

Tender for Selection of Sampling Agency  
preshipment sampling of spices and spice products consignment &  
supervision of container stuffing

TENDER No. ADM-MISC/0008/2023 dated 13<sup>th</sup> March 2025

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

## **1. Introduction:**

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

## **2. TENDER :**

Tender is invited from reputed sampling agencies with ISO 9001:2015 certification and preferably having their own Food Testing Laboratories accredited by ISO/IEC 17025:2017. The agency has to undertake Pre-shipment sampling and Container stuffing supervision of export consignments of spices, in **Region A**(Kerala, Tamilnadu, Pondicherry & Karnataka), **B** (Maharashtra, Madhya Pradesh and Goa, Andhra Pradesh and Telangana, West Bengal, Orissa and North East Bihar, Jharkhand, Chhattisgarh) & **C** (Gujarat, Rajasthan, Delhi, Haryana, Uttarakhand, Himachal Pradesh, Punjab, Uttar Pradesh, Jammu & Kashmir) as per the sampling procedure and terms & conditions given in this Custom Bid notice.

## **3. Scope of the Tender:**

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

- 3.1.1** Exporters will submit the sampling/stuffing intimation through the online Export Support System (ESS) of the Spices Board (<https://www.indianspices.org.in/ESS/>), to the nearest office of the Board from the port of shipment, with the details of products to be exported. Sample Receipt Desk (SRD) of the office will process the intimations received from exporters and allot the work through ESS to the respective sampling agency/ agencies in the region selected through this tender. Each intimation can contain multiple items.

- 3.1.2** Presently Chilli and its allied products, Curry Powder, Masalas, Curry Paste etc., Turmeric, Turmeric Powder, Nutmeg & Nutmeg products, Mace, Ginger, Curry Leaves, Small & Large Cardamom, Black Pepper, Fenugreek, Cumin and other spices & spice products as per Schedule of the Spices Board Act. To ensure compliance with international food safety and quality standards, Spices Board undertakes mandatory testing of chemical parameters such as Aflatoxin, Sudan I-IV dyes, pesticide residues, Ethylene Oxide, and physical parameters such as other seeds/extraneous matters and so on. In the Microbiology stream, the mandatory sampling and testing for Salmonella in the consignment of chilli & chilli products, cumin whole/ground and all mixed forms of spices inclusive of curry paste exported to USA is included. Based on the requirement of importing countries requirement, the mandatory requirement may change from time to time.
- 3.1.3** On receipt of the online intimation from the exporters, the Board will assign the sampling/stuffing work to the authorised agencies selected through this tender, through ESS to carry out sampling/stuffing work. An intimation can contain multiple items with different lot numbers.
- 3.1.4** The sampling work has to be carried out by the surveyor/s as per the following methods:
- α) EU Sampling Regulation EC No.401/2006 of 23<sup>rd</sup> February 2006 for the official control of the levels of mycotoxins in food stuffs & Commission Directive 2002/63/EC for pesticide residues, for consignments to European Union & U.K.
  - β) USFDA BAM Chapter 1 for consignments to USA for salmonella analysis
  - χ) ISO 948:1980 to consignments to all other countries.
- 3.1.5** Based on the online intimation, the assigned work has to be accepted and should be undertaken by the surveyors at the specified place, date and time by physically drawing the samples as per the sampling norms as specified in Point 3.1.4 in this Bid which are followed by the Spices Board. Before proceeding into the assigned work for sampling or the container stuffing, the authorised surveyor has to confirm the sampling/stuffing place & time with exporters to avoid any unproductive visit. The agency cannot claim for unproductive visits.
- 3.1.6** The sampling agency has to provide the surveyors with the tools required for sampling such as scoop, small balance, knife, polythene sheets, paper tags/self adhesive label, sterile containers/bags, thread, tapes, anti-tamper seal, smart phone, etc and personal protective equipments such as gloves, safety shoes, goggles, mask, head cover etc. It is compulsory for all sampling personnel to wear ID cards issued by their respective sampling agencies when they are on duty.
- 3.1.7** Before sampling, the surveyor has to check the consignment details in the label such as product name, lot number, batch number, no. of packages, net quantity etc based on the intimation and confirm. If any changes are

observed in the said details, the matter shall be informed to the concerned SRD/Regional office immediately and get the approval of concerned Regional Officer for drawing samples.

**3.1.8** Bio-degradable packing materials should be used for collecting samples instead of plastic. Care should be taken to send the sample intact and aseptically. Sample as drawn in sealed printed cover of the sampling agency along with the sampling report should be handed over to the designated Sample Receipt Desk (SRD)/ Quality Control Laboratory as specified by the Spices Board. The details of samples to be handed over may be seen in on the same day or preferably by 10 am on the next working day of sampling.

**3.1.9** The samples for Salmonella analysis shall be packed in sterilized sample bags aseptically and sealed before putting it in the printed cover of the surveyor. Aluminum foil cover or any other packing material as suggested by the Board shall be used for the samples drawn for ETO test to protect from cross contamination. Each set of samples (Product wise) should be packed further in a Food Grade Polythene cover. All the ETO samples should be transported in a separate bag.

**3.1.10** After sampling, the surveyor has to stack and seal the Lots sampled from the export consignment using threads/tapes and tags. The bags opened for sampling shall be labelled as 'Sampled Bags'. The photograph showing the stack sealing of the lot should be submitted to the designated Sample Receipt Desk (SRD) /concerned Regional Office by using suitable platform. The agency has to ensure that the stack and seal should be intact while stuffing the export consignment.

**3.1.11** In the case of export of Chilly Whole to selected countries specified by the Board, the sample has to be drawn from the consignments transported trucks/containers in Cross Border areas and the details have to be updated in ESS for issuance of Sample Drawn Certificate by Spices Board Authorities. In some cases, samples can be drawn simultaneously while loading into the container / railway wagon / trucks as the case may be, with the "Sample Drawn Certificate" issued by the Spices Board. No separate container stuffing supervision is required in this case as the sample is drawn while the consignment is loaded into the container / trucks. Similarly, in the case of consignments of Cumin Seed Whole to all countries except EU, UK, USA, Japan & China, Singapore & Hong Kong container stuffing is allowed by providing the Sample Drawn Certificate.

**3.1.12** Approximate number of samples for two years from different regions are given in **Table : 1**.

**TABLE 1:****Region A**

SL NO.	Locations	NO.OF SAMPLES	NO. OF STUFFING	SDC
1	Kerala	60,000	12000	50
2	Tamil Nadu & Pondicherry	52,000	14000	18,000
3	Karnataka	3,990	1000	10

**Region B**

SL NO.	Locations	NO.OF SAMPLES	NO. OF STUFFING	SDC
1	Maharashtra, Madhya Pradesh and Goa	60,000	12,000	50
2	Andhra Pradesh and Telangana	24,000	4,800	50
3	West Bengal, Orissa and North East Bihar, Jharkand, Chhattisgarh,	12,000	2,400	2,000

**Region C**

SL NO.	Locations	NO.OF SAMPLES	NO. OF STUFFING	SDC
1	Gujarat	35,000	7,000	1000
2	Rajasthan	2,000	400	0
3	Delhi	6,000	1200	0
4	Haryana	400	80	0
5	Uttarakhand	300	60	0
6	Himachal Pradesh	300	60	0
7	Punjab	400	80	0
8	Uttar Pradesh	400	80	0
9	Jammu & Kashmir	Anticipated	Anticipated	0

**Note :** No. of samples indicated above may vary. Estimated number of samples indicated is being declared solely for the purpose of guidance. 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 process.*

- 3.1.13** It is the responsibility of the agency to update the details of sampling & container stuffing in the ESS then and there.
- 3.1.14** On receipt of analytical report from the lab, the Sample Receipt Desk will upload the interim report of the analysis (cleared or not cleared) in ESS. Based on the cleared analytical report, exporter will be able to submit an intimation for container stuffing through ESS. Accordingly, the Board will assign the Stuffing intimation to the agency through online, which shall be accepted by the designated agency.
- 3.1.15** The Surveyor shall visit the premises where the sampling was undertaken on the scheduled date and time of container stuffing. They will remove the stack seal placed on the Lot(s) at the time of sampling, allowing the goods to be loaded into the container or truck. If any sampled Lot(s) are found to be tampered with, stuffing will not be permitted, and the concerned SRD must be notified immediately.

Before loading, the Surveyor must ensure that only products authorized for shipment, based on the cleared analytical report issued to the exporter, are loaded into the container. The Surveyor shall update the customs seal number and container number. In cases where goods are loaded onto an open truck, the truck number shall be recorded.

In the case of LCL shipments, the Surveyor shall collect the container and seal number details at a later stage and update the ESS accordingly.

- 3.1.16** The Agency shall handover the samples to the respective SRD as mentioned in the **Table 2**. In some instances, the Board will make arrangement with the courier Agencies for forwarding the samples taken by the agency to the nearest Designated Laboratory of the Board provided that the nearest laboratory/SRD or the nearest office/Depot of the sampling agency should be beyond 500Km from the Laboratory. Places where the Board has no designated courier agencies, the sampling agency concerned shall make arrangement with reputed courier firms for sending the samples to the nearest Laboratory of the Board. The expenses incurred for sending the samples through courier will be reimbursed by the Board to the sampling agency.

**3.1.17** The details of tentative sampling places and its designated SRD are mentioned in the **Table 2**.

**Table 2 :**

**Region A**

Places	Designated SRD	Timeline to handover samples
Cochin Port, Vallarpadam CFS, Kolencherry, Cochin International Airport, Kothamangalam, Aluva, Angamaly, Thrissur, Thodupuza, Kottayam, Alleppey (<100Km)	COCHIN	On the same day
Palakkad, Coimbatore, Idukki (>100KM)	COCHIN	Subsequent working day 10am
Coimbatore (>100KM)	Cochin	-do-
<100KM	CHENNAI, TUTICORIN, BANGALORE	On the same day
>100KM	CHENNAI, TUTICORIN, BANGALORE	Subsequent working day 10am

**Region B**

Places	Designated SRD	Timeline to handover samples
Mumbai, Thane, Bhiwandi, Ambernath, Vikroli, Navi Mumbai, Vashi, MIDC-Mahape, Vikroli, Panvel, Uran, Nava-Sheva, CFS	Mumbai	Same day
Pune, Sangli/Satara, Nagpur, Jalgaon, Nasik.	-do-	Same day or before 10.00am on the next day
Madhya Pradesh (Bhopal, Indore), and Goa (Panaji)	-do-	Same day or before 10.00am on the next day
Andhra Pradesh	Guntur	Same day
Telangana	Guntur/	Same day or before

	Mumbai	10.00am on the next day
<b>West Bengal</b>		
Kolkata Port	Kolkata	Same Day
Gojadanga, Hilli, Petropole, Changrabandha, Mahadipur, Naxalbari (Panitanki)	-do-	Before 10.00am on the next day
Other locations (below 100km)	All location	On the same day
Other locations (Above 100 km)	All location	Before 10.00am on the next day

### Region C

Places	Designated SRD	Timeline to handover samples
Kandla, Gandhidham, Mundra, Bhuj, Mandvi	QEL, Kandla	On the same day
Unjha, Mahesana, Deesa, Palanpur, Visnagar, Vadnagar, Patan, Kadi, Siddhpur	SRD, Unjha	On the same day
Ahmedabad, Kadi, Chhatral, Gandhinagar, Vatva, Nadiad, Naroda, Narol	SRD, Ahmedabad	On the same day
Other Gujarat	QEL, Kandla	On the next day
Jodhpur, Nagore, Pali, Balotra	SRD, Spice park, JODHPUR	On the same day
Other Rajasthan	QEL, Kandla	On the next day
Sonipat, Delhi, Panipat, Noida, Gurugram, Faridabad	SRD Narela	On the same day
Other Delhi		On the next day
Haryana		
Uttarakhand		
Himachal Pradesh		
Punjab		
Uttar Pradesh		
Jammu & Kashmir		

**3.1.18** A Lot is defined as 25 tons or less of the same spice product per exporter per destination of a particular invoice. Every additional 25 MT of the same product in the same consignment will be considered as an additional lot. In the case of Cumin Whole 29.5 Tons is considered as one Lot and for consignments send by Truck to Bangladesh, Nepal, Myanmar & Bhutan, 30 Tons will be considered as one Lot. In the case of Chilli whole to South East Asian Countries by truck, 30 tons is treated as single lot. Different spice items in the same consignment will be treated as separate Lots. Each Lot



shall be identified by a unique Lot number which will be provided by exporters in their sampling intimation.

- 3.1.19** Four sets of samples are to be drawn from each Lot, of which three sets need to be delivered at respective SRD of Spices Board and one set to be handed over to the exporter concerned. If composite samples are taken from assorted masalas, the same will be treated as one sample only. The details of samples to be drawn are explained in the **Table 3:**

**Table : 3**

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

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

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

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

- 3.2.1** Sampling charges will be paid to the sampling agencies based on the Lot as mentioned in the intimation. However, in the case of consignment to EU/UK where ETO sampling is involved, the rate may be quoted separately.
- 3.2.2** Stuffing supervision charge will be paid per container. If samples of different Lots are loaded to a single container, only one stuffing supervision charge will be paid. Also, if consignment of more than one exporter does occur in same container (LCL), only one stuffing supervision charge will be paid.
- 3.2.3** The agency shall submit a monthly consolidated statement in the appropriate format provided by Spices Board on sampling /stuffing for verification and upon confirmation from the concerned Regional Office of Spices Board, the bills shall be submitted to the concerned Regional Office of the Spices Board on a monthly basis for verification on or before 15<sup>th</sup> of succeeding month .
- 3.2.4** The Agency should ensure that GST invoice generated for the sampling, stuffing and Conveyance charges are as per the actuals, based on the consolidated statement confirmed by the Spices Board office. The invoices shall be generated on the following manner:
- (a) Sampling/Stuffing rates plus applicable GST.
  - (b) Conveyance charges plus applicable GST.
  - (c) Courier charges plus GST (where ever applicable).
- While effecting the payment, the Board will deduct the applicable TDS.
- 3.2.5** Along with the GST Bill, the Agency has to submit the details of the sampling and stuffing work undertaken for each month in the prescribed format provided by the Board.

#### 4. Eligibility Criteria

(a) Table : 4

SL No	Eligibility Criteria	Details of Supporting Documents to be submitted
1	Participating firm should have been in operation for the last three completed financial years at the time of floating the Custom Bid. Should have 3 years experience in sampling work of agricultural commodities with at least three clients which includes one Government organization.	Work Orders issued to the firm during the last three completed financial years (2023-24; 2022-23 ; 2021-22)
2	Participating firm should be a Proprietorship firm, Partnership firm or a Private limited/Limited company, registered in India. Firm must have PAN & GST number.	Partnership Deed and/or Memorandum of Understanding and Article of Association.
3	Average Annual Turnover: The Average annual turnover of the agency should be more than Rs.5.00 Crore.	Audited balance sheet profit & loss account (CA Certified) for the preceding three Financial years (2021-22 ; 2022-23, & 2023-24) to be submitted.
4	The participating firm should have ISO 9001:2015.  ISO/IEC 17025:2017 certification shall be additional qualification and given weightage	Copies of the certificates.
5	The participating firm should have at least (Region A - 7 ; Region B - 6 ; Region C- 5) operating offices in the places of the region they intend to quote and sub office with surveyors should be available in major Sampling & Stuffing areas	Copies of Ownership documents/Lease/Rental agreements of the offices.

(b) Details of Offices required Table :5

#### Region A

SL NO.	Regions	Offices/sub offices required
1	Kerala	Trivandrum, Palakkad & Kochi
2	Tamil Nadu, Pondicherry & Karnataka	Chennai, Kanchipuram, Tuticorin, Erode, Salem, Coimbatore, Bangalore

## Region B

<b>States</b>	<b>Tentative places where the sampling to be undertaken</b>	<b>Places where offices required</b>
Maharashtra, Madhya Pradesh and Goa	Mumbai, Thane, Bhiwandi, Ambernath, Vikroli, Navi Mumbai, Vashi, MIDC-Mahape, Panvel, Uran, Nava-Sheva, CFS, Pune, Sangli/Satara, Nagpur, Jalgaon, Nasik, Indore/ Pithampur(MP) Panaji (Goa)	Mumbai/Navi Mumbai, Pune, Nagpur, Nasik, Indore/Pithampur (MP), Panaji (Goa)
Andhra Pradesh And Telangana	Guntur, Hyderabad, Krishnapatnam, Vijayawada, Visakhapatnam	Guntur, Hyderabad, Visakhapatnam
West Bengal, Orissa and North East Bihar, Jharkand, Chhattisgarh,	Kolkata Port, Patna, Gojadanga, Hilli, Petropole, Changrabandha, Mahadipur, Naxalbari (Panitanki), Guwahati	Kolkata, Gojadanga Hilli, Petropole,

## Region C

<b>States</b>	<b>Tentative places where the sampling to be undertaken</b>	<b>Places where offices required</b>
Gujarat	Unjha, Ahmedabad, Rajkot, Mahuva, Surat, Kandla	Rajkot, Rajkot, Unjha, Ahmedabad
Rajasthan	Jodhpur	
Delhi	Delhi	Delhi
Haryana		
Uttarakhand		
Himachal Pradesh		
Punjab		
Uttar Pradesh		
Jammu & Kashmir		

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

**5.Other requirements:**

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

5.1.7 The rate quoted should be valid for a period of two years. The agency selected for a region has to produce Bank Guarantee, for the amount shown in **Table 6**, as security deposit valid for two years.

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

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

**TABLE: 6**

SL NO.	Regions	Bank Guarantee amount
1	Region A, B & C	5% on the total estimated contract in each region

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

**REGION A**

SL NO.	Regions	Concerned Sample Desk (SRD)	Offices/ Receipt	Contact details
1	Kerala	SRD KOCHI		Email: <a href="mailto:sampling.sb-ker@gov.in">sampling.sb-ker@gov.in</a> Tel: 0484 2333610 (Ext 327/251)
2	Tamil Nadu, Pondicherry & Karnataka	Regional Chennai	Office	Email: <a href="mailto:sbrochennai@gmail.com">sbrochennai@gmail.com</a> Tel : 044 27921342 / 27923450
		Regional Tuticorin	Office	Email: <a href="mailto:sbrotcn2012@gmail.com">sbrotcn2012@gmail.com</a> Tel : 0461-2391485
		Regional Bangalore	Office	Email: <a href="mailto:spicesboard.blr@gmail.com">spicesboard.blr@gmail.com</a> Tel : 080-26767335

**REGION B**

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

	Chhattisgarh,		
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## REGION B

SL NO.	Regions	Concerned Sample Desk (SRD)	Offices/ Receipt	Contact details
1	Gujarat	Regional Unjha	Office	Email: <a href="mailto:sdaunijha@gmail.com">sdaunijha@gmail.com</a> Tel : 02767 250141/142
		Regional Ahmedabad	Office	Email: <a href="mailto:spicesahmedabad@gmail.com">spicesahmedabad@gmail.com</a> Tel : 02717 463981
		QEL, Kandla		Email: <a href="mailto:sbkandla2015@gmail.com">sbkandla2015@gmail.com</a> Tel : 02836 226621
2	Rajasthan	Regional Jodhpur	office,	Email: <a href="mailto:spicesboardju@gmail.com">spicesboardju@gmail.com</a> Tel: 0291 2636944
3	Delhi, Haryana,	Regional Delhi	office,	Email: <a href="mailto:snewdelhi@gmail.com">snewdelhi@gmail.com</a> Tel: 011 29845040

## 6. Terms and Conditions

- 6.1.1** The contract will be valid for minimum 2 years depending on the performance and may be extended on same terms and conditions.
- 6.1.2** The infrastructure and software facilities and the manpower of the agency will be assessed by the Board, before awarding the work.
- 6.1.3** Spices Board, at its discretion will decide from time to time to engage one or more than one Sampling Agency in any place based on the requirements or to discontinue the services of any sampling agency at any time without notice.
- 6.1.4** Non-collection of the sample by the agency or delay in sampling and stuffing scheduled by the Board apart from force majeure will attract a penalty as mentioned in Point 12.0 (Penalty) of this notice.
- 6.1.5** Export Support System (ESS), an online web enabled system, is implemented for sampling & stuffing supervision and issuance of SDR/Analytical reports. In case of any system failure, off-line operation will be considered but online system will be updated subsequently.
- 6.1.6** The number of agencies required for each region is Two. The details of Minimum of number of requirements of supervisor & samplers are explained in **Table 8**

**Table : 8 :**

### Region A

SL NO.	Regions	Offices/sub offices required	Minimum No. of supervisor by each agency	Minimum No of samplers required from the agency
1	Kerala	Trivandrum & Kochi	1	8
2	Tamil Nadu, Pondicherry &	Chennai, Kanchipuram,	1	8

	Karnataka			
		Tuticorin	1	2
		Erode, Salem, Coimbatore,	1	2
		Bangalore	1	2
	<b>TOTAL</b>		<b>6</b>	<b>22</b>

**(b) Region B**

<b>SL NO.</b>	<b>Regions</b>	<b>Offices/sub offices required</b>	<b>Minimum No. of supervisor by agency</b>	<b>Minimum No of samplers required from the agency</b>
1	Maharashtra	Mumbai, Pune, Nasik, Nagpur, Indore, Panaji	2	10
2	Andhra Pradesh and Telangana	Guntur, Hyderabad,	1	6
3	West Bengal, Orissa and North East States Bihar, Jharkand, Chhattisgarh,	Kolkata, Gojadanga	1	5
	<b>TOTAL</b>		<b>4</b>	<b>20</b>

**Region C**

<b>SL NO.</b>	<b>Regions</b>	<b>Offices/sub offices required</b>	<b>Minimum No. of supervisor by each agency</b>	<b>Minimum No of samplers required from the agency</b>
1	Gujarat	Unjha	1	6
		Ahmedabad	1	2
		Rajkot	0	1
		Mahuva	0	2
		Surat	0	2
		Kandla	1	0
		Mundra		4

2	Rajasthan	Jodhpur	1	5
		Jaipur	0	2
		Bikaner	0	1
3	Delhi	Delhi	1	4
4	Haryana			1
5	Uttarakhand			1
6	Himachal Pradesh			1
7	Uttar Pradesh			1
8	Punjab			1
9	Jammu & Kashmir			1
	<b>TOTAL</b>		<b>5</b>	<b>35</b>

## 7.Submission of Bids:

### 7.1.

- 7.1.1 Spices Board reserves the right to accept or reject any of bids / proposals submitted
- 7.1.2 At any time before the last date of submission of Custom Bid, Spices Board may, for any reason, whether at its own initiative or in response to a clarification requested by potential bidders, amend the Custom Bid document.
- 7.1.3 Any amendments in the Custom Bid shall be informed to the bidders by publishing the same in the Spices Board website and shall be binding on them. Spices Board may at its discretion extend the deadline for the submission of Custom Bid.
- 7.1.4 The applicant is required to visit the Spices Board website for any changes or amendments in the Custom Bid before submitting their Custom Bids.
- 7.1.5 Firms registered in India participating in the bid have to submit the bid through the GeM portal
- 7.1.6 The bidder will be required to deposit Earnest Money (EMD) @ 2% of the total bid amount in the form of Demand Draft.. EMD is not applicable to MSMEs. The Scanned copy of the same shall be uploaded by Seller in the online bid and hard copy of the same will have to be submitted directly to the Buyer within 5 days of bid opening. Relaxation of EMD for MSME vendors to be substituted by 'Bid Security Declaration'.
- 7.1.7 Participating firms should submit Bid Security Declaration in the format given under **Annexure – II** in lieu of EMD.
- 7.1.8 Bid shall be submitted for each region.

## 8. Pre-Bid meeting

### 8.1

- 8.1.1 The Board will organize a pre-bid meeting (date: refer schedule of tender given in section 10) - at Head Office, Kochi.
- 8.1.2 The purpose of this meeting is to clarify, doubts, issues and respond to



questions on any matter that may be raised before submission of the bids in writing.

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

## **9.0 Bid Evaluation :**

9.1. A two-stage procedure shall be adopted in evaluating the proposals. Technical evaluation shall be carried out first, followed by the Financial Bid evaluation. During the Scrutiny of the Technical bid by the designated Bid Evaluation Committee appointed by the competent authority, necessary clarification, if any, required by the Spices Board shall be furnished by the bidder within time given by the Board for the same. Spices Board is at liberty to verify any or all the documents submitted by the bidders even by referring to third parties. After the technical evaluation, Financial bids will be opened for those bidders who secured 70% weightage in each region. Date and time of opening of the Financial Bids will be intimated to the technically qualified bidders.

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

9.2.1 The Bidder must satisfy each of the criteria of the Pre-Qualification Bid (Refer Point 4) in each region, as specified in the Tender with supporting documents, in order to qualify for consideration and evaluation of its Technical and Financial Bid.

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

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

9.2.4 Should have experience in undertaking sampling & stuffing in the food products, agriculture or allied fields and/or food testing or testing laboratories and/ or R&D organization and should be in this field for a period of not less than 03 years

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

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

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

9.3.1 Bidders who meet the pre-qualifications/ eligibility requirements would be considered for presentation, and are required to come to Spices Board and present before the evaluation committee.

9.3.2 Bidders will be given technical scores on pro-rata basis as per criteria mentioned below.

<b>Technical qualification</b>	<b>Mandatory</b>	<b>Parameter</b>	<b>Maximum marks</b>
Average Annual Turnover for the last 3 years	5.00Cr	5.00 Cr	10
		Above 5.00 cr -	15

		upto 10.00 cr	
		10 Cr & above	20
Project Experience in similar type of work (Number of contracts)	3 Projects	3-5 projects	15
		Above 5 projects	20
ISO 9001/2015			5
Availability of food testing facilities with valid ISO/IEC 17025:2017 accreditation certifications		ISO/IEC 17025:2017	5
Availability of operating offices in the region they intend to quote and sub office with surveyors should be available in major Sampling & Stuffing areas	5	6-7	20
		Above 7	20
Total number of manpower in this region	30	40-50	5
		above 50	10
<b>Presentation *</b>	Mandatory	The presentation should clearly demonstrate the working model including sampling method put forth by the bidder, details of manpower that can be dedicated for the service of Spices Board, company profile and previous experience in handling works of similar nature etc	20
<b>TOTAL</b>			100

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

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

## 9.4 Evaluation of Technical Bid

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

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

9.4.3. The bidders who secure a **Technical Score of 70% (Each region) or more** will be declared as technically qualified.

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

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

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

## **9.5 Evaluation of Financial Bid**

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

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

9.5.3. The Lowest Bid in each region will be determined based on the lowest price per sample quoted by the Bidder.

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

9.5.5. **SPLITTING OF QUANTITY** : Total order quantity will be splitted in 50:50 ratio. If L2 bidder agrees to match their price with L1 price, 50% order quantity will be awarded to L2 party. If L2 denies to match their price with L1 price, L3 bidder will be asked to match their price and so on and accordingly 50% order will be placed to L3 or MSE matching their price with L1 price.

If bidders L2 & L3 not agreeing to match their price with L1 price, total order quantity will be placed on L1 bidder.

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

## **9.5.7. Evaluation and Comparison of Bids:**

**Least Cost Selection (LCS)** : The bidder shall submit both a technical proposal and a financial proposal at the same time. Minimum qualifying marks for quality of the technical proposal are prescribed as benchmark 75 (seventy five) out of maximum 100 (hundred). The details of allotment of marks for various technical criteria/ attributes may please been seen in **Point No.9.3.2** of this document. Any bidder that passes these benchmarks is declared as technically qualified for opening of their financial bids. The technical proposals are opened first and evaluated and the offers who are qualifying as per these technical evaluation criteria will only be considered as technically responsive, and the rest would be considered technically nonresponsive and would be dropped from the list.

**9.5.8. Final evaluation Criteria:** Financial proposals of only eligible and responsive offers (Financial bids of other unresponsive bidders will be returned unopened) and ranked. L-1 offer out of the responsive offers is selected on price criteria alone without giving any additional weightage to marks/ ranking of Technical proposal.

## 10.Critical dates

Pre-bid meeting*	17/03/2025 10:00 hrs
Bid Start date and Time	18/03/2025 10:00 hrs
Bid close date and Time	08/04/2025 10:00 hrs
Date & time of opening of Bid	08/04/2025 10:30 hrs
Date & Time of Presentation	Will be intimated through email

***\*Pre-bid meeting will be held at Spices Board, Head Office Kochi through hybrid mode.***

## 11. PURCHASE PREFERENCE POLICIES OF THE GOVERNMENT

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

## 12 PENALTY :

**Contract Monitoring Committee – (CMC)** : The Board shall constitute a CMC comprising at least three members at the appropriate level, including the user's representative, after the selection procedure is over for monitoring the progress of the assignment. The Board may also include individual experts from the government/private sector/ educational/research institute or individual consultant/ service providers in the CMC. The CMC shall be responsible for monitoring the progress of the assignment, to oversee that the assignment is carried out as per the contract, to assess the quality of the deliverables, to accept/reject any part of assignment, to levy appropriate liquidated damages or penalty if the assignment is not carried out as per the contract and if the quality of services is found inferior and for any such deficiency related to the completion of the assignment

Monitoring the progress of Assignment entails following activities:

- i) Issuing the notice to proceed;
- ii) Review of the inception phase;
- iii) Deciding on possible modifications to scope of work and issuing contract variations;
- iv) Monitoring progress of assignment,
- v) Billing, payment and monitoring the expenditure vis-à-vis progress;

## 12. PENALTY

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

**13 Unsatisfactory Performance:** Poor performance may involve one or more particular staff from the Sampling Agency team, or the whole team or non-participation. The Board will advise the agency to take the necessary measures to address the situation. Poor performance should not be tolerated; therefore, the agency should act quickly to comply with a reasonable request to improve the performance of the team or to replace any particular staff member who is not performing adequately. If the agency fails to take adequate corrective actions, the Board may take up the issue with the top management of the sampling agency and issue notice to rectify the situation and finally consider terminating the contract.

**14 Delays:** The services of sampling or stuffing may be delayed for a variety of reasons. The Agency should notify the Board and explain the causes of such delays.

## **15. ARBITRATION**

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

## **16. GOVERNING LAWS AND JURISDICTION**

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

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

## **17. OPTION QUANTITY CLAUSE**

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

## **15. FORCE**

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

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

## **16. CONTACT POINT**

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

1 : Shri. M Manikandhan, Deputy Director, Spices Board, Kochi-25, Kerala, Tel: 8104854776, 9843449957, 91-484-2333610. Ext.235 /manikandhan.m@nic.in

2 : Shri.Vijayaraj, Export Promotion Officer. Spices Board, Kochi-25, Kerala, Tel: 9495045867/vijayaraj.r@nic.in

DIRECTOR (MARKETING)

**(Hindi version will follow)**

**Annex I - Checklist**

Please ensure that your offer contains the following documents:

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

**Bid-Security Declaration**

To,  
Director (Marketing)  
Spices Board, Sugandha Bhavan,  
N.H. ByPass, Palarivattom,  
Cochin, 682025  
Kerala

Reference:

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

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

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

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

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

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

Signature:

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

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

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

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



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

Reference No.: .....

The Director  
Spices Board India,  
Cochin

Sir,  
Dated :

I/ We hereby submit our tender for rate contract for preshipment sampling of spices and spice products consignment and supervision of container stuffing.

I / We have enclosed the Bid Security Declaration.

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

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

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

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

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

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

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

Yours faithfully

Signature of the Authorised Signatory of the bidder

**Annex IV - TECHNICAL BID FORMAT**

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

**3. Ownership**

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

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

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

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

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

5. Particulars of the Centre/unit associated with this project  
Name & Address of the Centre/Unit:

6. Address of the important offices

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

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

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

Name, Designation & Address of the authorized person.

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

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

(Signature).....

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

Duly authorized to sign Bid for and on Behalf

of.....

## Annex IV A

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

#### Performa for Performance Statement

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

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

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

(Signature).....

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

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

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

## Performa for Performance Statement

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

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

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

(Signature).....

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

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

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

**Undertaking**

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

(Signature).....

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

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

**Annex V FINANCIAL BID**

Tender No.

TITLE: Rate contract for pre-shipment sampling of spices and spice products  
consignment and supervision of container stuffing

Name and Address of the Vendor:

Cost Quoted:

**REGION A**

Sl No	Description	Cost per Sample (in INR)		
		<100KM	100 - 400KM	>400KM
(1)	(2)	(3)	(4)	(5)
A	Sampling (Rs.) including GST			
B	First stuffing (Rs.) including GST			
C	SDC Sample Rate including GST			

**REGION B**

Sl No	Description	Cost per Sample (in INR)		
		<100KM	100 - 400KM	>400KM
(1)	(2)	(3)	(4)	(5)
A	Sampling (Rs.) including GST			
B	Stuffing (Rs.) including GST			
C	SDC Sample Rate including GST			

**REGION C**

Sl No	Description	Cost per Sample (in INR)		
		<100KM	100 - 400KM	>400KM
(1)	(2)	(3)	(4)	(5)
A	Sampling (Rs.) including GST			
C	First stuffing (Rs.)			



	including GST			
E	SDC Sample Rate including GST			

Separate L1 will be determined for the rate quoted A3 category for each Region

Spices Board reserves the right to accept any bid under this Custom Bid in full or in part, or to reject any bid or all bids without assigning any reason at any point of time.

The selected agencies /firm have to enter into an agreement with Spices Board incorporating deliverable, service level, payment term.