

**World Spice Congress**  
**Spices Board, Kochi**  
*(Ministry of Commerce & Industry, Government of India)*

***Notice Inviting Tender***

***for***

***Supply of Conference Gift***  
***Brass Plate***  
***for World Spice Congress 2023***

**Spices Board**

**Ministry of Commerce & Industry  
Government of India  
Kochi, Kerala**

**Notice Inviting Tender**

**No. WSC:19/2023**

**05<sup>th</sup> Jan, 2023**

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

In this connection, competitive tenders are invited from reputed, experienced and financially sound firms engaged in the field of manufacturing/marketing of Conference / corporate gifts especially customised engraved metal items with the qualification criteria specified below for supplying the gifts for WSC 2023.

**1. Scope of work:**

The objective of the tender is to entrust the work related to supply of Conference Gift as per the prototype and specifications given in **Annex-IV** for distributing to the delegates of WSC 2023, a global Spice event which showcases the strength and capability of Indian Spice Industry scheduled to be held at CIDCO Centre during 16-18<sup>th</sup> February, 2023.

WSC would like to procure tentatively 800 numbers of engraved and customised **brass plate** as per the approved design to distribute as the conference gift to the delegates. The interested applicants may familiarize themselves with the material, dimensions, design, specification and engraving details. The prototype sample of the brass plate is available with the

## 2. Eligibility Conditions.

The applicant shall be a reputed proprietor firm, partnership firm, Limited company, Body Corporate legally constituted engaged in manufacturing/marketing of conference/corporate gift for similar events.

SL No	Eligibility Criteria	Details of Supporting Documents to be submitted
1	The Applicant shall have minimum 3 years' experience in manufacturing/marketing of Conference/Corporate gifts	Details of the works under taken with copy of work order, contract agreement and satisfaction report obtained from the Client
2	The applicant should have supplied similar corporate/conference gift at least for one event with 500 units during the last 3 years	Details of the works under taken with copy of work order/ Copy of invoice issued
3	The Applicant shall have a minimum turnover of <b>Rs.5.00 lakhs</b> during any of the completed FY 2018-19, 2019-20, 2020-21 & 2021-22 for supply of conference/corporate gift	Certificate from Chartered Accountant with self-attestation
4	The Applicant shall fulfil all statutory requirements such as PAN Card, GST and Bank Account	Copy of the GST, PAN

## 3. Submission of Bids

The Bidders are advised to read the tender document carefully. Submission of bids shall be done after careful examination of the tender document with full understanding and its implications. Bidders are requested to submit their bids as per the terms and conditions specified herein.

Bids shall be submitted by the bidder with supporting documents in a sealed envelope in the following manner:

**a) Envelope-I.** The following documents are to be submitted in Envelop-II

- (i) Applicant form as per the format given in Annex-I
- (ii) Details regarding Experience
- (iii) Details regarding the supply of Corporate/Conference gift of above 500 units in Annex-II
- (iv) Certificate showing **turnover from Chartered Accountant** with self-attestation
- (v) Copies of GST, PAN and bank details

(vi) A sample of the brass plate quoted to be submitted

- b) Envelope-II.** Financial bid in the prescribed format which is attached along with the bid document **(Annexure -III)** duly filled in for the bid value each component in Indian Rupee along with applicable taxes. The envelope should be sealed and super scribed as **“Financial Bid in respect of tender for Brass Plate for WSC: 2023”**.
- c) A sample of the quoted Item has to be submitted along with the bid. The sample item provided will be returned on finalisation of the tender/the rate quoted for the unit will be reimbursed**
- d) Envelope- III:** Envelopes I & II should be kept inside the Envelope – III and again sealed. The name and address of the bidder should be clearly written on all the Envelopes and marked the Envelop-III as **“Tender for Brass Plate for WSC:2023”** and shall be submitted to the following address on or before 5.00 PM on **12.01.2023** to

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

#### 4. Brief Selection Procedure

The selection of the bidder will be undertaken on a two-bid selection process with Quality and Cost Based System (QCBS) by a committee constituted by WSC to evaluate the bid. The Committee will open Envelope-I of the bidders and the committee will verify the document submitted by the bidders. On verification of the documents, the committee will short list the qualified bidders based on the eligibility conditions specified in Annex I & II.

Further the Committee will evaluate the sample based on the specification and prototype provided and weightage will be assigned in the following manner:

Sl No	Area	Marks
1	Experience in manufacturing/ marketing corporate/ conference gifts (10 mark for 3 years and 5 mark each for every additional year with maximum 20 marks)	20
2	Previous Experience of providing corporate/conference gift for more than 500 Nos (10 Marks for supply to one event and 5 marks each for every additional supply with maximum 20)	20
3	Turn over (Up to Rs.5.00 Lakhs – 5 Marks Above Rs.5.00 Lakhs – 10 Marks)	10
4	Design, size, weight, quality of printing and over all appearance/workmanship of the sample provided (maximum 20 Marks)	20
5	Time Required for Delivery (Less than 25 days 10 Marks, Above 25 days 5 Marks)	10
	Total	80

The weightage for the technical factors will be 70% and that for the financial bid will be 30%. On evaluation of the presentation and supporting documents, the weightage will be assigned to all the firms. The vendors who secure minimum 50% weightage in evaluation on the technical factors will be short listed and only their financial bids shall then be qualified for opening. More preciously, the Bidder who secure minimum 50% marks (40 out of 80 marks) in technical evaluation will only be short listed and only their financial bids shall then be opened.

#### 5. Computation of Composite Score (CS) as per QCBS

Composite Score (CS) of the technically qualified bidders will be calculated as the sum of weightage assigned to 70% of Technical Score (TS) and 30% of Financial Score (FS), which is as follows,

$$CS = (70\% * TS) + (30\% * FS)$$

Where,

CS = Composite Score of Bidder,

TS = Technical Score of Bidder;

FS = Financial Score of Bidder

**TS and FS shall be calculated as follows:**

TS =  $100 \times (\text{Technical marks of Bidder} / \text{Highest Technical mark})$  and,  
FS =  $100 \times (\text{Lowest Financial Bid value} / \text{Financial Bid value of the Bidder})$

## **6. Ranking of Bidders, Finalization and Award of Contracts**

The Bidders will be ranked according to the composite score obtained. Bidder obtaining the highest Composite Score (CS) will be selected as the Successful Bidder. In case of a tie, the agency with higher Technical Score (TS) shall be declared the Successful Bidder.

Selection Committee constituted for this purpose reserves the right to withdraw the announcement, accept or reject any or all the bids at any time prior to award of contract/order, without assigning any reasons and without incurrance of any liability on WSC.

WSC also reserves the right to negotiate the prices with the selected bidders to bring down the prices or to add more facilities without any extra cost

## **7. Schedule of Tender Process**

The Schedule for the process for selection of event manager is as follows:

Sl No	Description	Date
1	Release of Notice Inviting Tenders	05/01/2023
3	Last Date of submission of the bid	12/01/2023
6	Date of Opening the Technical Bid (Envelope 1)	13/01/2023
6	Opening of financial bid (Envelope – II)	13/01/2023

## **8. Clarifications**

The contact points for any further clarification regarding the submission of the tender will be Shri. Beneeshmon/Vijayaraj, Mobile No.9072259047/9495045867, Email: os@worldspicecongress.com

## **9. Terms and Conditions**

1. The World Spice Congress has the right to reject any or all tenders without assigning any reasons thereof.
2. Quantity of items mentioned in the tender document are tentative based on available information. In case, emerging realities require higher or less quantity of items, the final order will be based on the actual requirement as per the quoted unit cost.
3. The WSC reserves the right to issue addendum to tender notice to amend, modify supplement or delete any of the condition, clause or requirements stated etc
4. The Bid value should be quoted in Indian Rupees only including all applicable taxes.
5. The last date for submitting the bid is 5.00 PM on 12.01.2023
6. The Envelope-I will be opened by the evaluation committee on 13.01.2023 at 11.30 AM in the presence of bidder's present, if any, at Spices Board, Kochi and the qualified bidders will be short listed.
7. The financial quote of the qualified bidder (Envelope-II) will be opened at 03.30 PM on 13.01.2023 in the presence of the bidder's present if any, at Spices Board, Kochi.
8. Successful bidder shall accept the work order within 3 working days of receipt of work order and the signed copy of the work order has to be returned as the token of acceptance of the work order
9. All the terms and conditions, scope of work etc specified Notice inviting tender shall form part of the work order.
10. The material has to be supplied to Spices Board, Regional Office, Vashi, Mumbai. The entire cost for transportation, freight, loading, unloading, entry taxes etc are to be borne by the bidder
11. WSC also reserves the right to terminate the work order at any time in the event, the requirement for gift changes in respect of quality, quantity, design or any other reason. The decision of the WSC shall be final and binding in this respect.

12. WSC may ask for any clarification on the documents/ details submitted by the bidders. All such communications will be done through e mail provided only. Lack of any reply in this regard from the bidders may lead to their disqualification.
13. The bidder shall quote their most competitive rates. All the rates quoted shall be firm and inclusive of all the charges and applicable taxes. Any escalation of rates shall not be permissible during the validity period of the Contract.
14. The gift item shall be supplied within 25 days of the issue of the Purchase order and the gift supplied shall strictly conform to the prototype design, materials, specification and workmanship.
15. WSC shall inspect the material on receipt and in case of any deficiency, shall return the whole or part of the lot for replacement/rectification. The decision of the WSC shall be final and binding in this respect.
16. WSC will not make any payment in advance and all the advance payment if any will be based on submission of Bank Guarantee.
17. Payment Terms (for the successful bidder, who will be given the contract):
  - a) The supplier shall submit the bill together with all applicable taxes for payment within 3 days of completion of the supply of the conference gift at Mumbai
  - b) The bill should be GST Invoices and should be in the name of World Spice Congress by specifying the GST number
  - c) 90% of the payment shall be made on supply and verification of the material as per the bill submitted and 10% will be released within 3 days of the acceptance of the gift item
18. The WSC reserves the right to make any change in the design and specification of the Brass plate till finalizing the tender
19. Dispute Resolution between the World Spice Congress and the contracted agency shall be taken by the Chairman, World Spice Congress & Secretary, Spices Board which shall be final and binding on both parties.

ORGANISING SECRETARY & DIRECTOR (MKTG)  
SPICES BOARD

Place: Kochi  
Date: 05/01/2023





**Details of Experiences**

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

Sl NO	Name of the Event	Period of Event		No of Gifts Supplied
		From	TO	
1				
2				
3				
4				
5				

Signature of the Bidder  
Name & Designation of the Signatory

Place:

Date:

(SEAL)

**Format for financial bid**

Sl No	Description	Cost for one unit (Rs)	GST (Rs)	Cost for one unit including GST (Rs)	Total cost for 800 units including GST (Rs)	Maximum days required for Supply from date of purchase order
(1)	(2)	(3)	(4)	(5) (3 + 4)	(6) (5 * 800)	(7)
1	Supply of Customised engraved Brass Plate with wooden stand as per the approved design and <b>specification (Annex-IV)</b>  (Including all cost for delivery at Spices Board, Vashi, Mumbai) <b>Sample to be provided along with Quotation</b>					
	Total					

Note:

1. Price has to be quoted in Indian Rupees only & GST rate and amount has to be filled
2. All-inclusive price per unit should be filled in Column No.5
3. In case of any mismatch in the amount mentioned WSC will re-calculate and the actual value will be considered for evaluation

I/We hereby agree that the validity of the Tender rate submitted will be valid till the completion of the supply of the gift item and shall not withdraw the Tender during the validity period.

Signature of the Bidder  
Name & Designation of the Signatory

Place:

Date:

(SEAL)

Prototype & Specification

CONFERENCE GIFT : APPROVED DESIGN

