

Request for proposal for Spices Board's scheme for Laboratory Recognition of Private/Other facilities for testing Spices and Spice Products

By

**Spices Board
Ministry of Commerce & Industry,
Govt. of India, Sugandha Bhavan,
PB No. 2277,
NH Bypass, Palarivattom PO,
Ernakulam – 682 025**

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Spices Board
Ministry of Commerce & Industry,
Govt. of India Sugandha Bhavan, NH
Bypass, Palarivattom,
Ernakulam – 682 025

**“Call for application for recognition of
Spices and Spice Products Testing Laboratories- reg”**

Spices Board (Ministry of Commerce and Industry, Government of India) under the Spices Board Act, 1986 (10 of 1986) is the flagship organization for the development and worldwide promotion of spices and spice products from India. The Board is an international link between the Indian exporters and the importers abroad and carries out various activities for export promotion, post harvest improvement, processing & value addition of spices and also undertakes mandatory sampling and testing of Spices and Spice products for various food safety and quality parameters with respect to the regulatory requirement of importing countries through ISO/IEC 17025 accredited Quality Evaluation Laboratories (QELs) of the Board.

In order to cater to the increasing testing and certification needs of exporters across various zones of the country, Spices Board is proposing to recognize food testing laboratories accredited by ISO/IEC 17025, which test Spices and Spice products for various chemical, residual and microbiological parameters based on the requirements of the Board. The spice industry requires sufficient numbers of Spices and Spice products testing laboratories across India including Zones of Kochi, Chennai, Tuticorin, Bengaluru, Guntur, Kolkata, New Delhi, Mumbai, Unjha and Ahmedabad, for successful implementation of the mandatory testing through laboratories accredited under ISO/IEC 17025.

Spices Board intends to invite applications from food testing laboratories accredited under ISO/IEC 17025 having the scope for testing Spices and Spice products. The ISO/IEC 17025 accredited Laboratories operating in various places of the state/zone/country are required to submit separate application for the individual laboratory, proposed for recognition under the scheme. The applicant's laboratory must be accredited for the required scope of testing and to be competent to meet all the requirements of Spices Board, as detailed in Request for proposal.

For any queries related to Request for proposal, the interested laboratory may contact Scientist-C & QEL i/c, Spices Board, NH Bypass, Sugandha Bhavan, Palarivattom, Ernakulam – 682 025 (Phone: 0484 -233610 Extn: 329; Email ID: srilatha.cm@nic.in).

The Request for proposal document can be downloaded from Spices Board website at <http://www.indianspices.com>. The last date for submission of complete proposal is 15th September 2021 by 5.00 pm.

A meeting (virtual mode) to discuss the technical specifications/presentations with the interested laboratories will be conducted on 27.09.2021 for finalizing the terms and conditions for availing the service, the scope of recognition scheme, responsibilities of Board etc. Interested laboratories shall send their willingness to attend the meeting to email id qel.sb-ker@gov.in not later than 25.08.2021 so that a link to attend the meeting can be emailed to them. Where some significant changes are to be made in the terms/scope of the RfP as a result of the pre-proposal meeting or otherwise considered necessary by the Board, a formal corrigendum to the RfP will be published in the Boards website

Spices Board reserves the right to cancel this Request for proposal and/or invite fresh Request for proposal/ conduct a separate process with or without amendments, without liability or any obligation for such Request for proposal and without assigning any reason at any stage of the process.

**Secretary
Spices Board**

I. INSTRUCTIONS TO THE APPLICANTS

A. Background

Spices Board is proposing to implement “Laboratory Recognition Scheme” to recognize food laboratories in India, including laboratories of research institutions accredited under ISO/IEC 17025 for testing Aflatoxin, Sudan and other synthetic dyes, Pesticide residues, ETO, Microbial contaminants and other emerging requirements under food safety and quality of Indian Spices and Spice products for export. The scheme does not recognize in-house spices testing laboratories engaged in the business of export/import of spices and spice products (laboratory run by the same management).

The laboratory to be empanelled under the scheme shall demonstrate that there is no conflict of interest and will keep Confidentiality and Impartiality in all its activities that are in agreement with the Board. Under the scheme, laboratories having food testing facilities with competency for carrying out specific tests in Spices as per approved test methods and parameters approved by the Board and accredited as per ISO/IEC 17025 will be covered.

B. Scope of work

The major objective of the scheme is to have sufficient number of competent laboratories in India, having ISO/IEC 17025 accreditation to cater the needs of Indian spices exports and to meet the emerging challenges of various quality and food safety requirements set by concerned countries.

C. Eligibility Criteria

Accredited laboratories before submitting their proposal should satisfy on the following points:

1. The laboratory shall follow the standard protocols laid down for handling/testing the Spice samples.
2. Maintaining high standards of accuracy, reliability and credibility in the operation of the laboratory.
3. Mechanism for ensuring that personnel of the laboratory adhere to high professional standards and ethics.
4. An efficient management system to manage, monitor and arrange the required man power and infrastructure.
5. Shall submit duly filled Annexure–3 Technical Data to be provided by the Laboratories.

D. Registration / Recognition fee structure is as follows;

Sl. No.	Item	Fees/Charges (Rs.)
1	Application Fee for registration	5,000
2	Recognition Fee for 2 years	40,000
3	Renewal fee for recognition	10,000
4	Application Fee for Extension of scope.	5,000
5	Processing Fee for extension of scope of recognition	
	a) Fee per parameter	5,000
	b) Fee per inspection	10,000

The recognized Laboratory has to agree with analytical charges for testing of the parameters as fixed by the Board from time to time.

E. Time period

The Spices Board recognition for the laboratory will be for 02 (Two) years. The laboratory shall apply for its renewal at least 6 months before expiry of recognition.

F. Authorized Signatory

The 'Applicant' of the Request for proposal document shall be the one who has signed the Request for proposal document forms. The applicant should be the duly Authorized Representative, for which a certificate of authority to be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall be furnished and signed by the Authorized Representative.

G. Availability of document on Request for Proposal

The Request for proposal document can also be downloaded from Spices Board's website at <http://www.indianspices.com> or CPP Portal.

H. Submission of Proposal

The proposal complete in all respects shall be submitted in sealed envelope superscribed as **"Request for proposal for Recognition of Spice and Spice Products Testing Laboratories"** to Receipts & Dispatch Section, Spices Board, Ministry of Commerce & Industry, Govt. of India, Sugandha Bhavan, NH Bypass, Palarivattom, Ernakulam – 682 025.

1. Documents to accompany Request for proposal

- I. Request for proposal in **Annexure-1**
- II. Copy of ISO/IEC 17025 accreditation certificate along with Scope of testing.
- III. Report of PT (Z-Score) and other QA & QC Program participated/performed by the lab in past 2 years in Spices and Spice products.
- IV. Proof of current participation/recognition of the lab with similar schemes under any other Govt organizations.
- V. Number of spice/food samples analyzed per month
- VI. List of Laboratory equipment
- VII. Check list duly filled and certified

2. Every page and all forms complete in all respects shall be signed by the person/ persons duly authorized to sign on behalf of the applicants with affixing the name & designation and seal of the Laboratory. Any / all corrections made in the proposal shall be duly authenticated by the signature of the Authorized Signatory.

I. Amendment to Request for proposal

The Spices Board may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, may modify the Request for proposal document by an amendment.

J. Evaluation of applications

1. The Spices Board shall examine the applications to determine whether the details provided in the application are complete in all respect and in order and all information as indicated under various clauses have been furnished.
2. The Spices Board reserves the right to waive minor deviations in the proposal application if they do not materially affect the capability of the applicant to perform the assignment.
3. Prior to detailed evaluation formalities, the Spices Board shall determine the substantial responsiveness of each application to the Invitation documents. A substantially responsive proposal is one which conforms to all the terms and conditions of the Invitation document without any material deviation. A material deviation is one which limits in any way responsibilities and liabilities of the applicant as required in this document. Non-responsiveness

shall have the risk of rejection. All responses that meet or exceed the specified minimum requirement will be shortlisted as QUALIFIED.

4. The evaluation shall be carried out on the basis of data available in the application / documents received from the laboratory in the first instance. No additional details will be taken of any further documents or clarifications or any such additional information furnished subsequently by the applicant. However, the Spices Board reserves the right to call for such clarifications confined in scope to the contents of the application, should such a clarification become necessary for proper judgment in evaluation.
5. The applications received will be assessed as per the Guidelines described in Laboratory Recognition Scheme Manual of Spices Board and GFR. For the purpose of evaluation, the total cost shall include all taxes and expenses as indicated in the RfP document.
6. The financial proposals will be ranked in terms of their total evaluated cost in addition to the estimated cost intimated for different parameters.

K. The proposals will be screened on the basis of the following eligibility criteria:

1. Spice testing laboratory(s) shall conduct test as per Standard Procedures approved by Spices Board and accredited by ISO/IEC 17025.
2. The laboratory(s) shall have ISO/IEC 17025 accreditation for the test parameters under the approved scope and also as per the requirements of Spices Board.
3. The laboratory which intend for accreditation for a parameter as per Spices Board's requirement can also apply, subject to the condition that the inclusion of the said parameter in accredited scope will be completed **within three months** from the date of recognition and the recognition will be valid only after successful accreditation of the parameter under ISO/IEC 17025.
4. The laboratory should have sufficient qualified, trained and experienced staff to handle the test(s) under scope.
5. The recognition will be automatically become invalid with the expiry/withdrawal of accreditation under ISO/IEC 17025.

L. Rejection of Request for proposal

The application is liable to be rejected if;

1. The application is not submitted in proper sealed cover with superscription **as indicated in clause H above** or received in any other means like email, fax etc.
2. Not in prescribed form and not containing all required details.
3. Not properly signed.

Note: Further, applicant is required to furnish a declaration regarding exclusion criteria strictly in the format as given at **Annexure -2**.

M. Disclaimer

The Spices Board reserves the right:

1. To reject any / all applications without assigning any reasons thereof.
2. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Spices Board without assigning any reasons thereof.
3. To include any other item in the Scope of work at any time in consultation with applicants or otherwise.

Hindi Version follows

Request for proposal -Letter Proforma

To
Scientist-C & QEL I/c ,
Quality Evaluation Laboratory,
Spices Board,
Ministry of Commerce & Industry, (Govt. of India)
NH Bypass, Sugandha Bhavan,
Palarivattom (PO), Ernakulam – 682 025, Kerala

Sub:- Call for application for recognition of Spices and Spice Products Testing Laboratories.

Sir,

1. The undersigned having read and examined in detail all the Request for proposal documents pertaining to the proposals for Recognition of Spices and Spice Products Testing Laboratories; do hereby express the interest to do the work as specified in the scope of work.

2. Details for Correspondence :

1.	Name of Applicant/Laboratory	
2.	Address for Correspondence	
3.	Contact person with Designation	
4.	Telephone (with STD code)	

5.	Mobile No. of the contact person	
6.	E-mail of the contact person /Website address of the Organization (if any)	

3. Documents forming part of Request for proposal

We have enclosed the following:

- I. Request for Proposal in Annexure -1
- II. Complete set of documents as per point H (1) - Submission of Proposal

4. I/ We hereby declare that my/our Request for Proposal is made in good faith and the information provided are true and correct to the best of my/ our knowledge and belief. I/We shall abide by the terms and conditions laid down by the Spices Board regarding the recognition of Spices and Spice Products Testing Laboratories.

Thanking you,

Yours faithfully,

(Signature of the Applicant/Authorized Signatory)

Name:

Designation:

Seal:

Date:

Place:

APPLICANT'S DECLARATION REGARDING THE EXCLUSION CRITERIA

To be completed and signed by the applicant and to be included in the Request for Proposal

**Spices Board,
Ministry of Commerce & Industry, (Govt. of India)
NH Bypass, Sugandha Bhavan,
Palarivattom (PO), Ernakulam – 682 025, Kerala**

Ref: Call for application for recognition of Spices and Spice Products Testing Laboratories.

We shall be excluded from participation if:

- 1.** We are bankrupt or being wound up, are having our affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matter, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- 2.** We have been convicted for an offence concerning our professional conduct by judgment which has the force of res judicata;
- 3.** We have been guilty of professional misconduct proven by any means which the contracting authority can justify;
- 4.** We have not fulfilled obligations in respect of payment of social security contribution or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is performed;
- 5.** We have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the communities' financial interests;
- 6.** Following another procurement procedure or grant award procedure financed by the community budget, we have been declared to be in serious breach of contract for failure to comply with our contractual obligations.

In response to your call for expression of interest, I/We hereby declare that I/we:

1. Am/are not in any of the situations excluding me/us from participation of contracts (and will produce the corresponding certificates if so requested)
2. Agree to abide by the highest ethical standards in the profession and, in particular, have no potential conflict of interest;
3. Will inform the Spices Board immediately if there is any change in the above circumstances at any stage during the tender procedure or during the implementation of the project;
4. Fully recognize and accept that any inaccurate or incomplete information deliberately provided in this tender may result in my/our exclusion from this or other contracts funded by the Spices Board.

(Signature of the applicant/Authorized representative along with Office Seal)

Name:

Designation:

Seal:

Date:

Place:

ANNEXURE - 3

TECHNICAL DETAILS TO BE PROVIDED BY THE LABORATORIES

S.No.	Spices & Spice Products*	Parameter	Analytical Method	Major Instrument used	Limit of Detection (LOD)	Limit of Quantification (LOQ) (Specify the Unit of Measurement)	Accreditation status under ISO/IEC 17025	Testing Charges/ sample/ parameter ** in Rs.	No. of days required to complete the analysis
1		Ethylene Oxide (ETO) and Ethylene Chlorohydrin (ECH)							
2		Pesticide Residues as per EU norms							
3		Heavy Metals - Lead, Arsenic, Mercury, Copper, Zinc, Cadmium, Iron etc.							
4		Aflatoxin							
5		Synthetic dyes(Sudan I,II, III, IV)							
6		Salmonella							
7		Bacillus cereus							
8		Clostridium perfringens							
9		Staphylococcus aureus							
10		Escherichia coli							
11		Coliforms							
12		Allergens							

* Any other food product tested for this parameter

** 20 parameters /month

Synopsis of the EOI

The following is a synopsis of the provisions of the Food Testing Laboratory (FTL) recognition programme being implemented by Spices Board to augment the Board's mandatory export inspection programme for spices and spice products:

- I. Spices Board (Ministry of Commerce and Industry, Government of India), intends to invite applications from FTLs accredited under ISO/IEC 17025:2017, for joining the Board's mandatory export consignment monitoring programme for selected quality / safety parameters.
 - II. The responding laboratory should possess all modern instrumentation, infrastructure and qualified manpower necessary for testing spices and spice products as per international regulatory requirements. The FTL should also have the required parameter(s) in the scope of ISO/IEC 17025:2017 accreditation, for spices.
 - III. Spices Board reserves the right to change the list of parameters for which the service of the FTLs will be availed. The present list of parameters for which analytical service is required, is given as Annexure 3 of this EOI document.
 - IV. Recognition of a responding FTL for analysis will be based registration of the FTL with Spices Board for the testing services, details of which are elaborated in this EOI document.
 - V. Recognition will be granted to a laboratory based on evaluation of qualification criteria, initially for a period of two years and renewable subsequently for a further period, details of which are elaborated in this EOI document.
 - VI. Testing fees chargeable for different parameters will be as per a signed agreement between the recognized FTL and Spices Board.
 - VII. A recognized FTL will have to test samples assigned by Spices Board's regional quality evaluation laboratories (QELs) or any of the Spices Board office across the country and submit results through Spices Board's online software. Coordination for these services will be through Spices Board's regional QELs / offices.
 - VIII. The recognized FTL should participate in the quality assurance programmes scheduled by Spices Board from time to time.
 - IX. In case where discrepancies in performance of a recognized FTL is noticed during the recognition period, or if the laboratory loses accreditation status for any of the required parameters covered during the recognition period, then Spices Board reserves to review and / or revoke the recognition status of the said laboratory.
 - X. A meeting of the representatives of the FTLs responding to this EOI with Spices Board will be scheduled subsequently to explain / clarify in detail the modalities of the Board's laboratory recognition programme, details of which are included in this EOI.
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Agenda for Meeting of Respondent FTLs and Spices Board

A meeting of the representatives of the Food Testing Laboratories (FTLs) responding to this EOI with Spices Board is scheduled on 27.08.2021 at 11.00 am to explain / clarify in detail the modalities of the Board's laboratory recognition programme. The meeting will cover the following agenda points:

1. Introduction to the Board's mandatory inspection programme and the proposed FTL recognition programme
2. Registration and recognition process of FTLs by Spices Board
3. Requirements regarding Testing fees and discussion on expected number of samples
4. Procedural and logistical aspects of analytical services required from the FTLs, and coordination of work by Spices Board regional quality evaluation laboratories
5. Workflow from sample despatch by Spices Board to test results uploading by FTL
6. Participation of FTLs in periodic Quality Assurance Programmes organized by Spices Board
7. Renewal of recognition by FTLs and process of review / revoking of recognitions