



WORLD SPICE CONGRESS

Organised by:

SPICES BOARD INDIA

Ministry of Commerce & Industry, Government of India



No.WSC:19/2023

30th Dec, 2022

Invitation of Quotation for supply of writing pad and Pen for World Spice Congress (WSC) scheduled at CIDCO Exhibition & Convention Centre at Navi Mumbai

Spices Board under Ministry of Commerce & Industry, Govt of India, in association with the partner agencies, is organizing the 14th Edition of World Spice Congress (WSC-2023), the largest Global Spice Event at the CIDCO Convention Centre, Sector 30-A, Vashi, Navi Mumbai, Maharashtra – 400 703 during 16-18th February 2023.

In this connection, competitive quotations are invited from reputed manufactures/marketing firms involved in manufacturing/marketing of writing pad and pen for supply of customised writing pad and pen for the World Spice Congress 2023. The details of the requirement are given below:

Writing Pad

Size	:	A5 with 80 pages
Front Cover	:	300 gsm art paper with multi-colour printing in front and inner side
Back Cover	:	300 gsm art paper with multi-colour printing in front and inner side
Pages	:	Plain map litho 100 gsm 40 sheets (80 pages)
Binding Type	:	Perfect Binding (Firm Binding)
Delivery	:	Spices Board, MIDC, Vashi, Navi Mumbai
Estimated Quantity	:	1000 Nos

Pen

Ball / Gel Pen with Grip and metal finishing ring-Colour-Blue/Black –to be printed **‘World Spice Congress 2023’**

Delivery	:	Spices Board, MIDC, Vashi, Navi Mumbai
Estimated Quantity	:	1000 Nos

The approved design of the writing pad is attached as **Annex-I** and the final version of the design in the CDR format will be provided to the selected firm 7 days prior to the supply of the item. Those who are interested to participate in the quotation process for supply the writing pad and pen as per the specification given above may submit their lowest quotation in the prescribed format given in **Annex-II** so as to reach in the following address on or before **12.01.2023**

**The Organizing Secretary,
World Spice Congress,
Spices Board, Palarivattom P.O
Kochi-682 030, Kerala**

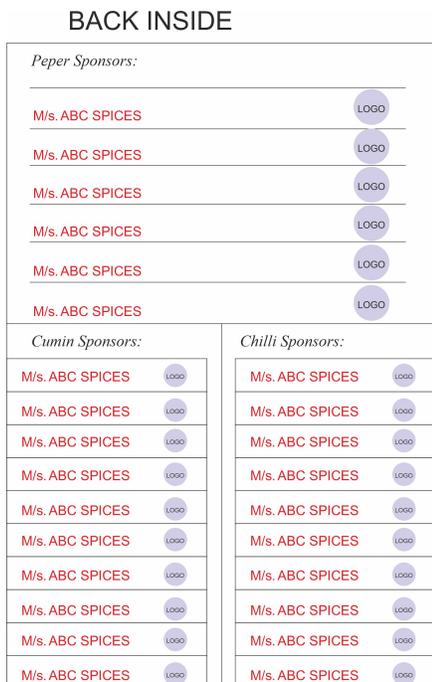
Terms and Conditions

1. Quotation should be submitted in sealed cover superscribing as “Quotation for Supply of Writing Pad & Pen for WSC 2023”
2. Quotation can be submitted either for individual item or for both
3. Writing pad has to be supplied as per the approved design and the Pen has to be supplied with printing logo/name of the conference
4. Those who are submitting quotation for Pen, the samples of the pen/s quoted has to be submitted along with the quotation
5. The last date for submission of the Quotation is on **12.01.2023** and the same will be opened on 13.01.2023 at 11.00 AM at Spices Board Kochi in the presence of the bidders available if any
6. Any quotation received after the due date shall be rejected.
7. The rates quoted should be inclusive of GST, transit Insurance, Freight, Packing and Forwarding Charges, local transportation and unloading charge if any at the venue.
8. All-inclusive rates may be quoted for each book, and Pen in the prescribed form **(Annex-II)**
9. The maximum period required for delivery of the item from the date of purchase order should be mentioned in the quotation.
10. The maximum time allowed for the supply of pen as per specification is 15 days from the date of confirmed purchase order

11. In the case writing pad, the final design for printing will be provided to the selected bidder by 05.02.2023 and the writing pad has to be delivered at Mumbai on 11.02.2023
12. Those who are willing to supply the item within date specified need only to submit the quotation
13. Registration in GST and PAN and Bank Account in the name of the firm are mandatory for submitting the Quotation
14. Copies of PAN & GST has to be submitted along with Quotation.
15. Any quotation received after the Due Date shall not be entertained and rejected.
16. No representation for enhancement of price ones accepted will be considered during the currency of the contract.
17. No Advance will be provided for the Supply of the writing pads and Pen and the payment will be released only through Bank Account
18. 90% of the invoice amount will be released on delivery of the material at site and the remaining 10% will be released on verification of the material within 5 days from the date of release of the first payment subject to the deduction of applicable statutory recoveries, if any.
19. The Chairman, WSC 2023 reserves the right to reject all or any of the quotations without assigning any reason thereof.
20. The decision of The Chairman, WSC 2023 will be final with regards to this quotation.
21. **For any queries Contact Mr. P.P Kanel, Consultant, Spices Board, MIDC, Vashi, Ph:9946011399 and Mr. K Jagannathan, Spices Board, Kochi, Ph 9447183570.**



**Organizing Secretary,
World Spice Congress 2023**



(Last date for submission at 5.00 PM on 12.01.2023)**To**

The Organising Secretary
 World Spice Congress
 Spices Board, Kochi-682 025

Sl No	Description	
1	Name of the Applicant	
2	Registered Address/Business Address with Mobile & Contact No	
3	Name, Mobile No and Email of the contact person	
4	PAN No (Attach Self attested Copy)	
5	GST No (Attach Self attested Copy)	
6	Whether the Applicant is an income tax assesses with valid PAN number and having filed its Income tax return	Yes / No
7	Details of Bank Account	
8	Whether the Applicant have been black listed by any agency.	Yes / No
9	Whether submitting Quotation for both writing Pad and Pen	Only for Pen Only for Writing Pad Both Pen & Writing Pad

Signature of the Bidder

Name & Designation of the Signatory

Place:

Date:

(SEAL)

Sl No	Description	Cost for one unit (Rs)	GST (Rs)	Cost for one unit including GST (Rs)	Total cost for 1000 units including GST (Rs)	Maximum days required for Supply from date of purchase order
(1)	(2)	(3)	(4)	(5) (3 + 4)	(6) (5 * 1000)	(7)
1	Printing & Supply of Writing Pad as per the approved design and specification (Annex-I) (Including all cost for delivery at Spices Board, Vashi, Mumbai)					
2	Supply of Ball Pen as per the specification with printing of Logo/Name of the meeting (Including all cost for delivery at Spices Board, Vashi, Mumbai) Sample to be provided along with Quotation					
	Supply of Gel Pen as per the specification with printing of Logo/Name of the meeting (Including all cost for delivery at Spices Board, Vashi, Mumbai) Sample to be provided along with Quotation					
	Total					

Signature of the Bidder

Name & Designation of the Signatory

Place:

Date:

(SEAL)