



बिड संख्या/Bid Number: GEM/2026/B/7313208

दिनांक /Dated: 03-03-2026

## बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	31-03-2026 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	31-03-2026 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Commerce And Industry
विभाग का नाम/Department Name	Department Of Commerce
संगठन का नाम/Organisation Name	Spices Board
कार्यालय का नाम/Office Name	Head Office
वस्तु श्रेणी /Item Category	Custom Bid for Services - creative design, translation and desktop publishing (DTP)works
समान श्रेणी/Similar Category	<ul style="list-style-type: none"> <li>• Translation/ Transliteration/ Transcreation/ Transcription Services</li> </ul>
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	25 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	<p>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),Additional Doc 4 (Requested in ATC)</p> <p>*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</p>

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य / Estimated Bid Value	3600000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	PUNJAB NATIONAL BANK
ईएमडी राशि/EMD Amount	50000

#### ईपीबीजी विवरण /ePBG Detail

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

(a). 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।/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.

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

#### लाभार्थी /Beneficiary :

Secretary  
Spices Board, Sugandha Bhavan, Kochi-682025  
(Secretary Spices Board)

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

#### एमआईआई अनुपालन/MII Compliance

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

#### एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15

- 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.
- 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.
- 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.
- 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.
- 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.

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

Financial bid- price breakup - [1772513125.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:[1772513144.pdf](#)

Payment Terms:[1772513148.pdf](#)

GEM Availability Report ( GAR):[1772513155.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1772513160.pdf](#)

**Custom Bid For Services - Creative Design, Translation And Desktop Publishing (DTP)works ( 1 )**

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	creative design, translation and desktop publishing (DTP)works
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>एडऑन /Addon(s)</b>	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Mohammed Shameer Cheriath	682025,Sugandha Bhavan N.H.By Pass, Palarivattom.P.O Cochin Kerala, India GSTIN - 32AAIAS3118C1Z0	Project / Lumpsum Based	N/A

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

### 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.](#)

## अस्वीकरण/**Disclaimer**

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.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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.

**---धन्यवाद/Thank You---**



**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@spicesboard.gov.in](mailto:publicity.sb-ker@spicesboard.gov.in),  
Website: [www.indianspices.com](http://www.indianspices.com)

# **Notice Inviting Tender for Design, Translation, and Multilingual Desktop Publishing of Spice India Magazine**

**Reference No: PUB/0077/2024-PUBLICITY**  
**Date: 03 March 2026**

**ISSUING AUTHORITY:**  
Director (Marketing)  
Spices Board India  
The Assistant Director (Publicity)  
Spices Board,  
Sugandha Bhavan, N.H. By Pass,  
Palarivattom P.O., Cochin - 682025, Kerala, India.  
Phone: 0484-2333610-615  
Email: [publicity.sb-ker@spicesboard.gov.in](mailto:publicity.sb-ker@spicesboard.gov.in)

**(Hindi version follows)**

## CONTENT

Sl No	Particulars	Page
1	Introduction	3
2	Tender Notice	4
3	Scope of Work	5
4	Period of Assignment	7
5	Minimum Eligibility Criteria	7
6	Documents Comprising Bid	9
7	Submission of Bids	9
8	Evaluation of Bids	11
9	Terms and Conditions	13
10	Support/ Preferential Treatment to Micro & Small Enterprises (MSEs)	16
11	Payment Terms	16
12	Disclaimer	16
13	Dispute Resolution	17
14	Applicable Law and Jurisdiction	17
15	Important Dates of Tender	17
16	Annexure I - Bidder Details	18
17	Annexure II-Declaration	19
18	Annexure III – Bid Security Declaration	20

## 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 53 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 multimedia creative agencies/ localization agencies/ reputed service providers for taking up creative design, translation and desktop publishing (DTP)works of Spice India Magazine. The selected agency shall design the original magazine in English, translate the content into four specified languages, adapt layouts for each language, and submit language-wise print-ready files as per prescribed printing specifications.

The tender document with details of technical requirements along with terms and conditions is available on Government e marketplace ([www.gem.gov.in](http://www.gem.gov.in)) the Central Public Procurement Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)), Spices Board's Website ([www.indianspices.com](http://www.indianspices.com)). The tenders must be submitted online via Government e marketplace ([www.gem.gov.in](http://www.gem.gov.in)). The link for pre-bid meeting scheduled at 11.00 am on 09<sup>th</sup> March 2026 is <https://spices.webex.com/spices/j.php?MTID=m5659c756aefb14ef15f75b7432c70c4b>

Last date for submission of the bids online via Government e marketplace ([www.gem.gov.in](http://www.gem.gov.in)) is 11:00 am on 31<sup>st</sup> March 2026. All bids must be submitted online along with all necessary documents uploaded in PDF format, as per the specifications and terms and 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. 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 11:30 AM on 31<sup>st</sup> March 2026 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.

### 3. SCOPE OF WORK

Spices Board invites e – tender from reputed service providers for taking up creative design, translation and desktop publishing (DTP) works of Spice India Magazines of Spices Board. The selected agency shall design the original magazine in English, translate the content into four specified languages, adapt layouts for each language, and submit language-wise print-ready files as per prescribed printing specifications.

### **3.1 Details of the Publication:**

‘Spice India’ is the official monthly magazine published by the Spices Board of India, a statutory body under the Ministry of Commerce and Industry, Government of India, dedicated to the development, regulation, and global promotion of Indian spices. First launched in 1988, Spice India serves as a comprehensive industry journal and knowledge platform that caters to stakeholders across the entire spice value chain, from farmers and agripreneurs to exporters, processors, researchers, and policymakers. Each issue of the magazine contains a curated mix of authoritative content, such as in-depth features on spice cultivation practices, post-harvest technologies, quality management, market trends, export strategies, and research and developments.

Spice India also highlights policy updates, success stories, case studies, and best practices from across India’s spice producing regions. It plays an instrumental role in disseminating critical technical information to improve productivity, enhance spice quality, and promote global competitiveness of Indian spice products. The magazine is widely recognized by industry participants and has established itself as a trusted source of insights into agronomy, processing innovations, trade dynamics, and emerging opportunities in the Indian spice sector. Spice India Magazine in English, Malayalam, Tamil, Kannada, and Hindi as monthly.

#### **Specification**

- i. Size: 21X28 CM/ I/4<sup>th</sup> 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: Normally the magazine is published with 32 pages (28 inside pages and four cover pages), but may vary depending on each issue of the magazine

The contents for each issue of Spice India in English, will be provided in PDF/ .docx format and photographs/ images in JPEG format. The agency should take care of composing, layout and design, and translation into Malayalam, Tamil, Kannada, and Hindi in consultation with the Chief Editor/ Editor.

### 3.2 Proposed Schedule of Work

The contents proposed for every issue of the magazine shall be finalised by 5<sup>th</sup> day of the previous month and will be shared with the service provider. The proposed schedule for completion of the work is given below;

SL No	Particular	Deadline Completion of Translation/ Base Design	Deadline for Submission of Print Ready File
1.	Spice India English	10 <sup>th</sup> of previous month	20 <sup>th</sup> of previous month
2.	Spice India Malayalam	25 <sup>th</sup> of previous month	1 <sup>st</sup> of every month
3.	Spice India Kannada	25 <sup>th</sup> of previous month	1 <sup>st</sup> of every month
4.	Spice India Tamil	25 <sup>th</sup> of previous month	1 <sup>st</sup> of every month
5.	Spice India Hindi	25 <sup>th</sup> of previous month	1 <sup>st</sup> of every month

The selected agency shall submit language-wise, final print-ready files of the magazine after incorporating all corrections and obtaining written approval from the Spices Board. The print-ready files shall be delivered in high-resolution, press-compatible formats (such as PDF/X-1a or PDF/X-4 or any other format prescribed by the Board), with CMYK colour mode, embedded fonts, appropriate bleed, crop marks, and print margins, strictly in accordance with the printing specifications provided.

The agency shall ensure that all files are technically fit for direct printing, free from errors related to layout, pagination, colour, fonts, or language. The files shall be submitted through the prescribed digital medium (secure file transfer, cloud link, or physical storage device, as directed).

Any corrections required by the press or the Board due to technical or language-related deficiencies in the submitted files shall be carried out by the agency at no additional cost. The responsibility for the accuracy, completeness, and print readiness of the final files shall rest entirely with the agency.

#### **4. PERIOD OF ASSIGNMENT**

The work specified shall be operational for an initial period of 1 (one) year which might be extended on satisfactory performance of the agency and if mutually agreed for an additional period of two years with the same terms and conditions.

#### **5. MINIMUM ELIGIBILITY CRITERIA**

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

1. The bidder shall be a reputed service provider (herein after referred as "Vendor"), registered as a Company, Firm, proprietorship, partnership or society under respective acts in India and should have been in existence in India for a minimum of three years' period.
2. The bidder should have a minimum financial turnover of Rs. 25 (Twenty-Five) lakh and above in a single year, during the last two years (FY 2023-24 and 2024-25).
3. The bidder shall have a minimum of three (3) years of experience in executing works involving translation, localization, and multilingual desktop publishing of published content, such as magazines, books, journals, reports, or other comparable publications, into Indian vernacular languages. The bidder must have successfully executed and completed at least 3 (three) work orders which involves translation, localization, and multilingual desktop publishing during the last three (3) financial years. Documentary evidence in support of the above shall be submitted along with the technical bid.
4. The vendor should have Tax registration and other statutory registrations as prescribed by the Government of India and State Governments.
5. The bidder should not have been blacklisted/de-registered previously by any government organisation. An undertaking to this effect to be submitted on the letter head of the firm/agency.
6. The bidder shall furnish language-wise details of translators proposed to be engaged for execution of the work, specifically for Hindi, Malayalam, Tamil, and Kannada. For each language, the bidder shall provide the name of the translator, educational qualifications, professional experience, areas of subject-matter expertise, and the number of years of experience in translation/localization of published materials such as magazines, books, journals, or similar publications. The bidder shall also indicate whether the translators are in-house or empanelled, and submit brief profiles/CVs along with supporting documentary evidence. Spices Board reserves the right to verify the credentials of the proposed translators and to seek replacement of any translator found unsuitable during the course of execution of the work.

7. The bidder shall designate a language editor/reviewer for each language to ensure accuracy, consistency, and adherence to prescribed style guidelines.

S.No	Eligibility Criteria	Supporting Document Required
1	The vendor shall be registered as a Company, Firm, proprietorship, partnership or Society under respective acts in India and should have been in existence in India for more than three years	Company Incorporation Certificate or Registration Certification from ROC/ Partnership Deed, etc.
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.25 lakh and above in a single year, during the last two years (FY 2023-24 and 2024-25).	<ol style="list-style-type: none"> <li>1. Audited Balance Sheets for the years mentioned</li> <li>2. P&amp;L Statements for the years mentioned</li> <li>3. IT Returns for the years mentioned</li> </ol>
4	The bidder shall have a minimum of three (3) years of experience in executing works involving translation, localization, and multilingual desktop publishing of published content, such as magazines, books, journals, reports, or other comparable publications, into Indian vernacular languages. The bidder must have successfully executed and completed at least 3 (three) work orders which involves translation, localization, and multilingual desktop publishing during the last three (3) financial years. Documentary evidence in support of the above shall be submitted along with the technical bid.	Work Order copy required; Samples to be submitted
5	<p>The vendor shall submit an Earnest Money Deposit of Rs.50000.00/- (Rupees Fifty Thousand only) in the form of Demand Draft in favour of 'Secretary, Spices Board' or credited to Spices Board's Receipt Account along with the Technical Bid Proposal. EMD shall be returned after the finalization of the successful vendor.</p> <p>MSEs interested in availing EMD exemption must enclose the Udhya Registration Certificate with the Udhya Registration Number as proof of their being MSE registered on the Udhya Registration Portal. However, they shall submit a bid security declaration as given in Annexure: III</p>	<p>Demand draft drawn in favour of the 'Secretary, Spices Board' payable at Cochin/ or remitted to Account Number - 7176002100002354 Account Name - Spices Board Receipt Bank Name - Punjab National Bank Branch - Vennala, Kochi IFS Code - PUNB0717600</p>

6	The bidder should not have been blacklisted/de-registered previously by any government organisation	An undertaking to this effect on the letter head of the firm/ agency
7	Language-wise details of translators proposed to be engaged for execution of the work, specifically for Hindi, Malayalam, Tamil, and Kannada.	For each language, provide the name of the language editor/reviewer and translator, educational qualifications, professional experience, areas of subject-matter expertise, and the number of years of experience in translation/localization of published materials such as magazines, books, journals, or similar publications.  The bidder shall also indicate whether the translators are in-house or empanelled

## 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 on 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 audited Balance Sheet and Profit & Loss Account of the last 2 (two) years (FY 2023-24, and 2024-25)
10. Copy of IT returns for the last Three 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 Government e Marketplace (GeM) 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.
- 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 Government e Marketplace ([www.gem.gov.in](http://www.gem.gov.in))
- b. Bidders are strictly prohibited from submitting any financial or price-related information at any stage of the tender process, except where expressly required under the financial bid. Any bid containing financial information in the technical bid or in any other form not prescribed in the tender documents shall be treated as non-responsive and is liable to be rejected outright, without further consideration.
- 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](http://www.indianspices.com)), Central Public Procurement portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) 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.50000.00/- (Rupees Fifty Thousand only) in the form of Demand Draft from any nationalized bank, drawn in the favour of the 'Secretary, Spices Board, Cochin/ or should be remitted to

Account Number - 7176002100002354  
 Account Name - Spices Board Receipt  
 Bank Name - Punjab National Bank  
 Branch - Vennala, Kochi  
 IFS Code - PUNB0717600

Proof of payment of EMD should be enclosed along with the technical bid

- 2. 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 to reach the following address on or before closing time of the tender,

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

7. MSEs interested in availing EMD exemption must enclose the Udhyam Registration Certificate with the Udhyam Registration Number as proof of their being MSE registered on the Udhyam Registration Portal. However, they shall submit a bid security declaration as given in Annexure: III

8. 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 (three) days. Response received beyond 3 (three) 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 to find out the bids that are complete, technically responsive, and qualify all the prescribed technical eligibility criteria.

## 8.2 Financial Bid Format

### A. Translation and Creative Design charges

(Spice India is published as a monthly magazine in five languages and hence comprises of 12 issues in a year. The bidder shall design the original magazine in English, translate the content into four specified languages (Hindi, Tamil, Kannada and Malayalam), adapt layouts for each language, and submit language-wise print-ready files (12 print ready files at the rate of one print ready file in each of the five languages for 12 issues, i.e., 12 months) as per prescribed printing specifications)

Sl. No	Item Description	Unit	Estimated Quantity (a)	Unit Rate inclusive of all charges and GST (INR) (b)	Total Amount inclusive of all charges and GST (c) (c= aXb)
1	Creative Design & Base Layout – English	Per Issue of 32 pages (Cover pages + 28 inside pages)	12		
2	Translation & Multilingual DTP – Hindi	Per Issue of 32 pages (Cover pages + 28 inside pages)	12		
3	Translation & Multilingual DTP – Malayalam	Per Issue of 32 pages (Cover pages + 28 inside pages)	12		
4	Translation & Multilingual DTP – Tamil	Per Issue of 32 pages (Cover pages + 28 inside pages)	12		
5	Translation & Multilingual DTP – Kannada	Per Issue of 32 pages (Cover pages + 28 inside pages)	12		
<b>Total (1c+2c+3c+4c+5c)</b> <b>(For each language of Spice India -12 issues in a year @ of one issue per language per month, i.e. 1 issueX5 languagesX12 months)</b>					

### Points to note

1. Base scope cost per issue shall be considered for financial evaluation.
2. **The number pages given is indicative and may vary. For additional pages beyond 32, if any, payment shall be made proportionately based on the actual number of additional pages executed and the unit rates quoted (b).**
3. The quoted rates shall be inclusive of all costs, including translation, editing, purchase of images, diagrams, etc., if required, proofreading, DTP, font handling, corrections, and submission of print-ready files and all applicable taxes.
4. No escalation of rates shall be permitted during the contract period.
5. Applicable taxes, if any, shall be deducted at source as per Government of India norms.

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

8.8. 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.

8.9 **Award of Contract:** The selection will be made on the basis of the lowest quoted bidder (L1). The total value quoted **(1c+2c+3c+4c+5c)** for 12 issues each for Spice India in five languages for one year will be considered for finalising the lowest quoted bidder.

8.10 **The number pages given is indicative and may vary. For additional pages beyond 32, if any, payment shall be made proportionately based on the actual number of additional pages executed and the unit rates quoted (b).**

8.11 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 A pre-bid meeting shall be conducted to clarify issues and to answer queries, if any, from prospective bidders regarding the scope, specifications and other terms and conditions of this tender. The meeting will be held on 09 March 2026 at 11.00 AM in hybrid mode. Meeting link for the pre-bid meeting is**

**<https://spices.webex.com/spices/j.php?MTID=m5659c756aefb14ef15f75b7432c70c4b>**

**Monday, March 9, 2026 11:00 AM**

**Interested bidders are requested to email their queries and concerns to [publicity.sb-ker@spicesboard.gov.in](mailto:publicity.sb-ker@spicesboard.gov.in) on or before 5.30 PM on 6<sup>th</sup> March 2026 Only the queries received within the stipulated time shall be discussed during the meeting.**

9.17 The clarifications, amendments, if any arising out of the pre-bid meeting will be consolidated and issued as a written addendum/corrigendum. Such addendum/corrigendum shall form an integral part of the tender document. Non-attendance at the pre-bid meeting shall not be a cause for disqualification. However, bidders are advised to take note of the clarifications issued, as the same shall be binding.

9.18 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.

9.19 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;

9.20 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.

9.21 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.

9.22 The Board may procure additional quantity or additional services for the quoted items at the same rates, in compliance with GFR, in case of any additional requirement

9.23 Performance Security, if applicable, shall be governed by the relevant provisions of GeM General Terms & Conditions in force at the time of bid. The successful seller shall be required to furnish a Performance Security for an amount ranging between three percent (3%) and ten percent (10%) of the total contract value, as specified by the Board, within ten (10) days of issuance of the Contract / Purchase Order.

The Performance Security shall be submitted in the form of a Performance Bank Guarantee (PBG) or such other instrument as permitted under GeM guidelines, drawn in favour of the Buyer. The Performance Security shall remain valid for the duration of the contract period and for a further period of sixty (60) days thereafter.

The Performance Security shall be returned to the seller without interest upon successful completion of the contractual obligations and acceptance of all deliverables by the Buyer.

In the event of default, non-performance, breach of contract, delay in execution, or failure to comply with contractual terms, the Buyer shall have the right to invoke or forfeit the Performance Security, in whole or in part, in accordance with the GeM General Terms & Conditions, without prejudice to any other remedies available under law.

## **10. SUPPORT/ PREFERENTIAL TREATMENT TO MICRO & SMALL ENTERPRISES (MSEs)**

Policies of the Government to support Micro and Small Industries in comparison to non-MSE enterprises shall apply to this procurement.

1. MSEs interested in availing such benefits must enclose the Udhyam Registration Certificate with the Udhyam Registration Number as proof of their being MSE registered on the Udhyam Registration Portal. The certificate shall be of latest but before the deadline for the bid submission. MSEs shall be exempted from payment of Earnest Money. However, they shall submit a bid security declaration as given in Annexure: III
2. Since the work is not divisible by virtue of its nature, purchase preference shall not be given to MSEs i.e., if an MSE bidder quotes a price within the band of the lowest (L-1) +15 percent in a situation where the L-1 price is quoted by someone other than an MSE, the MSE bidders are not eligible for being awarded up to 25 percent of the total quantity if they agree to match the L-1 price. However, the MSE quoting within the band of L1+15% may be considered for award of the work, provided they meet all the technical eligibility criteria.

## **10. PAYMENT TERMS**

Payment will be made to the service provider on submission of bills in original after completion of the 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 payments shall be made only through bank transfer to the bank account of the selected vendor. No advance payment shall be made under any circumstances. Statutory deductions such

as TDS and other applicable taxes, as per the prevailing laws and rules in force, shall be deducted at source from the bills submitted by the agency.

All the payments will be based on the actual number of pages.

## 12. 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.

## 13. 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.

## 14. 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.

## 15. IMPORTANT DATES OF TENDER

Sl No	Particulars	Date	Time
1	Date of Online Publication/ download of Tender document	03 <sup>rd</sup> March 2026	10:30 AM
2	Date of pre-bid meeting and Meeting Link	09 <sup>th</sup> March 2026	11.00 AM
		<a href="https://spices.webex.com/spices/j.php?MTID=m5659c756aefb14ef15f75b7432c70c4b">https://spices.webex.com/spices/j.php?MTID=m5659c756aefb14ef15f75b7432c70c4b</a> Monday, March 9, 2026 11:00 AM	
3	Bid submission start date	03 <sup>rd</sup> March 2026	11:00 AM
4	Bid submission close date	31 <sup>st</sup> March 2026	11.00 AM
5	Closing date and time for submission of original EMD	31 <sup>st</sup> March 2026	11.00 AM
6	Opening of Technical Bids	31 <sup>st</sup> March 2026	11.30 AM

\*\*\*\*\*

15.

**ANNEXURE I – BIDDER DETAILS**

Sr. No.	Items	Bidder's Response						
1	Basic Information							
2	a) Name of the organization							
	b) Registered office address							
	c) Office address in Kerala if any							
	a) Name of contact person							
	b) Phone no. of contact person							
	c) Email address of contact person							
	d) Website of the organization, if any							
3	Annual turnover during past three Financial Years (undertaking on letter head or a certificate from a chartered accountant in original/ audited balance sheets)	2023-24					2024-25	
4	*List of Similar works completed.							
	Sr. No.	Name of work and location	Nature of work involved in the contract	Name and address of client	Name of the official from the client's Side (with phone no.)	Contract Amount	Period of the contract	Any other relevant information
	1.							
	2.							
	3.							

\*Use additional sheets if required.

**16.****ANNEXURE II- UNDERTAKING**

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 Design, Translation, and Multilingual Desktop Publishing of Spice India magazine.

(Signature of the authorized representative)

Full Name:

Designation:

Name and Address of the vendor:

Seal:

Place:

Date:

**17.ANNEXURE: III****Bid Securing Declaration**  
(on Company Letter-head)

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_

Date.....

To  
 The Secretary  
 Spices Board, Ministry of Commerce and Industry  
 Government of India  
 Sugandha Bhavan  
 Palarivattom PO  
 Cochin -25

Ref: Tender Document No. Tend No./ xxxx

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration in lieu of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand we shall stand automatically suspended from being eligible for bidding in any tender in Procuring Organisation for 2 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:

- 1) withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity; or
- 2) being notified within the bid validity of the acceptance of our bid by the Procuring Entity:
  - (a) refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.
  - (b) Fail or refuse to sign the contract.

We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

- 1) receipt by us of your notification
  - (a) of cancellation of the entire tender process or rejection of all bids or
  - (b) of the name of the successful bidder or
- 2) forty-five days after the expiration of bid validity any extension to it.

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of.....

[name &amp; address of Bidder and seal of company]

Dated on ..... day of ..... [insert date of signing]

Place.....[insert place of signing]

DA:..... 26