



बिड संख्या/Bid Number: GEM/2025/B/6957109

दिनांक /Dated: 03-12-2025

## बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	17-12-2025 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	17-12-2025 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Commerce And Industry
विभाग का नाम/Department Name	Department Of Commerce
संगठन का नाम/Organisation Name	Spices Board
कार्यालय का नाम/Office Name	Head Office
वस्तु श्रेणी /Item Category	Paper-based Printing Services - Printing with Material; Book/Booklet; Offset
अनुबंध अवधि /Contract Period	3 Year(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	50 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b>	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	2500000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / <b>Financial Document Indicating Price Breakup Required</b>	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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#### ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

#### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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#### एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

### **Paper-based Printing Services - Printing With Material; Book/Booklet; Offset ( 22000 )**

#### **तकनीकी विशिष्टियाँ / Technical Specifications**

<b>विवरण/ Specification</b>	<b>मूल्य/ Values</b>
<b>कोर / Core</b>	
Type of Printing	Printing with Material
Category of Printing	Book/Booklet
Mode of Printing	Offset
Single/ Double Sided	Double Sided (Both Sided – Front and Back)
Colour of Printing	As per specification provided in ATC
Printing Content	Text + Pictorial

विवरण/ Specification	मूल्य/ Values
Paper Material	Maplitho Paper
Standards of Paper	Conformity to Indian Standard IS 1848
Size of the Paper (in cm)	14 x 21
Thickness of Paper in GSM	66-70 GSM
Inserts	as per content/designs provided by the Spices Board
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	YES
Number of languages of printing	Single
Language	Malayalam
<b>एडऑन /Addon(s)</b>	
Cover Page	Soft case with 1.2 MM thick Flexible Thermo PU pasted on end pages
Binding	Perfect Binding
Packaging Required	Brown paper+ Plastic sheet+ Carton
Additional Support	Designing Support , Formatting Support & Logistics Support (Delivery of Order to the Consignee)

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Mohammed Shameer Cheriath	682025,Sugandha Bhavan N.H.By Pass, Palarivattom.P.O Cochin Kerala, India GSTIN - 32AAIAS3118C1Z0	22000	<ul style="list-style-type: none"> <li>Number of pages per Item : 100</li> </ul>

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

**1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

## 2. **Generic**

Option Clause: Excess Settlement. The excess settlement has been enabled for the service, allowing service providers to include additional charges up to a specified percentage of the item-level total value, including add-ons, in their invoices. Service providers must declare the applicability of additional charges during invoice creation and submit mandatory supporting documents to avail this option. The total invoice amount, including additional charges, shall not exceed the agreed-upon excess settlement percentage for the order.

## 3. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

## अस्वीकरण/**Disclaimer**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the

same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

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

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

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

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

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

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



स्पाइसेस बोर्ड  
भारत

**SPICES BOARD**

**(Ministry of Commerce and Industry, Govt. of India)**

Sugandha Bhavan, N.H. By Pass, Palarivattom P.O, Kochi– 682025, Kerala, India.

Phone: 0484-2333610-615, Website: [www.indianspices.com](http://www.indianspices.com)

**GEM TENDER NOTICE FOR PRINTING AND SUPPLY OF  
HANDBOOKS  
(MALAYALAM)**

Bid ref no: KERAProject-Procurement(FY:2025-26to2028-29)/E-23763

Date of issue:03<sup>rd</sup> December 2025

**ISSUING AUTHORITY:**

For the Secretary of Spices Board,  
The Director (Development) Spices Board,  
Sugandha Bhavan, N.H. By Pass, Palarivattom P.O, Kochi – 682025, Kerala, India.

**Phone: 0484-2333610-615, Website: [www.indianspices.com](http://www.indianspices.com)**

(Hindi version follows)

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## **INTRODUCTION**

The **Spices Board of India**, Ministry of Commerce & Industry, Government of India, invites bids through the Government e-Marketplace (GeM) portal for the **Printing and Supply of Handbooks**. The bids are invited under the **Two-Bid System** (Part–I: Technical Bid and Part–II: Financial Bid) from eligible agencies/firms having proven experience, adequate infrastructure, and requisite statutory registrations for carrying out printing and supply-related works.

The scope of work, eligibility conditions, terms and conditions, and other requirements are detailed in this tender document. Bidders are requested to carefully read the tender document and submit their bids only through the GeM portal within the stipulated time frame.

## **1. SCOPE OF WORK**

### **1.1 Total Quantity**

The initial quantity to be printed and supplied shall be **22,000 (Twenty two thousand)** handbooks. The Board reserves the right to increase the order by up to **10% (ten percent)** of the initial quantity, i.e., an additional **2,200 (two thousand two hundred)** handbooks, bringing the **maximum aggregate quantity to 24,200 (Twenty four thousand two hundred)** handbooks upon request.

### **1.2 Handbook Specifications**

The handbooks to be printed and supplied shall conform to the following specifications:

Sl.No	Specifications	Details
1.	Size	14cm * 21cm
2.	Covers (Front & Black)	PU coated material, ensuring durability premium finish
3.	Inner pages	70 GSM N.S Maplitho paper
4.	Total pages	100 pages per handbook comprising: <ol style="list-style-type: none"> <li>i. 80 pages printed as per content/designs provided by the Spices Board.</li> <li>ii. 20 pages left blank (ruled pages) for note-taking purposes.</li> </ol>
5.	Printing	High-quality offset printing
6.	Logo Placement	On the front cover, as per content/designs provided by the Spices Board
7.	Binding and Finishing	Stitched with perfect binding to ensure strength, longevity and professional appearance.

### 1.3. Language of Printing

The material to be printed shall be in **Malayalam**. The Board will indicate language-wise split and print runs at the time of placement of purchase orders.

### 1.4 Content Provision & Proofreading

All content shall be supplied by the **Spices Board of India**. The vendor shall be responsible for complete **proofreading, typesetting and layout** prior to printing. Proofs (PDF/print proofs) shall be submitted to the Board for approval; printing shall commence only after written approval of proofs.

### 1.5. Regional Language Proficiency

The vendor **must possess demonstrable proficiency (official command)** in Malayalam. The vendor shall have qualified Malayalam proofreaders/typesetters on staff (or on long-term contract) capable of accurate proofreading, orthography and typesetting of Malayalam script. Documentary evidence of such capability shall be submitted with the bid.

### 1.6. Conformance to Specifications

Each handbook shall conform to the detailed technical specifications provided in the Tender (Paper, Size, GSM, Colour/mono pages, Binding, Cover finish, Pagination, Printing quality, Numbering, Barcode/QR code if required, Packaging, etc.). All deliverables shall meet the Board's quality standards and the specifications set out in the tender document/Annexure.

### 1.7. Supply Continuity

The selected vendor shall be able to supply the handbooks **continuously for at least three (3) years**.

### 1.8. Yearly Content Update

The vendor shall update the handbook content **annually**, incorporating achievements and other materials provided by the Board for the relevant time period. For each annual update the vendor shall submit revised proofs for approval and be prepared to undertake reprints as instructed by the Board.

## **2. Quantity and Order Flexibility**

**5.1. Initial Order:** 11,000 (Eleven Thousand) handbooks.

**5.2. Order Escalation Clause:** The Purchaser reserves the right to increase the order quantity by up to 10% (i.e., an additional 2,200 handbooks), under the same terms, conditions, and unit prices.

**5.3. Supply Schedule:**

- **First Year:** 11,000 handbooks
- **Second Year:** 5,500 handbooks +1,100 additional requirement (If required only)
- **Third Year:** 5,500 handbooks+ 1,100 additional requirement (If required only)

**5.4. Cost Estimate**

**5.4.1. Total Estimated Cost:** Rs.25,00,000/- (Rupees Twenty five Lakhs only).

**5.4.2.** Any additional quantity supplied under the **Order Escalation Clause** shall be billed at the **same per-unit rate** as applicable to the initial order, under the same terms and conditions.

**5.5. Delivery Schedule & Logistics**

**5.5.1. Production Lead Time:** The successful bidder shall complete printing, binding, and supply of the handbooks within **30–45 days** from the date of receipt of the confirmed Purchase Order.

**5.5.2. Delivery Location:** All supplies shall be delivered to the following address:

**Spices Board  
Sugandha Bhavan,  
N.H. By-Pass, Palarivattom P.O.,  
Kochi, Kerala – 682025**

**5.5.3. Packing:** Each handbook shall be securely and neatly packed in strong, tamper-proof cartons/packages to prevent damage during transit, handling, and storage.

## **3. Eligibility Criteria**

Bidders must fulfill the following eligibility conditions to participate in this tender:

**2.1. Legal Status:** The bidder must be a registered entity under the relevant statutory provisions in India.

**2.2. Experience:** The bidder should have a minimum of **5 years' experience** in the field of printing and publishing (as on 31.03.2025).

**2.3. Past Performance:** The bidder must have successfully executed at least **three (3) similar projects** of value not less than **INR 10 lakhs each** during the last 5 (five) years(April 2021 to March 2025).

**2.4. Financial Capacity:** The bidder should have an **average annual turnover of at least INR 50 lakhs** during the last three (3) financial years (2021-22, 2022-23,2023-24), duly certified by a Chartered Accountant.

**2.5. Statutory Compliance:** The bidder must possess valid **GST registration** and **Permanent Account Number (PAN)**.

**2.6. Office in Kerala:** Only Printing Press firms having their functional office in Kerala are eligible to participate in the bid. Proof of functional office(s) for the last 5 years must be submitted by bidder.

**2.7. Blacklisting:** The bidder must submit a self-declaration stating that they have **not been blacklisted** or debarred by any Government Department / Semi-Government Organization / PSU / Autonomous Body at the time of submission of the bid.

#### **4. Instructions to Bidders**

**3.1.1.** Bidders should carefully review all clauses in the Terms and Conditions before submitting their bids.

**3.1.2.** The bidder shall upload all requisite documents in support of the **Eligibility Criteria** along with the bid.

**3.1.3.** If the bid opening date falls on a declared holiday, the opening will be held on the next working day at the same time or as notified by the Buyer.

**3.1.4.** Any extension of the bid opening date by the Buyer will be duly communicated to bidders.

**3.1.5.** Bid validity must comply with the requirements on the **GeM portal**.

**3.1.6.** Bids must be submitted **online only** through the **Government e-Marketplace (GeM) portal** within the prescribed time.

**3.1.7.** All bid documents must be fully completed, duly signed, and uploaded on the **GeM portal** before the specified deadline.

**3.1.8.** For clarifications, bidders may submit queries through the representation column on the **GeM portal**, clearly stating the information needed.

**3.1.9.** All required documents as per the **Terms and Conditions** must be submitted online along with the Technical Bid and must be legible.

**3.1.0.** Spices Board reserves the right to reject any Proposal if:

(i) A blacklisted or debarred party submits bid as mentioned in Rule 151 of General Financial Rules, 2017; or

(ii) A material misrepresentation is made or discovered; or

(iii) Bidder does not provide within the time specified the supplemental information sought for evaluation of the Proposal.

(iv) After award of the purchase order the Service Provider fails to comply with the obligations on him as per contract and award letter; or

(v) However, reasons for rejecting a tender or non-issuing a tender document to a prospective bidder shall be disclosed where inquiries are made by the bidder.

**3.2.1.** Technical Bid and Financial Bid must be submitted separately; otherwise, the bid may be ignored.

**3.2.2.** Only Technical Bids will be opened on the specified date and time.

**3.2.3.** Financial Bids will be opened only for bidders whose Technical Bids are found compliant after technical evaluation.

**3.2.4.** The date of Financial Bid opening will be communicated through the **GeM portal** after technical evaluation.

**3.2.5.** The bid document can be downloaded free of cost from the **GeM/ CPP portals** and the official Spices Board website ([www.indianspices.com/tenders.html](http://www.indianspices.com/tenders.html)).

**3.2.6.** Bidders should keep track of any corrigenda published on the **GeM/ CPP portals** and the official Spices Board website related to this bid.

**3.2.7. Site Visit:** Prospective bidders are encouraged to visit the site and discuss the scope of work with Director Administration, Spices Board (Ministry of Commerce and Industry, Govt. of India) Sugandha Bhavan, N.H. By Pass, Palarivattom P.O, Cochin – 682025, Kerala, India., during office hours (9:00 AM to 5:30 PM) before submitting their quotation.

**3.2.8. Tender Completeness:** Incomplete tenders or missing annexure details will lead to disqualification. The signatory must clarify their authority and role in the firm.

**3.2.9** The rates quoted shall be **inclusive of all taxes, duties, levies, and delivery charges**, and shall remain firm during the contract period.

**3.2.0** The **Spices Board reserves the right** to accept or reject any or all bids, wholly or in part, without assigning any reason thereof, and its decision shall be final and binding on all bidders.

### **3.2. Payment Terms**

- a) Payment shall be released within **30 (thirty) days** from the date of **receipt and acceptance** of supply, subject to submission of proper invoices and other required documents.
- b) **No advance payment** shall be made under this contract.
- c) Payments shall be released only upon **satisfactory delivery** of the Handbooks, strictly in accordance with the specifications laid down in this tender.
- d) All statutory deductions such as **TDS, GST-TDS, etc.** shall be made at source as per prevailing Government norms.

## **4. Bidding process**

### **How to Submit the Bid**

**4.1.1 Bids to be submitted through GeM Portal only.** The bid shall consist of a **Technical Bid** and a **Financial Bid**. The Technical Bid must be submitted with the bidder's signature and seal at the bottom of each page of this tender document. This signature shall be treated as confirmation that the bidder agrees to abide by and fulfill all terms and conditions mentioned herein. These conditions will be binding on the selected Service Provider, in addition to the terms and conditions specified in the agreement to be executed with the Spices Board.

### **4.1.2 Bids with Nil Consideration Not Acceptable**

In order to discourage frivolous bids and eliminate hidden charges, bids quoting **NIL** or **unreasonably low amounts** shall be treated as unresponsive and will not be considered.

### **4.1.3 Authentication of Bids**

The bid shall be **typed, signed, and stamped** by the Bidder or a person duly authorized to bind the Bidder to the contract. Such authorization must be supported by a valid Authorized person or an equivalent authorization document. All pages of the bid must be **initialed and stamped** by the authorized signatory.

### **4.1.4 Corrections in Bids**

The bid shall not contain erasures, overwriting, or inter lineation's except where such corrections are duly authenticated by the authorized signatory with signature and seal.

### **4.1.5 Submission of Bids**

The bid shall be submitted in **two parts**, namely:

- **Technical Bid**
- **Financial Bid**

### **4.1.6 Technical Bid**

The Technical Bid shall contain the following:

- i) Proof of bidder's eligibility (as per eligibility criteria in Chapter 3).
- ii) Copies of all supporting documents evidencing eligibility.
- iii) Acceptance of all Terms and Conditions with bidder's signature on each page of this document.

### **4.1.7 Financial Bid**

The Financial Bid shall be submitted **online** on the Government e-Marketplace (GeM) portal. In addition, the bidder shall upload a detailed **cost break-up** of the quoted lump-sum amount, strictly in accordance with the prescribed format provided in **Annexure 2**.

### **4.1.8 Opening of Bids**

- The **Technical Bids** will be opened first. Bidders who qualify in the Technical Evaluation will be shortlisted.

- Thereafter, only the **Financial Bids** of the technically qualified bidders will be opened.
- The entire process of procurement shall be conducted **online through GeM** in compliance with the **General Financial Rules (GFR), 2017**.
- No bids will be accepted by hand, post, or courier. Even if received by any official of the Spices Board, such bids shall not be considered.

## **6. General Terms & Conditions**

**6.1** The **Spices Board of India** reserves the right to **increase or decrease** the quantity of handbooks to be supplied, depending upon its requirements, at the same unit rate and terms & conditions.

**6.2.** In the event of **delay in supply**, a **penalty of 0.5%** of the order value per week of delay, subject to a **maximum of 10%**, shall be levied on the supplier.

**6.3.** Supplies not conforming to the **approved specifications** or found to be of **substandard quality** shall be **rejected at the risk and cost** of the supplier. The supplier shall lift back such rejected materials at their own expense within the time frame specified by the Board.

**6.4.** The contract shall remain valid for a period of **three (03) years** from the date of award, subject to satisfactory performance of the supplier.

**6.5** All disputes, differences, or claims arising out of or in connection with this contract shall be subject to the **exclusive jurisdiction of the competent courts at Kochi, Kerala.**

### **7. Critical Dates:-**

Bid Start date	:	On 01/12/2025 at 11:00 Hrs
Bid End date	:	On 17/12/2025 at 11:00 Hrs
Bid Opening date	:	On 17/12/2025 at 11:30 Hrs

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

1. Dr. Mohammed Shameer Cheriyaath, Spices Board, Ministry of Commerce & Industry, Head Office, Palarivattom, Kochi 682025, Kerala, Tel 0484 2333610 (Ext.331)
2. Shri Nibin K. Simon, Assistant, Spices Board, Palarivattom, Kochi 682025, Kerala, Tel 0484 2333610 (Ext.269)

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## Appendix I

### Checklist of Technical Bid Documents to be Submitted on GeM Portal

1. Name of the Bidder / Firm :
2. Date of Incorporation / Registration :
3. Registered Office Address :
4. Local Office Address (if any) :
5. Communication Details of Contact Person(s):
  - Name :
  - Designation :
  - Contact Number :
  - E-Mail :
6. Year of Commencement of Business :
7. GSTIN Registration Number & PAN :
8. Copies of Audited Balance Sheet, Profit & Loss Statement, and Income Tax Returns for the last three (03) financial years (mandatory).
9. Details of similar works executed in the last five (05) years (minimum three projects of value not less than INR 10 lakhs each). Supporting work orders / completion certificates to be attached.
10. Details of Key Staff / Technical Experts having command over Malayalam, along with their expertise in printing and publishing (in brief).
11. Self-declaration / Undertaking confirming that the bidder has not been blacklisted by any Government / Semi-Government / PSU / Autonomous Body.

Date : \_\_\_\_\_

Place : \_\_\_\_\_

**Authorized Signatory**  
(Signature & Seal of Authorized Signatory)

## Appendix II

## Financial Evaluation Table

Sl. No.	Description of Item	Quantity (Nos.)	Unit Rate (₹)	GST (%)	Total Amount (₹) (Inclusive of GST)
1	Printing and Supply of Handbooks (as per specifications in the tender)	22,000			
(Amount in words)					

## Notes :

1. The rate quoted shall be **inclusive of all costs** – paper, printing, binding, packing, transport, loading/unloading, and delivery to Spices Board, Kochi.
2. GST shall be shown separately but included in the total.
3. The quoted unit price will remain **fixed for 3 years**, including for the additional quantity under the escalation clause.

**Appendix III****Undertaking to be Submitted by Bidder(s)**

We hereby declare that:

- (i) We have not been debarred or blacklisted under any provision of General Financial Rules or any other statute, rules, or regulations by any authority, including the Spices Board of India.
- (ii) We have a minimum of 5 years' experience in printing and publishing, and have successfully executed similar projects of value not less than INR 10 lakhs each during the last 5 years. (Supporting documents are enclosed).
- (iii) We are competent and eligible to undertake the printing and supply of handbooks as per the specifications and requirements mentioned in the Tender Document and in compliance with all applicable laws.
- (iv) We do not have any criminal record, antecedents, or pending criminal proceedings against us.
- (v) We accept that if we withdraw or modify our bid during the period of validity, or if we are awarded the contract and fail to sign the agreement or submit the performance security before the deadline defined in the request for bids document, we will be suspended for a period of 1 (one) year from the date of publication of this Tender Notice from being eligible to submit bids for contracts with the Spices Board.
- (vi) If selected, we confirm our preparedness to commence the assigned work within 15 days of receipt of the work order.
- (vii) If selected, we shall ensure timely printing, supply, and delivery of the handbooks in accordance with the technical specifications, delivery schedule, and other terms and conditions mentioned in the tender document.

We hereby certify that the information furnished above is true and correct to the best of our knowledge. We understand that in case any deviation or misrepresentation is found in the above statement at any stage, we will be liable for rejection/blacklisting for this tender and further action as per applicable law.

**(Signature of Authorized Signatory)**

**Name :** .....

**Designation :** .....

**Official Seal of the Firm**

**Mobile No :** .....

**Email ID :** .....

**Date :** .....

**Place :** .....