

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	13-04-2026 19:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	13-04-2026 19:30:00
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	Hiring of Consultants - Milestone/Deliverable Based - Identify strategies for enhancing the export potential of spices and value-added spice products from India; Strategy & Management - Application Rollout; No; Hybrid (As specified in scope of work)
अनुबंध अवधि / Contract Period	4 Month(s) 3 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	1 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों 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 लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	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	4000000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	PUNJAB NATIONAL BANK
ईएमडी राशि/EMD Amount	200000

#### ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document

for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**लाभार्थी /Beneficiary :**

Secretary  
Spices Board, Sugandha Bhavan, NH By Pall, Palarivattom, Kochi  
(Secretary, Spices Board)

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
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

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. 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.
5. 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.

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Profile of Consultants:**[1773233524.pdf](#)

**Pre-qualifications Criteria:**[1773233527.pdf](#)

**Payment Terms:**[1773233530.pdf](#)

**Scope Of work:**[1773233519.pdf](#)

**This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-**

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
Presentation on the Technical Proposal	60	30	<a href="#">View file</a>	Yes
Experience in conducting similar type of studies during last five years	20	12	<a href="#">View file</a>	Yes
Experience of Team Leader	10	8	<a href="#">View file</a>	Yes
Experience of Team Associate or Member 1	5	4	<a href="#">View file</a>	Yes
Experience of Team Associate or Member 2	5	4	<a href="#">View file</a>	Yes

Total Minimum Passing Technical Marks: 70

**Pre Bid Detail(s)**

मूल्य भिन्नता खंड दस्तावेज/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
23-03-2026 11:00:00	Hybrid Venue : Spices Board, Head Office, Kochi Online link : <a href="https://spices.webex.com/spices/j.php?MTID=mad26aa8861ab5b4ebfa02af87082983c">https://spices.webex.com/spices/j.php?MTID=mad26aa8861ab5b4ebfa02af87082983c</a>

**Hiring Of Consultants - Milestone/Deliverable Based - Identify Strategies For Enhancing The Export Potential Of Spices And Value-added Spice Products From India; Strategy& Management -Application Rollout; No; Hybrid(As Specified In Scope Of Work) ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Consulting Category/ Stream	Identify strategies for enhancing the export potential of spices and value-added spice products from India
Consultant's Profile	Strategy& Management -Application Rollout
Proof of Concept (POC) Required	No

विवरण/ Specification	मूल्य/ Values
Deployment of Consultants/Resource	Hybrid(As specified in scope of work)
<b>एडऑन /Addon(s)</b>	

**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**

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Mohammed Shameer Cheriya	682025,Sugandha Bhavan N.H.By Pass, Palarivattom.P.O Cochin Kerala, India GSTIN - 32AAIAS3118C1Z0	Project / Lumpsum Based	N/A

**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. 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---**

**SPICES BOARD**  
**(Ministry of Commerce and Industry, Government of India)**  
**Sugandha Bhawan, N H Bypass, Palarivattom P.O, Kochi, Kerala, 682 025**

**NOTICE INVITING TENDER FOR**  
**“Engagement of a Professional agency to identify strategies for**  
**enhancing the export potential of spices and value-added spice**  
**products from India”**

**1. Introduction:**

India is a leading producer and exporter of spices and spice products globally. The export of spices and spice products from India crossed an all-time high in FY 2024-25 both in volume and value. During 2024-25, India exported 17.99 lakh tons of spices and spice products valued Rs. 39994.48 crore (4722.65 million US\$) as compared to 15.40 lakh tons valued Rs. 36958.80 crore (4464.17 million USD) during 2023-24, registering an increase of 17% in volume 8% in rupee terms and 6% in dollar terms of value. The major spices and spice products exported from India include Chillies, Cumin, Spice Oils and Oleoresins, Mint Products, Turmeric, Curry Powder & Paste etc.

Despite being a leading player, India's export of spices and spice products have immense potential for further growth. However, the sector faces constraints such as non-tariff barriers, infrastructure limitations, quality and safety compliance issues, competition from other countries etc.

**1.1. About the Assignment:**

Spices Board, under the Ministry of Commerce and Industry, seeks to commission a comprehensive study to identify actionable strategies for enhancing the export potential of Indian spices and value-added spice products in a sustainable and globally competitive manner. The Board intends to engage a professional agency/firm to conduct an assessment to generate actionable insights and recommendations for stakeholders engaged in the value chain of spices and value-added spice products.

**2. Objectives:**

- (i) To assess the current status and global competitiveness of India's export of spices and value-added spice products
- (ii) Defining vision & target for spices and value-added spice products exports

from the country in the short, medium, and long term.

- (iii) To analyze global trends, emerging markets and new product opportunities.
- (iv) To identify infrastructural, regulatory, logistical and other bottlenecks, if any, limiting export growth.
- (v) Evaluation of the existing schemes of Government of India to promote exports in spices and value-added spice products and suggestions for future programs.
- (vi) To map and assess policies/ measures taken by major exporters of spices and value-added spice products (e.g., China, Vietnam, Indonesia, Sri Lanka, Brazil, etc.) to promote exports including study of the trade agreements between major trading partners in spices and value-added spice products and to recommend actionable points for consideration
- (vii) To recommend strategies and action plan for quality enhancement, safety compliance, market diversification, and branding and a marketing plan for generic promotion as well as specific product category/ destination/market segment wise promotion
- (viii) To map SPS/TBT disputes and market access issues faced by Indian spices and value-added spice products exporters and propose policy interventions and capacity-building measures to mitigate such issues.

### **3. Scope of Work:**

The study will encompass the following areas:

#### **3.1 Product Coverage:**

- (i) Whole spices
- (ii) Spice Powder, Blends, Curry Powder / Masala, Seasonings, Pastes, flakes, etc
- (iii) Spice Oils, oleoresins, menthol etc
- (iv) Spice Extracts (including nutraceuticals)
- (v) Other value added/novel products and applications of spices

8 Digit HS code wise details of spices and value-added spice products which currently are considered as part of the Spice Export Basket are placed as Appendix I.

#### **3.2 Product-Market Analysis and Fit:**

- (i) Review of export trends (value, volume, destinations) over the past 5-10 years.
- (ii) Identification of product wise existing and potential high-growth markets covering both culinary and non-culinary applications as well as retail and industrial sectors

- (iii) Identification of potential value-added new product categories high in demand (e.g Seasonings, phyto chemicals, nutraceuticals etc).
- (iv) Impact assessment of FTAs and trade agreements (e.g. India-UAE CEPA, India- UK FTA, India-Australia ECTA etc) as well as the Trade Agreements of major competitors with key export destinations

### **3.3 Infrastructure and Supply Chain:**

- (i) Evaluation of warehouses, processing units, extraction facilities, logistics, and export handling facilities:
  - a) Infrastructure for processing and high-end value addition of spices
  - b) Extent R&D infrastructure for new product/application development
  - c) Extent of utilization of Processing Units
  - d) Availability of Testing Facilities
- (ii) Identification of infrastructure gaps and capacity constraints.

#### **3.3.1 Compliance and Standards:**

- (i) Assessment of India's compliance with international standards for exports of spices and value-added spice products (SPS, TBT, Codex, standards of the importing countries).
- (ii) Analysis of certification, traceability, and quality control mechanisms.
- (iii) Level of Farm-to-fork traceability in supply chain, to meet stringent SPS standards in markets like the EU, USA, etc.
- (iv) Recommendations to strengthen adherence to importing country requirements.
- (v) Market Access requirements.
- (vi) SPS requirements/MRLs by different countries for various spices and value added spice products as challenges in market penetration and expansion.
- (vii) Monitoring Plans for SPS/MRL compliance in the country.

The agency should analyse global trends, existing and emerging markets, and new product opportunities, identify infrastructural, regulatory, and logistical bottlenecks limiting export growth and map and access policies/ measures taken by major exporters of spices and value added spice products (e.g., China, Vietnam, Indonesia, Sri Lanka, Nigeria, Nepal, Guatemala etc.) to promote exports including study of the trade agreements entered into by major competitors in spices and value added spice products.

### **3.4 Stakeholder Engagement:**

- (i) Consultations with producers, exporters, industry associations, state

departments, research institutions, market Committees, and other stakeholders in the export supply chain of spices and value-added spice products.

- (ii) Compilation of qualitative insights into on-ground challenges and opportunities.

### **3.5 Comparative Benchmarking:**

- (i) Study of leading exporting countries (e.g., China, Vietnam, Indonesia, Sri Lanka, Nigeria, Nepal, Guatemala etc.) with best practices in export of spices and value-added spice products
- (ii) Benchmarking India's value chain competitiveness against global peers.

### **3.6 Strategic Recommendations:**

- (i) Product category/destination/market segment specific export strategies covering existing and potential value-added product categories (e.g: seasonings, phyto chemicals, nutraceuticals etc), existing and potential high-growth markets, culinary and non-culinary applications, as well as retail and industrial sectors
- (ii) Actionable points for consideration by India by benchmarking the Policies/ measures / FTAs of major competitors (e.g., China, Vietnam, Indonesia, Sri Lanka, Nigeria, Nepal, Guatemala etc.) for promoting exports
- (iii) Recommendations on new FTAs for consideration by India as well as modifications/changes if any to be incorporated based on impact assessment of the existing FTAs, so as to further strengthen exports
- (iv) Infrastructure gaps and capacity constraints as well as Investment priorities for infrastructure, labs, R&D etc
- (v) Recommendations to strengthen adherence to importing country requirements, Market Access requirements (major country/region wise), SPS requirements, Monitoring Plans for SPS/MRL compliance etc.
- (vi) Measures for branding, marketing, and promotion (e.g., GI tags, India branding, generic as well as specific promotions).
- (vii) Recommendations on actual challenges and opportunities.
- (viii) Recommendations for policy support, training, and institutional capacity building.

#### **4. Methodology:**

The study should involve target stakeholders and shall adopt a robust and evidence-based approach:

- (i) Secondary Research: Analysis of trade data collected from (DGFT, ITC Trade Map, UN Comtrade, WITS etc), review of Spices Board/MOFPI/EPM/other relevant schemes, export guidelines etc. (All expenses w.r.t data collection, field research, stakeholder interaction, competitive benchmarking etc shall be borne by the agency.)
- (ii) Field Research: Primary surveys in major states of production, processing and export of spices and value-added spice products and key clusters (a minimum of 20 responses each from growers; FPOs/FPC/growers associations; traders; exporters etc. need to be collected)
- (iii) Stakeholder Interaction: Structured consultations with exporters, producers, stakeholders in supply chain etc. (a minimum of 5 consultations/meetings each with growers / FPOs / FPCs / growers associations; exporters / exporter associations / trade support organizations; traders, APMC / AMC representatives; Agri / Horti Universities / Research Institutions / Govt departments / organizations etc.)
- (iv) SWOT/GAP/Benchmark Analysis (Product category/destination/market segment specific): Focused evaluations of value chain components and global comparisons, benchmarking International best practices and competitive assessment.

Target Stakeholders stand for:

- (i) Those engaged in the value chain of spices and spice products ( ref 3.1), and
- (ii) Those engaged in exports of such products.

Exporters stand for Spices Board registered exporters.

#### **5. Deliverables:**

- (i) Inception Report: Detailing methodology, timelines, and initial observations (within 2 weeks of award of work order).
- (ii) Interim Report: Preliminary findings and feedback from consultations (within 8 weeks).
- (iii) Draft Final Report: Detailed analysis and draft recommendations

- (within 12 weeks).
- (iv) Final Report and Executive Summary: Incorporating all feedback and policy briefs (within 14 weeks).
- (v) Presentation: To Spices Board officials and stakeholders.

Spices Board reserves the right to extend the period mentioned above for fulfillment of the deliverables.

## 6. Timelines:

The assignment shall be completed within 4 months and shall be extendable for another 2 months based on mutual consent.

## 7. Expected Outcomes:

- (i) A clear roadmap for increasing the export value and volume of India's spices and value-added spice products
- (ii) Strategic identification of key products and destinations for focused promotion.
- (iii) Policy and programmatic recommendations for Spices Board's planning and interventions, as per 3.6 above.

## 7. Eligibility for Submission of Bids:

7.1.1 Professional Consulting Agencies/ research organizations / academic institution / public / private organizations, which are in existence for last five financial years and more and meeting the following criteria in execution of the similar type of studies - policy research, export market studies and possessing sound financials, may participate in the bid process.

7.2 The details of the agency like Name, address, GST Registration No., PAN, Turnover (from consultancy operations) for the last five financial years (2020-21, 2021-22, 2022-23, 2023-24, 2024-25), Number of the Studies conducted in the desired field, are to be mentioned as per proforma at Annexure-1, along with copies of supporting documents.

Sl. No	Eligibility Criteria
7.2.1	The agency should have earned annual turnover of Rs. 50,00,000/- (Rs. Fifty Lakhs) each during any three years out of last five financial

	years from consultancy operations. The details of turnover from consultancy operations shall be in the name of applicant organization only and not in the name of group/ sister organizations. (A certificate as per Annexure-2, with the details of turnover from consultancy operations, by a Chartered Accountant (CA) shall be submitted)
7.2.2	The agency should have carried out a minimum of three assignments of similar type for Government Departments or Organizations / Multilateral agencies (eg: UN and UN related bodies, IMF, WTO, ITC, ADB etc) during the last five financial years. Only completed projects will be considered. (Please attach work order and completion certificate of such assignments)
7.2.3	The Consulting firm should not have been blacklisted by any Government Organization. A Declaration, as per Annexure-3 shall be submitted.
7.2.4	The team of the agency working on the study, if assigned by Spices Board, shall have a team leader and 2 team members/ associates who can fulfill the role of i) Agri / horti export specialist, ii) Economist, iii) Statistician etc. The agency shall submit name and details of the team members fulfilling the above role, indicating role / position / designation (team leader, associate/member etc) along with CVs.
7.2.5	The Team Leader should be (a) Doctorate/ MBA or Post-Graduation in Marketing / International Business / Agri business and possessing a minimum experience of 10 years in the field.
7.2.6	The Team Associates/ Members should be Post Graduate in Marketing / International Business / Agri business/Agriculture/ Economics / Statistics having specialization in analysis of trade data.
<i>Note: Last five financial years mean FY 2020-21, 2021-22, 2022-23, 2023-24 and 2024-25.</i>	

### **7.3 Earnest Money Deposit (EMD) and Performance Security:**

- 7.3.1 An interest-free Earnest Money Deposit (EMD) in the form of DD for Rs. 2,00,000/- (Rupees Two Lakh) drawn in favor of “Spices Board” payable at Kochi shall be submitted along with the technical bid. The EMD received from unsuccessful bidders will be returned after the selection process is complete. The EMD received from successful bidder will be processed as per Para 7.3.4.
- 7.3.2 Exemption from submission of EMD to National Small Industries Corporation (NSIC) and Micro, Small and Medium Enterprises (MSME) registered agencies will be applicable as per Government rules.
- 7.3.3 No exemption from submission of Performance Security shall be admissible to the NSIC and MSME registered organizations, as per Government rules.
- 7.3.4 Performance Security @ five per cent (5%) of the value of the contract or Rs. 2,00,000/- (Rs. Two Lakh) whichever is higher, shall be deposited by the agency selected. The EMD of Rs.2,00,000/-(Rs. Two Lakh) received from selected agency will be adjusted towards Performance Security. In case, 5% of the bid value works out to be more than Rs. 2.00 Lakh, the agency shall deposit the additional amount over & above Rs. Two Lakh in the form of DD in favour of “Spices Board”. Both the amounts taken together shall be treated as Performance Security. The amount of Performance Security shall be refunded after completion of all contractual obligations, without any interest.

### **8. Selection procedure:**

- 8.1 The selection procedure involves pre-bid meeting, evaluation of bid documents received, making presentation by the agencies before the selection committee, award of marks, opening of financial bids of shortlisted agencies and declaration of successful agency.
- 8.2 The minutes of the pre bid meeting will be posted in the Spices Board website as addendum / corrigendum. The bidders are advised to wait for addendum / corrigendum for submission of their bid. The addendum / corrigendum shall form an integral part of the tender document and the same shall be binding. Non -attendance in the pre bid meeting shall not be a cause for disqualification.

### 8.3 Evaluation of Bids:

8.3.1 A Committee in Spices Board will carry out a preliminary screening of the documents received and shortlist the bidder agencies fulfilling the prescribed eligibility criteria. The short-listed agencies will be required to make technical presentation before the selection committee.

8.3.2 The evaluation of bids will be made in two stages—first, Technical evaluation, and second, opening of Financial bid.

8.3.3 For technical evaluation of bids, a presentation will be held on the date and time specified by Spices Board, before the Selection Committee in the presence of the bidders or their authorized representatives.

8.3.4 The technical bids will be evaluated and the marks will be awarded for the credentials in the following areas:

<b>Sl. No.</b>	<b>Areas</b>	<b>Min Marks</b>	<b>Max Marks</b>
(i)	Presentation on the Technical Proposal covering Concept and Methodology for carrying out the assignment highlighting understanding of the assignment, Work Plan, and the strengths possessed by the agency including back-end support for the same	30	60
(ii)	Experience in conducting similar type of studies during last five years at national / international level for Government Departments or Organizations / Multilateral agencies (eg: UN and UN related bodies, IMF, WTO, ITC, ADB etc). (Only completed projects will be considered and each completed project will be awarded 4 marks. However, maximum marks will be 20.)	12	20
(iii)	Experience of Team Leader in conducting studies in the field of agriculture / horticulture exports — (A) 10 years to 12 years 8 Marks (B) More than 12 years 10 Marks	8	10
(iv)	Experience of Team Associate/Member in conducting studies in the field of agriculture/ horticulture exports —  iv.1. Experience of Team Associate/Member 1 (A) 3 to 4 years.....4 Marks (B) More than 4 years-----5 Marks	4	5

	iv.2. Experience of Team Associate/Member 2 (C) 3 to 4 years.....4 Marks (D) More than 4 years-----5 Marks	4	5
	Note: For (iii) & (iv) above, the experience of the team leader and members / associates who will be handling the study, once assigned by Spices Board, shall be furnished along with employment letter by the firm. The firm shall ensure that the team leader and members / associates will be part of the study till completion. However, in case, the team leader and/or members / associates cease to be part of the study, the firm shall ensure to put in place suitable replacements satisfying the required qualification and experience as per this tender document.		

The marking will be done on all the presentations. The bidders who secure minimum 70% marks (70 out of 100 marks) in technical presentations, will be shortlisted and only their financial bids shall then be opened.

8.4 The selection shall be made on Least Cost Selection (LCS) method from among the shortlisted applicants after technical evaluation, whose financial bids are opened. The applicant quoting the lowest amount for undertaking the study, from among the shortlisted applicants, will be selected.

8.5 Selection Committee reserves the right to withdraw the tender notice, 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 Spices Board. Spices Board, if deemed necessary, shall negotiate the prices with the agency quoting the lowest amount to bring down the prices.

**9.FORCE-MAJEURE:**

If at any time, during the continuance of this contract, the performance in whole or in part, by either party, of any obligation under this is prevented or delayed, by reason of war, or hostility, acts of the public enemy, civic commotion, sabotage, Act of State or direction from Statutory Authority, Explosion, Epidemic, Pandemic, Quarantine restriction, Strikes and Lockouts (as are not limited to the establishments and facilities of the agency), fire, floods, natural calamities for any act of GOD (hereinafter referred to as EVENT), provided notice of happenings of any such EVENT

is given by the affected party to the other, within 15 Calendar days from the date of occurrence thereof, neither party shall, by reason of such event, be entitled to terminate the contract, nor shall either party have any such claims for damages against the other, in respect of such nonperformance or delay in performance provided the contract shall be resumed as soon as practicable, after such EVENT comes to an end or ceases to exist. The decision of the Secretary, Spices Board as to whether the service may be so resumed (and the time frame within which the service may be resumed) or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days either party may, at his option terminate the contract.

## **10. ARBITRATION:**

- a. All matters of dispute arising out of this tender shall be governed by Indian law and subject to Court jurisdiction in Kochi only.
- b. In case of any dispute, both the parties shall make all efforts to resolve by way of conciliation process.
- c. In the event of any doubt, question, dispute, or difference arising under the agreement in connection therewith (except as to matters, the decision to which is specifically provided under this agreement) remains unresolved, the same shall be referred to sole arbitration to be appointed by the Secretary, Spices Board in accordance with the Arbitration and Conciliation Act, 1996 and the decision given shall be binding on the parties.
- d. The provisions of Indian Arbitration & Conciliation Act 1996 (as amended from time to time) shall apply on both the parties. The venue of the arbitration proceeding shall be the office of Spices Board or such other place as the Secretary, Spices Board may decide. Upon any and every reference as aforesaid, the assessment of costs and incidental expenses in the proceedings for the award shall be at the discretion of the Secretary, Spices Board.
- e. The fee payable to the Arbitrator shall be paid equally by both the parties. The language used in the arbitral proceedings shall be English.

## **11. INDEMNITY:**

Agency shall indemnify, defend and hold Spices Board and its officers/officials harmless against any and all proceedings, actions, losses, damages, expenses, costs and third- party claims whatsoever whether financial or otherwise, including liability for payment of contributions dues to EPFO/ESIC/Govt. Departments/Local Bodies/Statutory Authorities etc. which Spices Board may sustain, incur, suffer or be exposed to at any time during the subsistence of the Contract and subsequent thereto relating to the period of Contract, arising out of a breach by the Agency, its sub-contractors, sub-agents, employees, etc. of any of its obligations under the Contract.

**12. INTELLECTUAL PROPERTY RIGHTS:**

- a. Spices Board’s name/logo/other IPRs shall be the sole and exclusive property of Spices Board only. For any misuse/misrepresentation/unauthorized use of Spices Board’s name/logo/IPRs by the Agency and/or their sub-agents/sub-contractors/employees etc., the Agency shall be held solely responsible.
- b. Spices Board shall not be responsible for any harm or loss caused to any third party because of any such misuse/misrepresentation/unauthorized use of Spices Board’s name/logo/IPRs.
- c. Agency shall indemnify Spices Board against any misuse /misrepresentation/ unauthorized use of Spices Board’s name/logo/IPRS and/or any claim(s) relating to infringement of any intellectual property rights committed by them/their sub-agents/sub- contractors/employees. etc.
- d. Spices Board shall take necessary legal and other remedial actions, as deemed fit, for such violations. Spices Board shall take necessary legal and other remedial actions, as deemed fit, for such violations.

**13. TERMS OF PAYMENT:**

The payment shall be released after depositing of Performance Security. The payment shall be released as follows:

- (a) On award of Study.....30%
- (b) On submission of Inception Report 20%
- (c) On submission of first Draft Report 20%
- (d) After presentation to Spices Board and stakeholders and on approval of the Final Report.....30%.

**14. PERFORMANCE ASSURANCE:**

If performance of the agency is less in any of the deliverables as per the scope of work, then a part of the total bid value will be retained by Spices Board, proportionately to the extent of performance, at the time of final payment. Decision of Spices Board shall be final in this regard.

**15. Guidelines for Submission of Bids:**

- (i) Conditional bids are not allowed and shall be rejected summarily.
- (ii) Any misrepresentation of facts/ withdrawals of bids will lead to forfeiture of EMD.
- (iii) The bidding agency shall bear the cost on preparation and submission of bid documents.
- (iv) Each page of the bid document is to be signed by the authorized signatory before submission to Spices Board. Authorization letter in favour of the signatory is to be enclosed with Annexure-1.
- (v) The name of the Bidding Agency must be clearly written with full address, Tel: nos., and Email on all Envelopes.
- (vi) No modification or substitution of the submitted bid shall be allowed. An applicant may withdraw his application after submission, provided that written notice of the withdrawal is received by Spices Board before the end of the time for submission of applications. In case an applicant wants to resubmit his application, he shall submit a fresh application following all the applicable conditions by the stipulated date.
- (vii) Bids received after the last date of submission of application shall not be considered under any circumstances. Bids received through email shall also not be considered.
- (viii) The bid shall be submitted in GeM and shall mandatorily have following documents and all other documents as specified in the tender document.

(a) **Demand Draft:** This will contain the following documents: (Upload in GeM and send original by post)

- (i) Demand Draft of Rs.2,00,000/- (Rupees Two Lakhs) in favor of Spices Board, payable at Kochi as Interest-free Earnest Money Deposit (EMD),

This shall be also be submitted in physical format in a sealed envelope and marked as Earnest Money Deposit (EMD) for the “Study to identify strategies for enhancing export potential of spices and value-added spice products”. EMD shall reach Spices Board Head office at the below mentioned address on or before the bid submission end date.

(b) **Documents to be submitted along with the technical bid:** - It will contain the following documents: (Upload in GeM)

- (i) Annexure1-(Duly filled in) and supporting documents.  
(ii) Annexure-2-CA Certificate  
(iii) Annexure-3-Not Black-listed Declaration  
(iv) Technical Proposal covering Concept and Methodology for carrying out the assignment highlighting understanding of the assignment, Work Plan, and the strengths possessed by the agency including back-end support for the same.

(c) **Financial Bid - To be submitted in GeM**

Financial bid shall contain the following components.

Cost for completing the assignment as per the Scope of Work detailed in Clause 3 to 5 of the document including:

1. expenditure on Professional Fees,
2. Travelling Expenses,
3. Data Collection
4. Report Preparation
5. Any other expenses

Note : No financial information shall be submitted in the technical bid.

The Director Marketing  
Spices Board  
Sugandha Bhavan, N.H. By Pass,  
Palarivattom P.O., Cochin - 682025, Kerala,

Hindi version follows

**Important Dates:**

- **Bid submission start date: 11<sup>th</sup> March 2026**
- **Pre bid Meeting (hybrid mode) will be held at 11.00 AM on (Tuesday), 23<sup>rd</sup> March, 2026. (Meeting Link: <https://spices.webex.com/spices/j.php?MTID=mad26aa8861ab5b4ebfa02af87082983c> )**
- **Last date for submission of bids is 13<sup>th</sup> April, 2026 up to 5.00 PM.**

**APPENDIX I**

<b>List of Spices and Value-Added Spice Products HS Codes (8 digit)</b>		
<b>S.No.</b>	<b>HSCODE</b>	<b>Item Description / Product</b>
1	0703 20 0 0	Garlic, fresh/chilled
2	0706 90 1 0	Horse radish
3	0709 60 1 0	Green chilli
4	0709 99 10	Green pepper
5	0710 80 1 0	Terragon
6	0711 90 1 0	Green pepper in brine
7	0712 90 2 0	Dehydrated garlic powder
8	0712 90 3 0	Dehydrated garlic flakes
9	0712 90 4 0	Dried garlic
10	0712 90 5 0	Marjoram, Oregano
11	0810 90 2 0	Tamarind, fresh
12	0813 40 1 0	Tamarind, dried
13	0904 11 1 0	Pepper, long
14	0904 11 2 0	Light black pepper
15	0904 11 3 0	Black pepper, garbled
16	0904 11 4 0	Black pepper, ungarbled
17	0904 11 5 0	Green pepper, dehydrated
18	0904 11 6 0	Pepper pinheads
19	0904 11 7 0	Green pepper, frozen or dried
20	0904 11 8 0	Pepper other than green, frozen
21	0904 11 9 0	Other
22	0904 12 0 0	Pepper, crushed or ground
23	0904 21 1	Fruits of the genus Capsicum

	0	
24	0904 21 2 0	Fruits of the genus Pimenta
25	0904 22 11	Chilli powder
26	0904 22 19	Other
27	0904 22 21	Powder (fruits of genus pimeta)
28	0904 22 29	Other
29	0905 10 00	Neither Crushed Nor Ground
30	0905 20 0 0	Crushed Or ground
31	0906 11 1 0	Cinnamon bark
32	0906 11 2 0	Cinnamon tree flowers
33	0906 11 9 0	Other
34	0906 19 10	Cassia
35	0906 19 90	Other
36	0906 20 0 0	Cinnamon & cinnamon-tree flowers, crushed/ground
37	0907 10 1 0	Extracted (cloves)
38	0907 10 2 0	Not extracted (other than stem) (cloves)
39	0907 10 3 0	Stems (cloves)
40	0907 10 9 0	Other
41	0907 20 00	Crushed Or ground
42	0908 11 1 0	In shell (nutmeg)
43	0908 11 2 0	Shelled (nutmeg)
44	0908 12 00	Crushed or ground
45	0908 21 0 0	Neither Crushed Nor Ground (Mace)
46	0908 22 00	Crushed or ground (Mace)
47	0908 31 1 0	Large (amomum) (cardamom)
48	0908 31 2	Small (elettaria), alleppey green (cardamom)

	0	
49	0908 31 3 0	Small, coorg green (cardamom)
50	0908 31 4 0	Small-bleached, half-bleached or bleachable (cardamom)
51	0908 31 5 0	Small (mixed)
52	0908 31 9 0	Other
53	0908 32 10	Powder
54	0908 32 20	Small Cardamom seeds
55	0908 32 30	Cardamom husk
56	0908 32 9 0	Other
57	0909 21 10	Of seed quality (coriander)
58	0909 21 90	Other
59	0909 22 00	Crushed Or ground (coriander)
60	0909 31 1 1	Of seed quality (cumin, black)
61	0909 31 1 9	Other
62	0909 31 2 1	Of seed quality (cumin, other than black)
63	0909 31 2 9	Other
64	0909 32 00	Crushed Or ground (cumin)
65	0909 61 1 1	Of seed quality (anise)
66	0909 61 19	Other
67	0909 61 21	Of seed quality (badian)
68	0909 61 2 9	Other
69	0909 61 31	Of seed quality (Caraway or Fennel)
70	0909 61 39	Other
71	0909 61 4 1	Of seed quality (Juniper)
72	0909 61 4 9	Other
73	0909 62	Anise(Powder)

	10	
74	0909 62 20	Badian(Powder)
75	0909 62 30	Caraway or Fennel (Powder)
76	0909 62 40	juniper berries(powder)
77	0910 11 10	Fresh (ginger)
78	0910 11 2 0	Dried, unbleached (ginger)
79	0910 11 3 0	Dried, bleached (ginger)
80	0910 11 9 0	Other
81	0910 12 10	Powder
82	0910 12 90	Other
83	0910 20 1 0	Saffron stigma
84	0910 20 2 0	Saffron stamen
85	0910 20 9 0	Other
86	0910 30 1 0	Fresh (turmeric)
87	0910 30 2 0	Dried (turmeric)
88	0910 30 3 0	Powder (turmeric)
89	0910 30 9 0	Other
90	0910 91 0 0	Mixtures of 2/more products of different headings of 09.04-09.10
91	0910 99 1 1	Celery (seed)
92	0910 99 1 2	Fenugreek (seed)
93	0910 99 1 3	Dill (seed)
94	0910 99 1 4	Ajwain (seed)
95	0910 99 1 5	Cassia Torea
96	0910 99 1 9	Other
97	0910 99 21	Cassia powder
98	0910 99 2	Celery (powder)

	3	
99	0910 99 2 4	Fenugreek (powder)
100	0910 99 2 5	Dill (powder)
101	0910 99 2 6	Poppy (powder)
102	0910 99 2 7	Mustard (powder)
103	0910 99 2 9	Other
104	0910 99 3 0	Husk
105	0910 99 9 0	Other
106	1106 30 10	Flour, Meal and Pwdr of Tamarind
107	1207 50 1 0	Of seed quality (mustard)
108	1207 50 9 0	Other
109	1207 91 0 0	Poppy seeds
110	1207 99 4 0	Kokam
111	1209 9170	Of chilly of genus Capsicum(chilly seed)
112	1211 90 1 6	Garcinia
113	1211 90 3 3	Gamboge fruit rind
114	1211 90 4 2	Galangal rhizomes and roots
115	1211 90 4 8	Sweet flag rhizomes
116	1211 90 5 3	Mint including leaves (all species)
117	1211 90 5 6	Basil, Hyssop, Rosemary, sage and Savory
118	1211 90 9 5	Lovage
119	1212 99 1 0	Kokam (cocum) flowers
120	1301 90 1 3	Asafoetida
121	1301 90 4 4	Oleoresins of spices
122	1302 19 1 8	Extracts of garacinia or cambodge
123	2103 30 0	Mustard flour and meal and prepared mustard

	0	
124	2103 90 1 0	Curry paste
125	2103 90 2 0	Chilli sauce
126	2103 90 3 0	Mayonnaise and salad dressings
127	2103 90 4 0	Mixed, condiments and mixed seasoning
128	2103 90 9 0	Other
129	2906 11 10	Natural Menthol
130	2906 11 90	Other
131	3003 90 2 1	Menthol crystals
132	3301 24 0 0	Essential oil of peppermint ( <i>Mentha piperita</i> )
133	3301 25 1 0	Essential oil of spearmint ( <i>Ex-mentha spicata</i> )
134	3301 25 2 0	Essential oil of water mint ( <i>Ex-mentha aquatic</i> )
135	3301 25 3 0	Essential oil of horsemint ( <i>Ex-mentha sylvestries</i> )
136	3301 25 4 0	Essential oil of bergament ( <i>Ex-mentha citrate</i> )
137	3301 25 9 0	Other
138	3301 29 1 1	Anise oil (aniseed oil)
139	3301 29 1 4	Caraway oil
140	3301 29 1 5	Cassia oil
141	3301 29 1 7	Cinnamon bark oil
142	3301 29 1 8	Cinnamon leaf oil
143	3301 29 2 1	Clove leaf/stem oil
144	3301 29 2 2	Coriander seed oil
145	3301 29 2 3	Dill oil ( <i>anethum</i> oil)
146	3301 29 2 5	Fennel seed oil
147	3301 29 2 6	Ginger oil
148	3301 29 2	Clove bud oil

	8	
149	3301 29 3 2	Nutmeg oil
150	3301 29 3 5	Pepper oil
151	3301 29 4 5	Cumin oil
152	3301 29 4 6	Celery seed oil
153	3301 29 4 7	Garlic oil
154	3301 29 4 8	Paprika oil
155	3301 29 4 9	Turmeric oil
156	3301 29 5 0	Spices oils not else where specified or included
157	3301 90 1 1	Fenugreek Oleoresins
158	3301 90 1 2	Ginger Oleoresins
159	3301 90 1 3	Pepper Oleoresins
160	3301 90 1 4	Turmeric Oleoresins
161	3301 90 1 5	Cardamom Oleoresins
162	3301 90 1 6	Celery seed Oleoresins
163	3301 90 1 7	Nutmeg Oleoresins
164	3301 90 2 1	Clove Oleoresins
165	3301 90 2 2	Capsicum Oleoresins
166	3301 90 2 3	Coriander Oleoresins
167	3301 90 2 4	Cumin Oleoresins
168	3301 90 2 5	Fennel Oleoresins
169	3301 90 2 9	Oleoresins of spices not elsewhere specified
170	3301 90 3 2	Mustard oil aroma (Essential oil)

**TECHNICAL BID FOR STUDY TO IDENTIFY STRATEGIES FOR  
ENHANCING EXPORT POTENTIAL OF SPICES AND SPICE  
PRODUCTS FROM INDIA**

**Details of Agency**

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>	<b>Page no.</b>
1	Name of Agency		
2	Address as per GST Registration (please attach documents)		
3	Name, designation and contact details of authorized signatory including email id and mobile/ telephone no. (Please attach Authorization Letter)		
4	Details of Registration /AOA & MOA (Please Attach copy)		
5	GST Certificate of Bidding Agency (Please Attach copy)		
6	Pan Card of Bidding Agency (Please Attach copy)		
7	(i) Detailed Profile of the Agency (ii) CV of Team Leader (iii) CV of Team Associate/Member		
8	Details of Demand Draft for Interest-free Earnest Money Deposit "EMD" for Rs.2,00,000/- (Rupees Two Lakh ) in favour of Spices Board, Kochi.		
9	"Certificate for exemption from submission of EMD issued by NSIC and MSME" (Please attach a self-certified copy)		

10	CA Certificate (Please attach duly filled in Annexure-2)		
11	Declaration that the agency has not been blacklisted by any Government organization. (Please attach duly filled in Annexure-3)		
12	Turnover Details Annual Rs. 50,00,000/- (Rs. Fifty Lakhs) each during any three years out of last five financial years from consultancy operations. The details of turnover from consultancy operations shall be in the name of applicant organization only and not in the name of group/ sister organizations. (A certificate as per Annexure-2, with the details of turnover from consultancy operations, by a Chartered Accountant (CA) shall be submitted)	Year	Turnover
		2020-21	
		2021-22	
		2022-23	
		2023-24	
13	Experience Details Assignments of similar type for Government Departments or Organizations / Multilateral agencies (eg: UN and UN related bodies, IMF, WTO, ITC, ADB etc) (Please attach copies of work order and completion certificate for execution of such assignments)	Year	Work Order & completion certificate
		2020-21	
		2021-22	
		2022-23	
		2023-24	
		2024-25	

**List of Enclosures:**

**Declaration**

I hereby declare and confirm that all the information provided above is true and nothing has been concealed.

I agree to abide by the terms and conditions mentioned in the bid document.

I understand that if at any time, I am found to have concealed/distorted any material information or done any act or omission against the interest of Spices Board, my contract shall be summarily terminated without any notice to me.

I am authorised to sign all the documents on behalf of the firm/agency.

**Signature of Authorized  
Signatory**

(Name of Authorized  
Signatory) Designation  
E-mail id:  
Contact No.  
Seal of the agency

**Annexure-2**

**Proforma for CA Certificate**

I/We, Proprietor /Partner /Director of (Name of CA Firm) do hereby confirm that M/s.

\_\_\_\_\_ (Bidder), a Proprietorship / P a r t n e r s h i p / Company having its registered office at \_\_\_\_\_, having PAN \_\_\_\_\_ and GST No. \_\_\_\_\_ which is valid from \_\_\_\_\_ (copy attached) and hereby declare and affirm as under:

- (1) That the Firm is in existence from \_\_\_\_\_ (date).
- (2) That the details of the turnover from Consultancy Operations (on the basis of the financial statements of the entity) are as follows:

S. No.	Financial Year	No. of assignments executed	Name of the Organisation (s)	Turnover (in Rs.)
1	2020-21			
2	2021-22			
3	2022-23			
4	2023-24			
5	2024-25			

3. That the above work was obtained in the consultancy firm’s own name and the billing /payment was collected in the entity’s own bank account.

**Declaration**

I have independently verified the above-mentioned details with books of accounts, 26AS statements, GST Returns and found them to be true and correct

Counter-signed by the applicant:

Signature:

Signature of Authorized Signatory  
Name of Authorized Signatory Proprietor / Partner/ Director Company  
Seal

Name and designation UDIN  
Seal of CA firm

(on the Letter Head of the Agency)

To  
Director (Marketing)  
Spices Board,  
Kochi -682 025

**Subject: Declaration for not being Blacklisted**

Sir,

With reference to the bid on the subject cited above, dated.....I, .....  
(Name and designation of the Authorised Signatory) hereby declare and confirm that ... (Name of the Agency) has not been black-listed or declared as ineligible by the Central Government/ State Government / Public Sector Undertaking from participating in future bids due to unsatisfactory performance, corrupt, fraudulent or any unethical business practices or any other reasons, as on the date of submission of the bid.

Signature  
(Name of authorized

Signatory) Designation:

Seal of the Agency:

Date:

Place