

Tender Notice
for
Printing Work of
the Spices Board

(MSTC e- TENDER
NO-SPICEB/19-20/ET/2)

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 is having regional offices in various places. Exporters, Dealers and Auctioneers are registered/licensed by Spices Board. At present there are Pre - shipment sampling and analysis of certain parameters is required for exporting spices/spice products to specific countries.

2. DESCRIPTION OF SERVICES

The Board has decided to invite e - TENDER quotations from the printing presses **in and around Ernakulam with Five or more years of experience** with sufficient documents from the ADM, Ernakulam for printing of Spice India Journals of the Board from March 2019 to March 2020. You are requested to quote your lowest rates to print **Spice India in English, Malayalam, Tamil, Kannada, Hindi as monthly and Telugu as Quarterly** as per the following terms and conditions.

Terms and Conditions: The rate quoted by your firm will be valid for a period of **one year from the date of acceptance of work order**. The selection / empanelment will be for a period of one year from the date of selection of successful bidder, which will be extendable on yearly basis for a maximum period of three years, on the basis of prompt and satisfactory services.

FORMAT OF SPICE INDIA MAGAZINES

- Languages & Periodicity: English, Malayalam, Tamil, Kannada and Hindi as monthly and **Telugu as quarterly**.
- Size: 21X 28 CM / Demi 1/4th with print area: 17.5cm x 21.5cm
- Any additions like **two and Three fold gate cover** during the contract period will also be considered
- The matter for printing will be provided in PDF format to press, if not, composing and design may be done by the printing press / company. If the printing press / Company is ready to take over the work of composing and designing in consultation with the Editor also be acceptable. As Spices Board has the license from the Indian Postal Department to post the Spice India magazines without pre - payment, it has been decided by the Board that the printers undertaking the printing of Spice India journals **may arrange transport and delivery of the journals at the Cochin PSO, @ Chittoor Road, Ernakulam** on the under mentioned posting dates.

DATES OF POSTING

| | | |
|---------------------------------|----------|--|
| 1. Spice India English | : | 19th of every month |
| 2. Spice India Malayalam | : | 20th of every month |
| 3. Spice India Kannada | : | 29th of every month |
| 4. Spice India Tamil | : | 29th of every month |
| 5. Spice India Hindi | : | 27th of every month |
| 6. Spice India Telugu | : | 7th of every quarter |

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

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

- The addresses of subscribers' will be mailed to you on **10th** of every month and you should be in contact with **the Editor** of the Board on specified dates.

- The addressed envelope with the journals inserted shall be bundled in order of particular cities and PSO's mentioned in the address.
- Number of journals in a particular bundle and the name of the **P S O** may be noted in a slip and it may be displayed them the top of the bundles.(eg: Thiruvananthapuram PSO -100 numbers)
- On the previous day of posting particular journal the number of copies to be posted may be intimated to the Editor of the Board. Following that a postal invoice issued from the Editor shall be collected by the printer regularly without fail.
- On the postal day of the particular journal the entire bundles shall be transported and delivered **Cochin PSO, @ Chittoor Road Ernakulam** on the particular day of posting.
- After delivery the signed duplicate copy of the postal invoice issued by the PSO may be submitted to the Editor of the Board without fail.
- Posting of the journal may be done by the printer even on Saturdays. If the postal date falls on Sundays or other general holidays the journals may be posted on the very next working day in the PSO.
- Any delay in the process which would cause additional postal charges, and that will be recovered from the printer Cost of such services involved in dispatch of each journal as mentioned **in above items 1- 14 and Rs 10 - 20 will be levied per copy as penalty.**
- The Board reserves the right to accept or reject any quotations without assigning any reasons. Even after assuming the work order if the Board faces any sort of inconvenience in timely release / dispatch of journals due to any fault on the part of the printer, the Board reserves the right to cancel the work order without further notice. You may quote your rates (For the printing one magazine (Single Copy) with the above specification with 32 pages may be quoted)for printing subject to the above conditions. In the event of any dispute, the decision of Secretary, Spices Board shall be final.

Number of pages for printing in a single magazine will be minimum 32 pages and maximum 64 pages.

3. SCOPE OF WORK

(i) The printing of supply of items be exactly as per the **specifications mentioned in Lot No.1-26**. In case if any other work arise in future, which is not mentioned in **in Lot No.1-26** of the EoI, the rate for the same may be obtained from the selected /empaneled companies and the lowest rate will be accepted by all and will be valid during the rate contract period.

(ii) It would be necessary to show **sample / proof of each item before the same is printed and approval of Spices Board obtained before final printing.**

(iii) In case of emergency cases, suppliers / printers will make necessary arrangements to provide the printed material at possible shortest notice and also to open the press beyond working hours, holidays, Sundays etc. The printed items will be delivered at Publicity Section, Spices Board, Sugandha Bhavan, N. H. By Pass, P. B. No. 2277, Palarivattom PO., Ernakulam, Kerala 682025 or at any place as per the direction received from Spices Board. In the case of Spice India magazines it should be delivered to Post office **Cochin PSO, @ Chittoor Road Ernakulam**

4. INFORMATION TO AGENCY

- a. Spices Board is not bound to accept any of the proposals submitted.
- b. At any time before the last date of submission of tender, Spices Board may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the tender document. Any amendment shall be informed to the bidders by publishing in website and shall be binding on them. Spices Board may at its discretion extend the deadline for the submission of tender. *The applicant is required to visit the Spices Board website for any changes or amendments in the tender before submitting their tenders.*

5. ELIGIBILITY CRITERIA

Supporting documents proving the eligibility criteria shall be uploaded while submitting e-tender.

The Printing press / Companies should fulfill the following criteria:

(i) Essential

1. The bidder shall be a reputed printer (herein after referred as “Vendor”) having minimum financial turnover of Rs.50 Lakhs) / (Rs. Fifty lakh) and above in a single year, during the last three years commencing from 2015-16.
2. The vendor should have minimum **five years’ experience** in printing & delivery of Government/ PSU and regular private magazines in their own press.
3. The vendor should have **received at least five work orders related with printing of Government / PSU and and regular private magazines per year for more than 1,500 copies in last five years in their own press.**
4. The vendor should have audited balance sheet for last 5 years.

5. Vendor should have GST registration
6. Experience with delivering final proofs for printing and timely delivery of publications at the shortest time to Union/ State government / PSUs / Private Enterprises etc. on various social / services and business meets.
7. Meets other eligibility criteria mentioned under evaluation criteria (Proofs for the same need to be uploaded)

(ii) Desirable

1. Awards / certificates of excellence received, if any.

6. PRICE BID FORMAT

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

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

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

| # | Item | Total Cost in INR (Incl. GST) |
|---|--|-------------------------------|
| a | First 1000 copies | |
| b | Second 1000 copies | |
| c | Third 500 copies | |
| d | Printing of Mysore kraft paper cover for single magazine | |
| e | Printing of 30 micron plastic cover for single magazine | |
| f | Packing + Stamping and Forwarding / Despatch Charges | |
| g | Any other incidental expenses | |

Formula : a+b+c+d+e+f+g

Lot 2: Printing of Spice India Magazines in **English, Malayalam, Tamil, Kannada, Hindi as monthly** and Telugu as quarterly for **Matte - 90 GSM art paper** for inner text paper and **100 GSM art paper** for cover page with **32** pages

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

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

| # | Item | Total Cost in INR (Incl. GST) |
|---|-------------------|-------------------------------|
| a | First 1000 copies | |

| | | |
|---|--|--|
| b | Second 1000 copies | |
| c | Third 500 copies | |
| d | Printing of Mysore kraft paper cover for single magazine | |
| e | Printing of 30 micron plastic cover for single magazine | |
| f | Packing + Stamping and Forwarding / Despacth Charges | |
| g | Any other incidental expenses | |

Formula : a+b+c+d+e+f+g

Lot 3: Printing of Spice India Magazines in **English, Malayalam, Tamil, Kannada, Hindi as monthly** and Telugu as quarterly for for **Glossy - 100 GSM** inner text pages and **130 GSM for cover page** with **32** pages

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

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

| # | Item | Total Cost in INR (Incl. GST) |
|---|--|-------------------------------|
| a | First 1000 copies | |
| b | Second 1000 copies | |
| c | Third 500 copies | |
| d | Printing of Mysore kraft paper cover for single magazine | |
| e | Printing of 30 micron plastic cover for single magazine | |
| f | Packing + Stamping and Forwarding / Despacth Charges | |
| g | Any other incidental expenses | |

Formula : a+b+c+d+e+f+g

Lot 4: Printing of Spice India Magazines in **English, Malayalam, Tamil, Kannada, Hindi as monthly** and Telugu as quarterly for matte - **100 GSM** inner text pages and **130 GSM for cover page** with **32** pages

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

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

| # | Item | Total Cost in INR (Incl. GST) |
|---|--------------------|-------------------------------|
| a | First 1000 copies | |
| b | Second 1000 copies | |
| c | Third 500 copies | |

| | | |
|---|---|--|
| d | Printing of Mysore Kraft paper cover for single magazine | |
| e | Printing of 30 micron plastic cover for single magazine | |
| f | Packing + Stamping and Forwarding / Despatch Charges | |
| g | Any other incidental expenses | |

Formula : a+b+c+d+e+f+g

LOT 5: Composing Charges per page for each language with layout and design with the given photos and illustrations Etc. – English

| # | Item | Total Cost in INR (Incl. GST) |
|---|--------------------------|-------------------------------|
| a | Composing Charges | |

LOT 6: Composing Charges per page for each language with layout and design with the given photos and illustrations Etc.. – Malayalam

| # | Item | Total Cost in INR (Incl. GST) |
|---|--------------------------|-------------------------------|
| a | Composing Charges | |

LOT 7: Composing Charges per page for each language with layout and design with the given photos and illustrations – Hindi

| # | Item | Total Cost in INR (Incl. GST) |
|---|--------------------------|-------------------------------|
| a | Composing Charges | |

LOT 8: Composing Charges per page for each language with layout and design with the given photos and illustrations – Tamil

| # | Item | Total Cost in INR (Incl. GST) |
|---|--------------------------|-------------------------------|
| a | Composing Charges | |

LOT 9: Composing Charges per page for each language with layout and design with the given photos and illustrations – Kannada

| # | Item | Total Cost in INR (Incl. GST) |
|---|--------------------------|-------------------------------|
| a | Composing Charges | |

LOT 10: Composing Charges per page for each language with lay out and design with the given photos and illustrations – Telugu

| # | Item | Total Cost in INR (Incl. GST) |
|---|--------------------------|-------------------------------|
| a | Composing Charges | |

Lot 11 : Printing of **Demy one eighth booklets** for **Glossy - 90 GSM art paper** for inner text paper and **100 GSM art paper for cover page with 8 pages**

Full Page : 16cm (H) x 11cm (W)

Bleed : 21 cm (H) x 14cm (W)

| # | Item | Total Cost in INR (Incl. GST) |
|---|------------------------------|-------------------------------|
| a | First 1000 copies | |
| b | Second 1000 copies | |
| c | Third 500 copies | |
| d | Any other incidental expense | |

Formula : a+b+c+d

Lot 12 : Printing of Demy one eighth booklets for Glossy - 100 GSM inner text pages and 130 GSM for cover page with 8 pages

Full Page : 16cm (H) x 11cm (W)

Bleed : 21 cm (H) x 14cm (W)

| # | Item | Total Cost in INR (Incl. GST) |
|---|------------------------------|-------------------------------|
| a | First 1000 copies | |
| b | Second 1000 copies | |
| c | Third 500 copies | |
| d | Any other incidental expense | |

Formula : a+b+c+d

Lot 13: Printing of Demy one eighth booklets for Matte - 100 GSM inner text pages and 130 GSM for cover page with 8 pages

Full Page : 16cm (H) x 11cm (W)

Bleed : 21 cm (H) x 14cm (W)

| # | Item | Total Cost in INR (Incl. GST) |
|---|------------------------------|-------------------------------|
| a | First 1000 copies | |
| b | Second 1000 copies | |
| c | Third 500 copies | |
| d | Any other incidental expense | |

Formula : a+b+c+d

Lot

Lot 14 : Printing of Brochures and Pamphlets A4 size with 4 pages for Glossy - A4 size 220 GSM art card

| # | Item | Total Cost in INR (Incl. GST) |
|---|-------------------|-------------------------------|
| a | First 1000 copies | |
| b | Second 500 copies | |

| | | |
|---|-------------------|--|
| c | Thirid 500 copies | |
|---|-------------------|--|

Formula : a

Lot 15 : Printing of Brochures and Pamphlets A4 size with 4 pages for Matte - A4 size 220 GSM art card

| # | Item | Total Cost in INR (Incl. GST) |
|---|-------------------|-------------------------------|
| a | First 1000 copies | |
| b | Second 500 copies | |
| c | Thirid 500 copies | |

Formula : a

Lot 16 : Printing of Annual Report (With Two language Hindi & English) & Eight page Multi color photo page (Pages around: 64 For English For Hindi : 64 with Perfect Binding, Total = Around 136) for Glossy - A4 size 220 GSM art card with **UV lamination**

Full Page : 21.5cm (H) x 15.5cm (W), Bleed : 27.5 cm (H) x 19cm (W)

| # | Item | Total Cost in INR (Incl. GST) |
|---|-------------------|-------------------------------|
| a | First 1000 copies | |

Formula : a

Lot 17 : Printing of Annual Report (With Two language Hindi & English) & Eight page Multi color photo page (Pages around: 64 For English For Hindi : 64 with Perfect Binding, Total = Around 136) for Matte - A4 size 220 GSM art card with **UV lamination**

Full Page : 21.5cm (H) x 15.5cm (W), Bleed : 27.5 cm (H) x 19cm (W)

| # | Item | Total Cost in INR (Incl. GST) |
|---|-------------------|-------------------------------|
| a | First 1000 copies | |

Formula : a

Lot 18 : Printing of Certificates for Glossy - 300 GSM Art Card

| # | Item | Total Cost in INR (Incl. GST) |
|---|-------------------|-------------------------------|
| a | First 1000 copies | |
| b | Second 500 copies | |
| c | Third 500 copies | |

Lot 19 : Printing of A5 Posters for Glossy

| # | Item | Total Cost in INR (Incl. GST) |
|---|-------------------|-------------------------------|
| a | First 50 copies | |
| b | Second 100 copies | |
| c | Third 1000 copies | |

Formula : a

Lot 20 : Printing of Visiting Cards 8.75 cms x 5.5 cms (300 GSM - Glossy)

| # | Item | Total Cost in INR (Incl. GST) |
|---|-------------------|-------------------------------|
| a | First 300 copies | |
| b | Second 300 copies | |
| c | Third 1000 copies | |

Formula : a

7. CLARIFICATIONS

For any queries / details required, the bidders/ vendors may contact Assistant Director (Marketing) / Editor , Spices Board

8. IMPORTANT INSTRUCTIONS

This is an e-procurement event of Spices Board, Ernakulam 682025. The e-procurement service provider is MSTC Ltd., 225C, A. J. C. Bose Road, Kolkata 700 020. You are requested to read the terms & conditions of this tender before submitting your on line tender. Vendors who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid. Please refer to **Annexure - 1** for more details.

9. SCHEDULE OF TENDER

| | | |
|----------|--|--|
| 1 | Mode of Tender | e-Procurement System (Online Part 1- Techno - Commercial Bid and Part-II- Price Bid through https://www.mstcecommerce.com/eprochome/spicebof MSTC Ltd.) |
| 2 | Transaction Fee Note: Please note that vendors will have the access to on line e-tender only after remitting the transaction fee in favour of MSTC Limited, Kolkata. | Rs. 10,620/- (Including @ 18% GST) Payment of Transaction fee in favour of MSTC LIMITED. (Refer clause 4, Annexure 1) (Transaction fee and related bank charges are to be paid by bidder) |
| 3 | Start Bid date and Time | 29-05-2019, 5:00 PM. |
| 4 | Bid Closing Date and Time | 26-06-2019, 2:00 PM |
| 5 | Submission of Printed magazines/ brochures/ pamphlets/ visiting cards in original to be handed over to the Editor | 25-06-2019, 2:00 PM |

| | | |
|---|---|------------------------------|
| 6 | Date & time of opening of Part-I (i.e. Techno - Commercial Bid) | 27-06-2019, 10:00 AM. |
| 7 | Date & time of opening of Part-II (i.e. Financial Bid) | 27-06-2019, 2:00 PM |

10. EMD

1. Earnest Money Deposit (Bid Security), Rs.50,000 (rupees Fifty Thousand Only) Bids received without EMD shall be summarily rejected without technical evaluation. The EMD may be submitted in the form of Demand Draft (with 6 months validity). The EMD should be uploaded along with Technical bid and the original should reach at SB, HO before the final date of submission.

EMD is not required to be submitted by those Bidders who are registered with the Government e Marketplace (GeM), National Small Industries Corporation (NSIC) for similar type of services. Valid documentary evidence in this regard should be attached in the technical bid.

2. The EMD will be forfeited if the bidder withdraws or amends or impairs or derogates from the tender in any respect within the validity period of their tender.
3. The EMD of unsuccessful bidders will be returned without interest after finalization of the contract with the successful bidder.
4. The EMD of the successful bidder will be returned upon the receipt of Performance Security Deposit.

11. PAYMENT TERMS

Payment will be made to the printer on submission of bills in original after the completion of the printing work at the right time along with the satisfactory report by the Editor. Bill may be submitted along with GST number, TIN number, and Bank details such as current / saving account, Account Number, IFSC Code, Branch and Bank Name for RTGS payment. **All payment will be made through RTGS only.** No advance payment

would be made at any cost. TDS and other taxes, if applicable would be deducted from the bills of the agency as per laws in force.

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

For the Printing of Spice India Magazines, the payment will be for the actual printing and the calculation for the same will be **[Printing cost for the copies / 32 X (No of papers in the magazine)] + [Packing and Stamping and Forwarding or Dispatch Charges + other incidental expenses]**

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

For the Printing of Demy one eighth booklets, the payment will be for the actual printing and the calculation for the same will be **[Printing cost for the copies / 8 X (No of pages of Demy one eighth booklets)]**

** No of pages vary from 8,16,24,32,40,48,56,64.*

For the Printing of Brochures and Pamphlets, the payment will be for the actual printing and the calculation for the same is as follows.

[Printing cost for the copies / 4 X (No of pages of Brochures and Pamphlets)]

** No of pages vary from 4,8,12,16*

12. OTHER TERMS AND CONDITIONS

The VENDOR should have at least **Five years' experience in handling similar assignments preferably with Govt./ PSUs and own printing press.**

The Printing press or company will be responsible for printing jobs and other allied work as per the directions of Spices Board. The selected / empanelled press/ company should have adequate facilities for of the printing to despatching the printed materials, if so required.

The detailed terms & conditions for empanelment and execution of printing jobs of Spices Board has been elaborated in the Expression of Interest. The printing and supply of items be exactly as per the specifications mentioned in **lot No.:1-26**. In case, if any, other work arise in future, which is not mentioned in **lot No.:1-26**, the rate for the same will be obtained from the selected / empaneled agency (s) and the lowest rate will be accepted by all and will be valid during the rate contract period.

Spices Board reserves right to take final decision regarding, or to modify or scrap the process, accept or reject the request of any printing press or company for empanelment, and to keep or remove any agency on the panel approved for designing and printing jobs etc. and to assign any job to any company from the panel or otherwise without assigning any reason(s).

Documents which are not complete in all respects are liable to be rejected. Spices Board shall not be responsible for any postal or other delay & those bids received after the prescribed time are liable to be rejected.

Not more than one bid shall be submitted by one bidder having business relationship.

Interested tenderer are advised to visit **Spices Board website and CPPP website** at least three days prior to closing date of submission of tender for any corrigendum / addendum / amendment. The tender is non-transferable.

FIRM'S REGISTRATION: Bidder must have valid PAN, Service Tax, GST No., Other Registration so as to ensure that it meets all statutory tax obligations and there would be no evasion / loss of tax to the govt. (Attach photocopies as proof in support). **Must be registered with ADM, Ernakulam**

The person signing on the document should be an authorized person to submit EoI on behalf of the printing press/ company, in case other than the CEO, Owner (s) / Director(s) / Managing Director (s). The details should not be quoted in ambiguous form. Figures in Indian Rupees in numerical as well as in words are required to be mentioned.

In case no mention is made towards Taxes, Custom Duty, if any, Excise/ GST etc. the price quoted shall be considered as inclusive of all applicable statutory taxes and no consideration thereafter under any circumstances shall be entertained.

The Expression of Interest (EoI) will be opened on **27-06-2019, 10:00 AM**. Interested bidders or its authorized representatives shall also participate in the bid opening process. No representative of the bidder will be allowed to be present at the venue of the bid opening unless he/she has authorization letter from the bidder firm.

13. EVALUATION CRITERIA

1. The Bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in the EoI comprising the evaluation of the applications for empanelment shall be carried out by the committee constituted for the purpose by the Board. The Expression of Interest (EoI) of those will be opened who fully meet the following eligibility criteria / qualifying requirements:

a) The bidding company/ printing press should be an Indian and of Indian origin having existence of minimum five years as on date of EoI.

b) The Bidder must have in its name as prime contractor experience of having successfully completed similar nature of works during last 10 years.

c) Average Financial Turnover during the last three years (i.e. 2016-17, 2017- 18 & 2018-19), ending 31 st March of the previous financial year should be 50,000,00(One crore and above)

d) Bidder should have valid Registration No. of GST.

e) Earnest Money Deposit (E M D) of Rs. 50,000/- (Rupees Fifty Thousand Rupees Only) with EoI is to be submitted in favour of "The **Secretary, Spices Board, Ernakulam**", payable at Ernakulam. Bidder should write their name and address in the back of Demand Draft submitted along with the tender document.

f) The bidder has to provide an undertaking indicating that their printing press or company have not been banned / blacklisted by any Central Govt. / Ministries & Departments during the last 10 years period (signed and stamped copy of undertaking in their letterhead may be furnished) and neither any investigation pending against the firm.

g) The Bidders Head Quarters and printing Press Unit stationed at Ernakulam, Kerala are only eligible to apply. The bidder shall submit all necessary documentary evidence to establish that Bidders meets the qualifications and requirements as detailed above.

2. Eligibility of tenderer will be based on quality of printing, clear Rates Quoted. No error, overwriting / correction shall be permissible unless attested under the signature of the bidder with date and seal.
3. The Authority may reject all bids if they are found to be unresponsive or unsuitable either because they represent deficiencies in complying with the enquiry or they involve substantively higher cost.
4. In case two or three bidders' quote equal price or quote lower rates for maximum individual items, the Acceptance Report containing lowest rates of maximum items quoted by the vendors will be prepared and acceptable to the vendors/agencies selected for the purpose. However, the decision of Spices Board organization will be final and binding on the bidders.
5. Validity of Expression of **Interest** (EoI): EoI shall be valid for acceptance for a period not less than 120 days after tender opening date.
6. Bidders must submit Printed magazines/ brochures/ pamphlets/ visiting cards in original to Editor, Spices Board Kochi on or before **26-06-2018, 2:00 PM in sealed cover with a covering letter**

14. GENERAL TERMS & CONDITIONS

1. All rates and amount shall be written both in figures and words without any cutting / over-writing and shall be indicated in Indian rupees only.
2. The rates quoted, should clearly specify all the service charges and taxes applicable separately. In case, this information is not indicated in the quotation, it would be presumed that the rates quoted are inclusive of GST. The applicable GST charges should be shown separately in the Price Schedule.
3. Expression of Interest (EoI), **not accompanied by the EMD is liable to be rejected by the Spices Board as non-responsive**. The bidder shall write the printing press/ company name on the back side of the EMD.
4. The EMD of the unsuccessful bidder shall be returned after the acceptance of the Empanelment Letter by the successful bidder.
5. The EMD may be forfeited if a bidder withdraws its bid during the period of bid validity specified by the bidder on the bid form. In the case of a successful bidder, if the bidder fails to accept letter of award/acceptance rates further, no interest or any other cost will be payable by Spices Board on the EMD.
6. The successful bidder(s) shall have to submit Performance Security of an amount of Rs.50,000/- which shall be returned after successful completion of contract period. No interest or any other cost will be payable by the Spices Board on security deposit.
7. The EMD/bid security is required to protect the owner against the risk of bidder's conduct which would warrant the security forfeiture.
8. All the pages of bid being submitted must be signed by the bidder as a token of acceptance of all the terms & conditions of this tender.
9. The Spices Board reserves the right to award the contract of empanelment of rate contract to one or more parties, however, sub-letting of contract is not allowed, after award of work. If any such matter comes to Spices Board's notice, the contract will be canceled and EMD / Performance Security will be forfeited.
10. No bid may be withdrawn in the interval between the deadline for submission of Bids and expiration of the period of bid validity. Withdrawal of a bid during interval shall result in the forfeiture of EMD of the Bidder.
11. Spices Board can withdraw/terminate the contract at any time in case the services are not found satisfactory and or without assigning any reason.
12. Any dispute(s) or difference(s) arising out of or in connection with the Contract shall, to the extent possible, be settled amicably between the parties. Decision of Competent Authority, Spices Board shall

be final & binding on both the parties in respect of all matters of dispute arising out of this tender. If any dispute or difference of any kind whatsoever may arise between the Spices Board and the empaneled agency/firm, arising out of the contract for the performance of the work whether during the progress of the work or after its completion or whether before or after the termination, abandonment or breach of the contract, it shall in the first place, be referred to and settled by the Head, who within a period of thirty (30) days after being requested by either party to do so, shall give written notice of his decision to the agency/firm.

13. Printers/ suppliers/ publishers should enclose selected printed matter(s) / magazines or similar work of the organization for having an idea of quality of the work done by them.

14. In the event of rejection of item(s) supplied, the contractor would be intimated the details of such rejected item(s) as well as the reasons for the rejection and that the item(s) would be lying at Spices Board premises at the risk and the cost of the contractor.

15. Arbitration: In case of any dispute between the agency and Spices Board arising out of or in relation to the contract, which could not be resolved due to any reason, the dispute shall, be referred to a sole Arbitrator to be appointed by Competent Authority and the decision of such Arbitrator shall be conclusive and binding on both the parties. The Arbitration shall be governed by the provisions of the Indian Arbitration Act 1940 and subsequent amendments therein. The Courts of Ernakulam will have jurisdiction over all legal disputes under this contract. All matters connected with this work shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Ernakulam.

Annexure 1

1 Process of E-tender

A). **Registration:** The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of techno-commercial Bid as well as Price Bid over the internet will be done. **The Vendor should possess Class III signing type digital certificate.** Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC/Spices Board is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT

http://www.mstcecommerce.com/eprochome/spiceb/buyer_login.jsp

a.i.1.a.i.1.a.i. Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU/Govt depts. → Spices Board → Register as Vendor Filling up details and creating own user id and password → Submit.

a.i.1.a.i.1.a.ii. Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact MSTC/Spices Board, (before the scheduled time of the e-tender).

Contact person (MSTC):

1. **Arnab Sarkar – Mob- 9986036012 asarkar@mstcindia.co.in**

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| | <p>2 Mr. Ravindranath Mob-7676456095 ravindranathkb@mstcindia.co.in</p> <p>B) System Requirement:</p> <p>Windows 98 /XP-SP3 & above/Windows 7 Operating System</p> <p style="padding-left: 40px;">a.i.1.a.i.1.a.i. IE-7 and above Internet browser.</p> <p style="padding-left: 40px;">a.i.1.a.i.1.a.ii. Signing type digital signature (Class-3)</p> <p style="padding-left: 40px;">a.i.1.a.i.1.a.iii. JRE 8 update 171 and above software to be downloaded and installed in the system. To enable ALL active X controls and disable _use pop up blocker‘ under Tools→Internet Options→ custom level</p> |
| 2 | <p>(A) Part I techno-commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.</p> <p>(B) Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by Spices Board. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid email confirmed by them.</p> <p>Note:</p> <p>The tenderers are advised to offer their best possible rates. There would generally be no negotiations hence please submit your most competitive prices while submitting the price bid. However in case the lowest rate appears to be reasonable taking into account the prevailing market conditions, the order may be awarded to the lowest bidder and if the rate is still considered high, action as per prevailing instruction/guideline shall be taken.</p> |
| 3 | <p>All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity</p> |
| 4 | <p>Special Note towards Transaction fee The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have</p> |

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| | <p>to select the particular tender from the event drop down box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.</p> <p><u>Transaction fee is non-refundable.</u></p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p>NOTE : The bidders should submit the transaction fee well in advance before the last date of submission of tender as they will be activated for bid submission only after receipt of transaction fee by MSTC.</p> <p>Contact Details: Fax No. : 033- 22831002</p> <p>Email ids: rpradhan@mstcindia.co.in</p> <p>Bidders may please note that the transaction fee should be deposited by debiting the account of the bidder only; transaction fee deposited from or by debiting any other party's account will not be accepted. Transaction fee is non-refundable.</p> <p>In case of failure to make payment towards Transaction fee for any reason, the vendor, in term, will not have the access to online e-tender.</p> |
| 5 | <p>Vendors are instructed to use <i>Upload Documents</i> link in My menu to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 4 MB.</p> <p>Once documents are uploaded in the library, vendors need to attach documents through <i>Attach Document</i> link against the particular tender. For further assistance please follow instructions of vendor guide.</p> |
| 6 | <p>All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by Spices Board as well as by MSTC (e-procurement service provider). Hence the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of vendor with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).</p> |
| 7 | <p style="text-align: right;">a.i.1.a.i.1.a.i. Please note that there</p> |

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| | <p>is no provision to take out the list of parties downloading the tender document from the web site mentioned in NIT. As such, bidders are requested to see the web site once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigenda, if any, will be that of the downloading parties.</p> <p>a.i.1.a.i.1.a.ii. No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from web site. Please see website http://www.mstcecommerce.com/eprochome/spiceb of MSTC Ltd.</p> |
| 8 | E-tender cannot be accessed after the due date and time mentioned in NIT. |
| 9 | <p>Bidding in e-tender & Reverse auction:</p> <p>a) Bidder(s) need to submit necessary EMD, Tender fees (If ANY) and Transaction fees to be eligible to bid online in the e-tender. Tender fees and Transaction fees are non refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by Spices Board. EMD should be sent in physical to Spices Board Kochi before</p> |

the last date of submission of bid.

b) The process involves Electronic Bidding for submission of techno-commercial Bid as well as Price Bid.

c) The bidder(s) who have submitted the above fees can only submit their techno-commercial Bids and Price Bid through internet in MSTC website
www.mstcecommerce.com→ e-procurement →PSU/Govt Depts→Spices board Login
→My menu→ Auction Floor Manager→ live event →Selection of the live event→

d) The bidder should allow to run an application namely enApple by accepting the risk and clicking on run. This exercise has to be done twice immediately after clicking on the Techno-Commercial bid. If this application is not run then the bidder will not be able to save/submit his bid.

e) After filling the Techno - Commercial Bid, bidder should click “save” for recording their Techno - Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then bidder should click on “save” to record their price bid. Then once both the Techno - Commercial bid & price bid has been saved, the bidder can click on the “Submit” button to register their bid

f) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.

g) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.

h) The e-tender floor shall remain open from the pre - announced date & time and for as much duration as mentioned above.

i) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful tenderer shall be called hereafter **SUPPLIER**.

j) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.

k) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.

l) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.

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| | m) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document. |
| 10 | Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein. |
| 11 | No deviation to the technical and commercial terms & conditions are allowed. |
| 12 | After submitting on line bid, the bidder cannot access the tender, once it has been submitted with digital signature |
| 13 | Spices Board, Ernakulam 682025 has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof. |
| 14 | The on line tender should be submitted strictly as per the terms and conditions and procedures laid down in the website http://www.mstcecommerce.com/eprochome/spiceb of MSTC Ltd. |
| 15 | The bidders must upload and attach all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered. |
| 16 | The bid will be evaluated based on the filled-in technical & commercial formats. |
| 17 | The documents uploaded and attached by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders. |
| 18 | Vendors can refer to the pdf document in the below link for MSTC's e-Procurement Portal Guidelines http://www.mstcecommerce.com/eprochome/UserManualVendor.pdf |