

**Spices Board**  
**(Ministry of Commerce & Industry, Govt. of India)**  
**Sugandha Bhavan, N.H. By Pass,**  
**Palarivattom. P.O, Cochin – 682 025**  
**Kerala, India**

KERAProject-Procurement(FY:2025-26to2028-29)

Dated: 05-01-2026

## **Corrigendum Notice**

Tender Ref: No. KERAProject-Procurement(FY:2025-26to2028-29)/E-23763

Date : 22 December 2025

Name of the item: GEM TENDER NOTICE FOR PRINTING AND SUPPLY OF  
HANDBOOKS (MALAYALAM)

Last Date of Submission: 12 January 2026, 17:00 hrs

The following changes are being incorporated into the existing terms and conditions of the Tender.

**The clause numbers mentioned in the Tender Notice contained errors; the same have now been corrected and are enclosed as an Appendix A to this Corrigendum.**

Accordingly, all necessary amendments have been duly incorporated in the Tender/Bid documents.

Sd/-

For the Secretary, Spices Board India,  
The Assistant Director (Purchase & Establishment)

(Hindi version follows)



**SPICES BOARD**

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

Sugandha Bhavan, N.H. By Pass, Palarivattom P.O, Kochi– 682025, Kerala, India.

Phone: 0484-2333610-615, Website: [www.indianspices.com](http://www.indianspices.com)

**GEM TENDER NOTICE FOR PRINTING AND SUPPLY OF  
HANDBOOKS  
(MALAYALAM)**

Bid ref no: KERAProject-Procurement(FY:2025-26to2028-29)/E-23763

Date of issue:22<sup>nd</sup> December 2025

**ISSUING AUTHORITY:**

For the Secretary of Spices Board,

The Director (Development) Spices Board,

Sugandha Bhavan, N.H. By Pass, Palarivattom P.O, Kochi – 682025, Kerala, India.

**Phone: 0484-2333610-615, Website: [www.indianspices.com](http://www.indianspices.com)**

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## **INTRODUCTION**

The **Spices Board of India**, Ministry of Commerce & Industry, Government of India, invites bids through the Government e-Marketplace (GeM) portal for the **Printing and Supply of Handbooks**. The bids are invited under the **Two-Bid System** (Part-I: Technical Bid and Part-II: Financial Bid) from eligible agencies/firms having proven experience, adequate infrastructure, and requisite statutory registrations for carrying out printing and supply-related works.

The scope of work, eligibility conditions, terms and conditions, and other requirements are detailed in this tender document. Bidders are requested to carefully read the tender document and submit their bids only through the GeM portal within the stipulated time frame.

## **1. SCOPE OF WORK**

### **1.1 Total Quantity**

The initial quantity to be printed and supplied shall be **22,000 (Twenty two thousand)** handbooks. The Board reserves the right to increase the order by up to **10% (ten percent)** of the initial quantity, i.e., an additional **2,200 (two thousand two hundred)** handbooks, bringing the **maximum aggregate quantity to 24,200 (Twenty four thousand two hundred)** handbooks upon request.

### **1.2 Handbook Specifications**

The handbooks to be printed and supplied shall conform to the following specifications:

Sl.No	Specifications	Details
1.	Size	14cm * 21cm
2.	Covers (Front & Back)	PU coated material, ensuring durability premium finish
3.	Inner pages	70 GSM N.S Maplitho paper
4.	Total pages	100 pages per handbook comprising: i. 80 pages printed as per content/designs provided by the Spices Board. ii. 20 pages left blank (ruled pages) for note-taking purposes.
5.	Printing	High-quality offset printing
6.	Logo Placement	On the front cover, as per content/designs provided by the Spices Board
7.	Binding and Finishing	Stitched with perfect binding to ensure strength, longevity and professional appearance. Corners of the inner pages shall be rounded.

### **1.3. Language of Printing**

The material to be printed shall be in **Malayalam**. A few chapters may include English. The Board will indicate language-wise split and print runs at the time of placement of purchase orders.

### **1.4 Content Provision & Proofreading**

All content shall be supplied by the **Spices Board of India**. The vendor shall be responsible for complete **proofreading, typesetting and layout** prior to printing. Proofs (PDF/print proofs) shall be submitted to the Board for approval; printing shall commence only after written approval of proofs.

### **1.5. Regional Language Proficiency**

The vendor **must possess demonstrable proficiency (official command)** in Malayalam. The vendor shall have qualified Malayalam proofreaders/typesetters on staff (or on long-term contract) capable of accurate proofreading, orthography and typesetting of Malayalam script. Documentary evidence of such capability shall be submitted with the bid.

### **1.6. Conformance to Specifications**

Each handbook shall conform to the detailed technical specifications provided in the Tender (Paper, Size, GSM, Colour/mono pages, Binding, Cover finish, Pagination, Printing quality, Numbering, Barcode/QR code if required, Packaging, etc.). All deliverables shall meet the Board's quality standards and the specifications set out in the tender document/Annexure.

### **1.7. Supply Continuity**

The selected vendor shall be able to supply the handbooks **continuously for at least three (3) years**.

### **1.8. Yearly Content Update**

The vendor shall update the handbook content **annually**, incorporating achievements and other materials provided by the Board for the relevant time period. For each annual update the vendor shall submit revised proofs for approval and be prepared to undertake reprints as instructed by the Board.

## **2. Quantity and Order Flexibility**

**2.1. Initial Order:** 11,000 (Eleven Thousand) handbooks.

**2.2. Order Escalation Clause:** The Purchaser reserves the right to increase the order quantity by up to 10% (i.e., an additional 2,200 handbooks), under the same terms, conditions, and unit prices.

**2.3. Supply Schedule:**

- **First Year:** 11,000 handbooks
- **Second Year:** 5,500 handbooks +1,100 additional requirement (If required only)
- **Third Year:** 5,500 handbooks+ 1,100 additional requirement (If required only)

**2.4 Cost Estimate**

**2.4.1. Total Estimated Cost:** Rs.25,00,000/- (Rupees Twenty five Lakhs only).

**2.4.2.** Any additional quantity supplied under the **Order Escalation Clause** shall be billed at the same per-unit rate as applicable to the initial order, under the same terms and conditions.

**2.5. Delivery Schedule & Logistics**

**2.5.1. Production Lead Time:** The successful bidder shall complete printing, binding, and supply of the handbooks within **30–45 days** from the date of receipt of the confirmed Purchase Order.

**2.5.2. Delivery Location:** All supplies shall be delivered to the following address:

**Spices Board  
Sugandha Bhavan,  
N.H. By-Pass, Palarivattom P.O.,  
Kochi, Kerala – 682025**

**2.5.3. Packing:** Each handbook shall be securely and neatly packed in strong, tamper-proof cartons/packages to prevent damage during transit, handling, and storage.

## **3. Eligibility Criteria**

Bidders must fulfill the following eligibility conditions to participate in this tender:

**3.1. Legal Status:** The bidder must be a registered entity under the relevant statutory provisions in India.

**3.2. Experience:** The bidder should have a minimum of **5 years' experience** in the field of printing and publishing (as on 31.03.2025).

**3.3. Past Performance:** The bidder must have successfully executed at least **three (3) similar projects** of value not less than **INR 10 lakhs each** during the last 5 (five) years (April 2021 to March 2025).

**3.4. Financial Capacity:** The bidder should have an **average annual turnover of at least INR 50 lakhs** during the last three (3) financial years (2021-22, 2022-23, 2023-24), duly certified by a Chartered Accountant.

**3.5. Statutory Compliance:** The bidder must possess valid **GST registration** and **Permanent Account Number (PAN)**.

**3.6. Office in Kerala:** Only Printing Press firms having their functional office in Kerala are eligible to participate in the bid. Proof of functional office(s) for the last 5 years must be submitted by bidder.

**3.7. Blacklisting:** The bidder must submit a self-declaration stating that they have **not been blacklisted** or debarred by any Government Department / Semi-Government Organization / PSU / Autonomous Body at the time of submission of the bid.

#### **4. Instructions to Bidders**

**4.1.** Bidders should carefully review all clauses in the Terms and Conditions before submitting their bids.

**4.2.** The bidder shall upload all requisite documents in support of the **Eligibility Criteria** along with the bid.

**4.3.** If the bid opening date falls on a declared holiday, the opening will be held on the next working day at the same time or as notified by the Buyer.

**4.4.** Any extension of the bid opening date by the Buyer will be duly communicated to bidders.

**4.5.** Bid validity must comply with the requirements on the **GeM portal**.

**4.6.** Bids must be submitted **online only** through the **Government e-Marketplace (GeM) portal** within the prescribed time.

**4.7.** All bid documents must be fully completed, duly signed, and uploaded on the **GeM portal** before the specified deadline.

**4.8.** For clarifications, bidders may submit queries through the representation column on the **GeM portal**, clearly stating the information needed.

**4.9.** All required documents as per the **Terms and Conditions** must be submitted online along with the Technical Bid and must be legible.

**4.10.** Spices Board reserves the right to reject any Proposal if:

**4.10.1.** A blacklisted or debarred party submits bid as mentioned in Rule 151 of General Financial Rules, 2017; or

**4.10.2.** A material misrepresentation is made or discovered; or

**4.10.3.** Bidder does not provide within the time specified the supplemental information sought for

evaluation of the Proposal.

**4.10.4.** After award of the purchase order the Service Provider fails to comply with the obligations on him as per contract and award letter; or

**4.10.5.** However, reasons for rejecting a tender or non-issuing a tender document to a prospective bidder shall be disclosed where inquiries are made by the bidder.

**4.11.** Technical Bid and Financial Bid must be submitted separately; otherwise, the bid may be ignored.

**4.12.** Only Technical Bids will be opened on the specified date and time.

**4.13.** Financial Bids will be opened only for bidders whose Technical Bids are found compliant after technical evaluation.

**4.14.** The date of Financial Bid opening will be communicated through the **GeM portal** after technical evaluation.

**4.15.** The bid document can be downloaded free of cost from the **GeM/CPP portals** and the official Spices Board website ([www.indianspices.com/tenders.html](http://www.indianspices.com/tenders.html)).

**4.16.** Bidders should keep track of any corrigenda published on the **GeM/CPP portals** and the official Spices Board website related to this bid.

**4.17. Site Visit:** Prospective bidders are encouraged to visit the site and discuss the scope of work with Director Administration, Spices Board (Ministry of Commerce and Industry, Govt. of India) Sugandha Bhavan, N.H. By Pass, Palarivattom P.O, Cochin – 682025, Kerala, India., during office hours (9:00 AM to 5:30 PM) before submitting their quotation.

**4.18. Tender Completeness:** Incomplete tenders or missing annexure details will lead to disqualification. The signatory must clarify their authority and role in the firm.

**4.19.** The rates quoted shall be **inclusive of all taxes, duties, levies, and delivery charges**, and shall remain firm during the contract period.

**4.20.** The **Spices Board reserves the right** to accept or reject any or all bids, wholly or in part, without assigning any reason thereof, and its decision shall be final and binding on all bidders.

## **5. Payment Terms**

**5.1.** Payment shall be released within **30 (thirty) days** from the date of **receipt and acceptance** of supply, subject to submission of proper invoices and other required documents.

**5.2. No advance payment** shall be made under this contract.

**5.3.** Payments shall be released only upon **satisfactory delivery** of the Handbooks, strictly in accordance with the specifications laid down in this tender.

**5.4.** All statutory deductions such as **TDS, GST-TDS, etc.** shall be made at source as per prevailing Government norms



## **6. Bidding process**

### **How to Submit the Bid**

**6.1. Bids to be submitted through GeM Portal only.** The bid shall consist of a **Technical Bid** and a **Financial Bid**. The Technical Bid must be submitted with the bidder's signature and seal at the bottom of each page of this tender document. This signature shall be treated as confirmation that the bidder agrees to abide by and fulfill all terms and conditions mentioned herein. These conditions will be binding on the selected Service Provider, in addition to the terms and conditions specified in the agreement to be executed with the Spices Board.

### **6.2. Bids with Nil Consideration Not Acceptable**

In order to discourage frivolous bids and eliminate hidden charges, bids quoting **NIL** or **unreasonably low amounts** shall be treated as unresponsive and will not be considered.

### **6.3. Authentication of Bids**

The bid shall be **typed, signed, and stamped** by the Bidder or a person duly authorized to bind the Bidder to the contract. Such authorization must be supported by a valid Authorized person or an equivalent authorization document. All pages of the bid must be **initialed and stamped** by the authorized signatory.

### **6.4. Corrections in Bids**

The bid shall not contain erasures, overwriting, or inter lineation's except where such corrections are duly authenticated by the authorized signatory with signature and seal.

### **6.5. Submission of Bids**

The bid shall be submitted in **two parts**, namely:

- **Technical Bid**
- **Financial Bid**

#### **6.5.1. Technical Bid**

The Technical Bid shall contain the following:

- i) Proof of bidder's eligibility (as per eligibility criteria in Chapter 3).
- ii) Copies of all supporting documents evidencing eligibility.
- iii) Acceptance of all Terms and Conditions with bidder's signature on each page of this document.

#### **6.5.2. Financial Bid**

The Financial Bid shall be submitted **online** on the Government e-Marketplace (GeM) portal. In addition, the bidder shall upload a detailed **cost break-up** of the quoted lump-sum amount, strictly in accordance with the prescribed format provided in **Annexure 2**.

### **6.6. Opening of Bids**

**6.6.1.** The **Technical Bids** will be opened first. Bidders who qualify in the Technical Evaluation will be shortlisted.

**6.6.2.** Thereafter, only the **Financial Bids** of the technically qualified bidders will be opened.

**6.6.3.** The entire process of procurement shall be conducted **online through GeM** in compliance with the **General Financial Rules (GFR), 2017**.

**6.6.4.** No bids will be accepted by hand, post, or courier. Even if received by any official of the Spices Board, such bids shall not be considered.

## **7. General Terms & Conditions**

**7.1.** The **Spices Board of India** reserves the right to **increase or decrease** the quantity of handbooks to be supplied, depending upon its requirements, at the same unit rate and terms & conditions.

**7.2.** In the event of **delay in supply**, a **penalty of 0.5%** of the order value per week of delay, subject to a **maximum of 10%**, shall be levied on the supplier.

**7.3.** Supplies not conforming to the **approved specifications** or found to be of **substandard quality** shall be **rejected at the risk and cost** of the supplier. The supplier shall lift back such rejected materials at their own expense within the time frame specified by the Board.

**7.4.** The contract shall remain valid for a period of **three (03) years** from the date of award, subject to satisfactory performance of the supplier.

**7.5.** All disputes, differences, or claims arising out of or in connection with this contract shall be subject to the **exclusive jurisdiction of the competent courts at Kochi, Kerala**.

## **8. Critical Dates:-**

Bid Start date	:	On 22/12/2025 at 17:00 Hrs
Bid End date	:	On 12/01/2026 at 17:00 Hrs
Bid Opening date	:	On 12/01/2026 at 17:30 Hrs

Prospective Bidders may contact the following Officials for any query about the tender during all working days (Monday to Friday, 09.00 Hrs to 17.30 Hrs), prior to bidding.

1. Dr. Mohammed Shameer Cheriya, Spices Board, Ministry of Commerce & Industry, Head Office, Palarivattom, Kochi 682025, Kerala, Tel 0484 2333610 (Ext.331)
2. Shri Nibin K. Simon, Assistant, Spices Board, Palarivattom, Kochi 682025, Kerala, Tel 0484 2333610 (Ext.269)

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## Appendix I

### Checklist of Technical Bid Documents to be Submitted on GeM Portal

1. Name of the Bidder / Firm :
2. Date of Incorporation / Registration :
3. Registered Office Address :
4. Local Office Address (if any) :
5. Communication Details of Contact Person(s):
  - Name :
  - Designation :
  - Contact Number :
  - E-Mail :
6. Year of Commencement of Business :
7. GSTIN Registration Number & PAN :
8. Copies of Audited Balance Sheet, Profit & Loss Statement, and Income Tax Returns for the last three (03) financial years (mandatory).
9. Details of similar works executed in the last five (05) years (minimum three projects of value not less than INR 10 lakhs each). Supporting work orders / completion certificates to be attached.
10. Details of Key Staff / Technical Experts having command over Malayalam, along with their expertise in printing and publishing (in brief).
11. Self-declaration / Undertaking confirming that the bidder has not been blacklisted by any Government / Semi-Government / PSU / Autonomous Body.

Date : \_\_\_\_\_  
Place : \_\_\_\_\_

**Authorized Signatory**  
(Signature & Seal of Authorized Signatory)

## Appendix II

**Financial Evaluation Table**

Sl. No.	Description of Item	Quantity (Nos.)	Unit Rate (₹)	GST (%)	Total Amount (₹) (Inclusive of GST)
1	Printing and Supply of Handbooks (as per specifications in the tender)	22,000			
	(Amount in words)				

**Notes :**

1. The rate quoted shall be **inclusive of all costs** – paper, printing, binding, packing, transport, loading/unloading, and delivery to Spices Board, Kochi.
2. GST shall be shown separately but included in the total.
3. The quoted unit price will remain **fixed for 3 years**, including for the additional quantity under the escalation clause.

**Undertaking to be Submitted by Bidder(s)**

We hereby declare that:

- (i) We have not been debarred or blacklisted under any provision of General Financial Rules or any other statute, rules, or regulations by any authority, including the Spices Board of India.
- (ii) We have a minimum of 5 years' experience in printing and publishing, and have successfully executed similar projects of value not less than INR 10 lakhs each during the last 5 years. (Supporting documents are enclosed).
- (iii) We are competent and eligible to undertake the printing and supply of handbooks as per the specifications and requirements mentioned in the Tender Document and in compliance with all applicable laws.
- (iv) We do not have any criminal record, antecedents, or pending criminal proceedings against us.
- (v) We accept that if we withdraw or modify our bid during the period of validity, or if we are awarded the contract and fail to sign the agreement or submit the performance security before the deadline defined in the request for bids document, we will be suspended for a period of 1 (one) year from the date of publication of this Tender Notice from being eligible to submit bids for contracts with the Spices Board.
- (vi) If selected, we confirm our preparedness to commence the assigned work within 15 days of receipt of the work order.
- (vii) If selected, we shall ensure timely printing, supply, and delivery of the handbooks in accordance with the technical specifications, delivery schedule, and other terms and conditions mentioned in the tender document.

We hereby certify that the information furnished above is true and correct to the best of our knowledge. We understand that in case any deviation or misrepresentation is found in the above statement at any stage, we will be liable for rejection/blacklisting for this tender and further action as per applicable law.

**(Signature of Authorized Signatory)**

**Name :** .....

**Designation :** .....

**Official Seal of the Firm**

**Mobile No :** .....

**Email ID :** .....

**Date :** .....

**Place :** .....