stuffing.

I / We have enclosed the Bid Security Declaration.

We hereby agree to all the terms and conditions, stipulated by the Spices Board, in this connection including delivery, penalty etc. quotations for each group are being submitted under separate covers and sheets and shall be considered on their face value.

I/ We have noted that overwritten entries shall be deleted unless duly struck out & re-written and initialled. Custom Bids are duly signed (No thumb impression should be affixed).

I / We undertake to sign the contract / agreement within 15 (fifteen days) from the issue of the letter of acceptance and start the work as per instruction immediately, failing which our / my earnest money deposit may be forfeited and our / my name may be removed from the list of service providers / suppliers at the SPICES BOARD

I/We agree to abide by this bid for a period of 90 (Number) days after the date fixed for bid opening or for any further period for which bid validity is extended and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I / We agree that until a formal contract is prepared and executed, this bid together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I / We understand that you are not bound to accept the lowest or any bid you may receive.

I / We have gone through all terms & conditions of the Custom Bid documents before submitting the same and accept the same.

Yours faithfully

Signature of the Authorised Signatory of the bidder

**Annex IV - TECHNICAL BID FORMAT**

1	Name and address of the Organisation Telephone No. E-mail Name of contact person (Registered Office)	
	Year of Incorporation / Registration in India:	
	Year of Start of Operation in India	
	TIN No.:	
	PAN No.:	
	GST Registration Number	
	Legal status of firm Company / Firm / Proprietorship/ Others	(Attach proof MOA, AOA/ Partnership Deed along with registration of partnership detail/ Affidavit by proprietor with registration detail as the case may be) with latest amendments / resolutions as applicable
2	Name address of the branch Offices Telephone No. E-mail Name of contact person	
3		

**3. Ownership**

S.No	Name of persons owning stake in the organization (In case of company incorporated in India List of Director shall be provided)	Nationality of the stakeholders	Details of restrictions, if any on transfer of stake

In case the organization is a public sector undertaking indicate the percentage share of Govt. holding.

4. Annual Turnover for the last 3 years (2021-22 ; 2022-23; 2023-24)

<b>S.No</b>	<b>Financial Year</b>	<b>Total Annual Turnover</b>
(i)	2021-22	
(ii)	2022-23	
(iii)	2023-24	

Please attach Balance-Sheet or Income-Expenditure and Assets-liabilities status position during these 3 years, duly audited by Chartered Accountant/ Statutory Auditors.

5. Particulars of the Centre/unit associated with this project

Name & Address of the Centre/Unit:

6. Address of the important offices

<b>Address 1</b>	<b>Address 2</b>	<b>Address 3</b>
Tel :		
No. of Supervisor		
No. of Surveyors		

7. Particulars of Authorization of the person signing these documents on behalf of the bidder.

A letter signed by the CEO authorizing the person for signing the document.

Name, Designation & Address of the authorized person.

8	Whether having Quality Control Laboratory	If yes, details of parameter being analysed at the Laboratory
9	Whether the Quality Control Laboratory is accredited, and if so, the proof of Certificate	

10	Whether the agency meets certification requirements given under Point 2.	If yes, certificate and scope of accreditation shall be uploaded
11	No. of supervisors (As a Proof copy of Appointment order to be attached)	
12	Number of qualified surveyors in each centre(As a Proof copy of Appointment order / EPF statement to be attached)	
13	The qualification of the field staff and their service experience in the field (Resume & Appointment Order)	
11	Details of infrastructure like IT equipments, mode of conveyance provided to field staff etc.(Location-wise)	
12	Experience in sampling work a)EU sampling EC No.401/2006 & Commission directive 2002/63/EC b) ISO 948:1980 c) USFDA BAM chapter 1	
12	Details of surveyor Licence (if available)	If yes, license shall be uploaded
13	Kind or type of insurance coverage taken for the surveyors	Insurance policy shall be uploaded
<i>The Board reserves the right to reject the bids which are not supported with documents to prove experience of the firm in the specified method of sampling</i>		

(Signature).....

(in the capacity of): .....

Duly authorized to sign Bid for and on Behalf of.....

**Annex IV A** Details of Similar work completed previously.

Performa for Performance Statement

Summary profiles of projects completed during last 03 years or more related to sampling & stuffing in the field of food testing or testing laboratories and/ or R&D organisation or Similar nature of project

S. No.	Name, Address, Tele No. and Fax No. of the Organization for sampling & stuffing in the field of food testing or testing laboratories and/ or R&D or Similar nature of project has been Executed. Also mention Name, Designation and contact No. of the contact person of the organization	Description Value & Name of the contract/ (in lakhs)	Period of execution	Delay if any from Scheduled time (give reasons)	Litigation/ arbitration pending / in progress	remarks

The bidder will have to attach full details & relevant documents of sampling & stuffing in the field of food testing or testing laboratories and/ or R&D or Similar nature of project or Similar nature of project as Annexure to this list.

(Signature).....

(in the capacity of): .....

Duly authorized to sign Bid for and on Behalf of.....

**Annex IV B** : List of Satisfactory Performance report from clients

Performa for Performance Statement

(List of Satisfactory Performance Certificate from Clients.The bidder will have to attach full details & relevant documents of sampling & stuffing in the field of food testing or testing laboratories and/ or R&D organisation or Similar nature of project.)

S. No.	Name, Address, Tele No. and Fax No. of the Organization for sampling & stuffing in the field of food testing or testing laboratories and/ or R&D or Similar nature of project has been Executed. Also mention Name, Designation and contact No. of the contact person of the organization	Description Value & Name of the contract/ (in lakhs)	Value of Contract (in lakhs)	Period of execution	Remarks

*Note: Attach the Satisfactory Service Certificate from the organizations for whom similar projects executed successfully as Annexure to this list.*

(Signature).....

(in the capacity of): .....

Duly authorized to sign Bid for and on Behalf of.....



**Annex IV C : Undertaking (on Rs.10 Non Judicial stamp duly notarized)**

Undertaking

1. I/We hereby certify that all the information furnished above are true to my/our knowledge. I/We have no objection to Spices Board verifying any or all the information furnished in this document with the concerned authorities, if necessary.
2. I/We also certify that, I/we have understood all the terms and conditions indicated in the Custom Bid document and hereby accept the same completely.
3. I/We also undertake that my/our Firm/Company/Organization has not been blacklisted/debarred by any Govt. Dept/PSU, for directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
4. I/We also undertake that the firm or its proprietor/Director(s)/Authorized Person have not defaulted in making payment of statutory dues, and not listed as defaulter by the EPF/ESI/Service Tax/Income Tax.

(Signature).....

(in the capacity of): .....

Duly authorized to sign Bid for and on Behalf  
of.....

**Annex V FINANCIAL BID**

Custom Bid No.

TITLE: Undertaking sampling of spices and spice products consignment and supervision of container stuffing

Name and Address of the Vendor:

Cost Quoted:

<b>Sl No</b>	<b>Description</b>	<b>Cost per Sample (in INR) [Including GST]</b>
A	First sampling (Rs.) including GST *	
B	Addl. Sampling (Rs.) including GST **	
C	First stuffing (Rs.) including GST *	
D	Addl. Stuffing (Rs.) including GST **	
E	SDC Sample including GST *	

\* The rate quoted shall be applicable to the place upto 100KMs.

\*\*The additional Rate shall be calculated @50% on the First Sampling Rate (S.No.B&C)

- (i) Separate L1 will be determined for Sl No. A, C & E categories.
- (ii) Spices Board reserves the right to accept any bid under this Custom Bid in full or in part, or to reject any bid or all bids without assigning any reason at any point of time.
- (iii) The selected agencies /firm have to enter into an agreement with Spices Board incorporating deliverable, service level, payment term.