

Procurement of chemical solvent: Acetonitrile of
different grades for the analysis spices and spice
products, in Quality Evaluation Laboratories of Spices
Board 2020-2021



Tender No: QEL/ACETONITRILE/2020 Date:19-02-2020

File No. QEL/QTN/ANNUAL REQUIREMENT OF CHEMICALS-2016

MSTCL Tender Reference: SPICEB/19-20/ET/13

Spices Board
Ministry of Commerce & Industry,
Govt. of India

I. Tender Notice



Spices Board
 (Ministry of Commerce & Industry, Govt. of India)
 Sugandha Bhavan, N.H. Bypass, Palarivttom PO,
 Kochi – 682025, Kerala, India
 Ph: 04842333610 – 616
 Email: sbqelkochi@gov.in web: www.indianspices.com

TENDER NOTICE

19/02/2020

File No. QEL/QTN/ANNUAL REQUIREMENT OF CHEMICALS-2016

Spices Board, Ministry of Commerce, Govt. of India is inviting bids through e-tendering system under the single stage: two bid system (separate technical and commercial bids) from eligible bidders for the supply of chemical Acetonitrile of different grades for the analysis of spices and spice products.

The tender document with details of technical requirements and terms & conditions for this tender are available for download in the Spices Board's Website (www.indianspices.com), Government e-procurement portal (<https://etenders.gov.in/e procure/app>) and MSTCL e-procurement portal (<https://www.mstcecommerce.com/>). The tenders have to be submitted online via MSTCL e-procurement portal.

Last date for submission of the bids online via MSTCL website is 5:00PM on 19-03-2020. All bids must be submitted online along with all necessary documents uploaded as PDF file, as detailed in the specifications and terms & conditions outlined in the tender document.

The bids are required to be submitted online in two separate parts, i.e. technical bid and financial bid. The Technical bid will be opened at 10:00AM. On 20-03-2020 at the Spices Board Head Office. The financial bids of bidders whose technical bids get qualified would be opened at a later date.

Sd/-

SECRETARY

II. Table of Contents

I	Tender notice
II	Table of contents
III	Introduction
IV	Job description
V	Scope and description of contract
VI	Eligibility criteria
VII	Tender schedule
VIII	Details of the equipment
IX	EMD requirement
X	General conditions of the tender
XI	Specific conditions of the tender – Technical
XII	Warranty and performance security
XIII	Tendering format
XIV	Amendment of tender documents
XV	Evaluation of the tender
XVI	Evaluation of the technical bid
XVII	Evaluation of financial bids

APPENDICES

III. Introduction

The Spices Board is an autonomous body under the Ministry of Commerce and Industry (Govt. of India) with a mandate to promote the export of spices and spice products from India. Quality Evaluation Laboratory of the Board at Kochi was established in 1990, to evaluate the quality of the spices produced in different producing centres across the country, to assess the quality and safety of spices and spice products exported from India, and to render analytical service to the stakeholders in spice sector, viz. exporters, traders, farmers, research organizations etc.

IV. Job Description

Spices Board is inviting bids through e-procurement system at MSTCL e-commerce website (<https://www.mstcecommerce.com>), in a two-bid system in separate covers (i.e. Technical bid and Financial bid, online submission) from eligible bidders for the supply of 4000 nos of Acetonitrile HPLC (2.5 L) grade and 1500 nos. of Acetonitrile MS grade (1 L) for analysis of spices and spice products, in Quality Evaluation Laboratories of Spices Board. Please refer to Appendix 1 for more details on online MSTCL online e-procurement system. This tender document can also be downloaded from the Board's website at www.indianspices.com.

Interested bidders may obtain further information from the Head office of Spices Board at the address given below from 10:00 to 17:00 hrs. (IST) on all working days:

Quality Evaluation Laboratory
 Spices Board
 (Ministry of Commerce, Govt. of India)
 Sugandha Bhavan, N. H Bypass,
 Palarivattom PO, Kochi - 682025, Kerala
 Ph: 04842333610 - 616, Ext. 270, Email: gel.sb-ker@gov.in

Detailed tender document may be downloaded from procurement portal <https://www.mstcecommerce.com>, or from Spices Board Website, www.indianspices.com.

Deadline for submission of bids: The bids shall be submitted online at <https://www.mstcecommerce.com> after logging in as a 'bidder', and following the instructions appearing on the screen. Also refer to **Appendix 1** of this tender document for more details for submitting the bids online. The bidder should go through the tender document carefully and prepare the technical bid supporting document as specified in the tender document in PDF form, and uploaded along with the technical bid. Incomplete / inappropriate supporting documents can cause the bid to be rejected. The bidder is requested to go through all the terms and conditions of the tender before submitting their offer.

Deadline for submission of bid: **5:00PM on 19-03-2020**. The tender fee has to be paid by the bidder at MSTC website (pl refer Appendix 1). The EMD has to be received in original as detailed in the EMD section below, and a scanned copy of the EMD has to be included in the supporting document.

V. Scope of the Tender

Tenders are invited for the supply of 4000 nos of Acetonitrile HPLC (2.5 L) grade and 1500 nos. of Acetonitrile MS grade (1 L) for analysis of spices and spice products, in Quality Evaluation Laboratories of Spices Board. The Chemical reagent: Acetonitrile have to be supplied in multiple batches, as per purchase orders received from Spices Board. The supply of each batch of the Acetonitrile should be made to the laboratory address mentioned in Annexure 1.

VI. Eligibility Criteria

The documents mentioned against the points below (where applicable) should be attached in the technical bid as PDF.

1. The bidders may quote for either one of Acetonitrile HPLC grade / Acetonitrile MS grade, or both together, in appropriate volumes as Annexure 2. EMD is to be calculated based on the items quoted. Please see relevant section below.
2. The bidder shall be an agency having minimum financial turnover of Rs. 1 crore and above in the relevant business in a financial year, during the last three years commencing from 2017-18. The bidder shall submit **audited balance sheet** for the last 3 years.
3. Experience of having supplied high quality laboratory solvents, **including** Acetonitrile HPLC and MS grades, to reputed ISO 17025 accredited laboratories across India (Minimum 5 such laboratories located different states in India, supply of not less than 5000L of solvents in total) during the past financial year(2019-20). **The bidder shall submit purchase orders as proof of having supplied a total volume of solvents not less than 5000L and supply to 5 laboratories located in different states in India.**
4. Please provide specific details and contact numbers of laboratories to which the above services were provided.
5. The bidder shall submit copy of **GST registration, TIN no. and PAN Card** with the technical bid.
6. The bidder should not have been blacklisted by any government organizations in India. A declaration in this regard should be submitted along with the technical bid (**Annexure 3**).
7. The bidder should submit an undertaking that if any batch of Acetonitrile bottles supplied to Spices Board is found defective in any way, equal number of bottles of Acetonitrile of appropriate grade will be replaced without any charge whatsoever (**Annexure 3**)
8. The bidder who wish to participate for one of the any grade(HPLC or MS) , they have to satisfy the corresponding criterias mentioned in Annexure 2 and submit the EMD as per the choice of grade given in EMD requirements

VII. Tender Schedule

Tender enquiry no.	QEL/ACETONITRILE/2020
Instrument details	Chemical reagent : Acetonitrile of different grades for the analysis of sudan and illegal dyes in spices and spice products.
Tender fee	Refer Appendix 1
EMD Amount	Rs.63,000 (HPLC grade) Rs.27,000 (MS grade) If the bidder is quoting for both the grades, then EMD amount will be Rs. 90,000/-
Tender validity	180 days
Publishing date	20/02/2020
Clarification start date	20/02/2020
Clarification end date	19/03/2020
Bid submission start date	24/02/2020
Bid submission end date	19/03/2020
Technical bid opening date	20/03/2020

VIII. Details of Item(s)

	Item	Quantity	Technical Specifications
1	Chemical solvent : Acetonitrile different graded for the analysis of sudan and illegal dyes in spices and spice products.	HPLC grade: 4000 nos(2.5L) MS grade: 1500 nos(1L)	As per Annexure 2

IX. EMD Requirements

Bidders should submit an EMD equal to Rs. **90,000/-** or as per the amount mentioned for relevant grade in **Tender Schedule** along with the tender by way of Demand Draft drawn in favour of “Secretary, Spices Board” payable at Kochi, from any nationalized bank. The EMD shall be valid for three months. Bank Guarantee will not be accepted towards EMD.

1. The technical bid without EMD will be rejected unless specifically exempted by the Government from payment of EMD for which reasons and proof have to be enclosed.
2. EMD of the unsuccessful bidders will be refunded (without any interest) within 60 days from the date of opening of tender.
3. EMD amount of the successful bidder will be refunded (without any interest) within 45 days after acceptance of purchase order and submission of the performance guarantee, if applicable, as mentioned in the relevant section.
4. EMD will be forfeited if the vendor withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender.
5. EMD shall be submitted in sealed envelope, superscribing the words “**Tender for Chemical reagent: Acetonitrile for QELs, Spices Board - 2020**” through Speed Post/Registered Post/by Hand to reach the following address on or **before closing time of the tender:**

Scientist C & QEL i/c
Quality Evaluation Laboratory,
Spices Board, Ministry of Commerce (Govt of India)
Sugandha Bhavan, N.H. Bye-pass,
Palarivattom PO, Kochi – 682025
Kerala

X. General conditions of the Tender

1. The Tenderer has to go through the instructions in the tender notice (general instructions and the instructions stipulated in the technical specifications of the item(s) in Annexure 2) and prepare the tender for submission.
2. In the event of documentary proof as required being not enclosed, the Tender will be liable to be rejected. All pages of the bid and associated supporting documents, except for unamendable digitally signed soft copies, shall be signed by the authorized person or persons signing the bid along with the stamp of the tenderer.
3. The support documents needed for the tender are to be uploaded as PDF files only. Please refer to Appendix 1 for more instructions in uploading the tender documents. Each part of the tender document should be clearly marked with headings and should have a short note explaining against which tender requirement the document is being submitted. All documents uploaded should be in English language. In case of copy of earlier work orders and the performance certificates supporting the claim of past performance of the tenderer, it shall be attested by the client institution/organization where the same have been supplied and installed. Scanned copies of the same shall be included in the PDF document uploaded by the tenderer.
4. The documentary evidence (other than those regarding supply and past performance) submitted along with the Tender shall be produced duly attested by the tenderer on every page and serially numbered. Any interlineations, erasures or over writing shall be valid only if they are initialled by the person(s) signing the tender.

5. Tenderer shall submit a declaration letter as per the format given as per format given in appropriate annexure 3 and copy of amendments of the tender published, if any, signed by the tenderer or the authorized representative shall be enclosed as part of the technical bid as a proof of having read and accepted the terms and conditions of the tender
6. If at any time any misrepresentation of facts / documents / supply of equipment below the standards assigned come to notice, the contract is liable to be cancelled at the risk and cost of the bidder.
7. An offer submitted in vague /ambiguous financial terms and the like, shall be termed as non-responsive and shall be summarily rejected.
8. Clarifications to specific requests shall be responded through e-mail and general clarifications, affecting all the tenderers shall be published in the official website of the Spices Board (www.indianspices.com) and at the MSTCL e-commerce website where the e-tender is hosted. However it shall be the duty of the prospective tenderer to ensure that the clarifications sought with regard to the tender has been properly received in time at Spices Board.
9. For any software related queries on the MSTCL e-tender platform, the contact point is Mr. Anil Kumar, MSTCL (Mob. 9746345550)

Any clarification on the tender procedure shall be obtained from Spices Board Quality Evaluation Laboratory, Kochi and the contact numbers 0484 2333610 -616 (ext 270/340/329).

XI. Specific Conditions of the Tender – Technical

1. On finalization of the tender, Spices Board will issue a letter of acceptance of the offer to the successful bidder. Subsequently, the Board will place order with the successful bidder for the Acetonitrile MS and HPLC grades , in batches as per requirement, over a period of 12 months from the date of letter of acceptance of the offer.
2. Spices Board reserves the right to increase or decrease the total number of Actonitrile bottles required by up to 30%, within 12 months from the issue of letter of acceptance to the successful bidder, at the same rate and terms and conditions of the finalized tender, subject to agreement by the successful bidder.
3. The rates quoted should be inclusive of all charges such as Octroi, packing, forwarding, insurance and loading, unloading, freight and clearance etc. and bidder should undertake to supply goods at Spices Board at his cost.
4. The GST where legally leviable and intended to be claimed should be distinctly shown along with the price quoted. Where this is not done it will be treated that the price is inclusive of GST. GST registration Number and date of its validity should be indicated. The firm must quote their TIN Number , PAN No., (IT returns) etc. in the tender (attested copies to be enclosed).

XII. Warranty and Performance Security

1. On finalisation of the tender, Spices Board will issue a letter of acceptance of the offer to the successful bidder.
2. The successful bidder has to submit performance security for supply of Acetonitrile, valid till 60 days beyond the date of completion of all contractual obligations of the supplier (i.e., 12 months from the date of the offer acceptance letter), for an amount equal to 10% of the total value 4000 nos of bottles of Acetonitrile HPLC (2.5 L) grade and 1500 Nos. of Acetonitrile MS grade (1 L), as specified in the bid document.
3. The performance warranty will cover (a) supply of acetonitrile over the 12 month period from the date of letter of acceptance of the offer, at the same price and terms and conditions of the tender, and (b) timely supply of the ordered items in the Spices Board laboratories
4. Performance security may be furnished only in the form of a bank guarantee from a Commercial bank in favour of Secretary, Spices Board. Purchase order for the first batch of acetonitrile will be placed by the Board only on receipt of the performance security.
5. If any batch of Acetonitrile supplied to any of the laboratories of the Board is found defective, under performing or unsuitable in anyway, the bidder has to replace the items by an equal number/quantity with appropriate grade, free of charge and without undue delay, to the laboratory where the problem is observed, failing which Spices Board reserves the right to invoke the performance warranty clause.

XIII. Tendering Format

The tender shall be submitted online in two cover system duly scanned and digitally signed by the authorized representative of the bidder as follows:

1. **Technical bid**
 - a. Online bids should be submitted containing scanned copy of following documents in Cover-1 for documentary proof, for fulfilling qualifying criteria/ requirements failing which the offer shall liable to be rejected.
 - b. Earnest Money Deposit (refundable).
 - c. Transaction fee (non refundable, payable to MSTCL. please see Appendix I section 4).
 - d. The bidder or his authorized representative shall sign and upload all the documents, owning responsibility for their correctness/ authenticity and submit declaration in respect of acceptance of terms and conditions of tender document.

- e. Self-attested copy of PAN and Goods & Service Tax (GST) registration certificate.
- f. Self-attested copy of financial documents in fulfilment of Eligibility Criteria.
- g. Self-attested Copies of previous purchase orders and completion certificates in fulfilment of eligibility criteria as per tender requirements.
- h. Self-attested Copy of authorization certificate i.e. authorized Dealer/ Distributor/ Channel partner or documents in support of manufacturer.
- i. Compliance statement marked as per Annexure 2 of the tender document
- j. Technical Data Sheets to be submitted as per the tender / Annexure 2 (as required).
- k. Duly filled, stamped and signed all Annexures as per the tender document.
- l. If the Cover-1 i.e. technical bid does not contain any of the above mentioned documents or contains incomplete or unsuitable technical specifications of the item to be supplied, then the offer shall be deemed liable for rejection/ disqualification.

The respective Cover- 2, i.e. financial bid of the technically disqualified offers shall not be opened. The bidders are cautioned that divulging any financial information in Cover-1 (Technical bid) will result in rejection of their tender.

2. Financial bid

- a. The financial bid shall be submitted in the enclosed format in Annexure 4, **only online through MSTCL e-commerce website**. No financial information should be submitted at any time in print during the tender process. Any such instance occurring will make the bid unresponsive.
- b. The quoted price shall be inclusive of all charges, inclusive of customs clearance charges (if any). Only documents needed for customs clearance will be provided by Spices Board. It would be the successful bidder's responsibility to arrange customs clearance (if any) without undue delay and delivery of the item(s) to the respective locations of Spices Board. All incidental payments required during supply of the instruments, if not covered by the tender requirements, shall be paid by the bidder and will be reimbursed by the Board at-actuals, subject to providing actual invoices by the bidder.
- c. The tenderer shall be responsible for payment of any charges due to any statutory authorities such as CGST, SGST, IGST, Customs Duties etc. If there is any legal requirement that any such payment has to be made directly by the consignee, then the Board will arrange such payment after due verification of the legal requirements.
- d. Any column in the online submission of financial bid which is left blank will be considered as zero and as included in the rate quoted for the instrument.

- e. The rates shall be quoted strictly in the given format and should be inclusive of all taxes, duties, Entry Tax, Statutory Charges, Insurance, Permit Charges, P&F charges, Freight etc. (including purchaser liability, if any) as CIF charges to respective locations to avoid any post consequences/discrepancies. However, all applicable Taxes & Duties should be clearly mentioned by the supplier at the time of supply in their invoice. Supplier should submit documentary proof of all at-actual payments with their invoice.
- f. The tenderers who do not submit the technical bid (cover 1) within the stipulated date and time will be treated non-responsive.
- g. If the bids are not submitted as per the requirement of the above clauses, the Spices Board shall assume no responsibility for the offer's misplacement and consequential rejection.

XIII. Amendment of tender documents

1. At any time prior to the dead line for submission of Tender, Spices Board may, for any reason, modify the tender document by corrigendum /addendum.
2. The corrigendum /addendum shall be published in e-procurement website (<http://mstcecommerce.com>) and Spices Board website (www.indianspices.com)
3. The tenderer shall **submit copy of corrigendum /addendum published if any** signed by the tenderer or the authorized representative shall be enclosed as part of the technical bid as a proof of having read and accepted the terms and conditions of the tender document.
4. The Spices Board reserves the right to accept a tender in full or in part or to reject without assigning any reason at any stage.

XIV. Submissions and opening of Tender

1. The bid should be **submitted online at website <http://mstcecommerce.com> only**, by the due date 19-03-2020 and time till 5PM. The server date & time as appearing on the e-tender website shall only be considered for the cut-off date and time for submission of bids. Offers sent through post, telegram, fax, telex, e-mail, and courier or by any other mode will not be considered.
2. The tender will be opened on 20-03-2020 at 10AM. In case of date of opening is declared, as holiday tender will be opened on next working day at same time.
3. Only those bidders shall be considered qualified who submit requisite EMD and documents accept all the terms & conditions of the Tender document unconditionally and meet the qualifying requirement stipulated in the Tender document. The decision of the Spices Board shall be final and binding in this regard.

4. The bidder shall bear all cost associated with the preparation and submission of its bid and Spices Board will in no case be responsible or liable for any cost, regardless of the conduct or outcome of the tendering process.
5. The prospective bidder requiring any clarification of the tender document may obtain the same over phone/email from Spices Board at 0484-2333610 (Ext. 270, 340 and 329) / srilatha.cm@nic.in till 07 (Seven) days before the deadline for submission of the tenders. If any further clarification is required by the bidder in respect of items wherein specification are not defined or if any doubt is there about any specification, bidder may personally visit the Head Office at Spices Board, Sugandha Bhavan, Palarivattom, Kochi- 682025, Kerala. However, this shall not become the reason for claiming extension of the deadline for the submission of the tenders.
6. Spices Board shall not be bound to respond to the request from the prospective bidders and this shall not become the reason for claiming extension of the deadline for the submission of the tenders.

XV. Evaluation of Tender

1. The commercial terms and technical aspects of the documents submitted as part of the technical bids shall be scrutinized by a bid evaluation committee constituted by Spices Board.
2. The bid evaluation committee may also verify the veracity of claims in respect of the known performance of the chemical offered, the experience and reputation of tenderer in the field, the financial solvency etc.
3. The decisions of the bid evaluation committee on whether the tenders are responsive or non-responsive or requiring clarifications will be intimated to respective bidders.
4. The decisions of the bid evaluation committee will be further scrutinized by the Purchase Committee constituted by Spices Board.
5. A tenderer, at any stage of tender process or thereafter, in the event of being found after verification by the Spices Board to indulge in concealment or misrepresentation of facts, in respect of the claims of the offer, shall be debarred/black listed.
6. Spices Board's decisions on the tender submitted shall be based on the decisions taken by the various committees and otherwise as per the clauses as mentioned above.
7. Arithmetical errors shall be rectified on the following basis: If there occurs a discrepancy between words and figures, the amount in words shall prevail and the offer shall stand corrected to that effect. If the tenderer does not accept the correction of errors, his offer shall be rejected. Spices Board may waive any minor non-conformity or irregularity in an offer, which does not constitute a material

deviation, provided that the same shall not prejudicially affect the interest of the other tenderers.

XVI. Evaluation of Technical bid

Only those tenders that comply with all technical requirements in Annexure 2 will be eligible for opening of financial bids. Compliance against each point in Annexure 2 should be marked as Yes/No, signed by the authorized representative of the bidder, and included in the tender document. Lack of compliance statement will make a tender unresponsive.

XVII. Evaluation of Financial Bids

1. Only the financial bids of the technically qualified tenderer(s) will be opened after completion of evaluation of technical bids.
2. The opening of the financial bid shall be done online by Spices Board by a committee constituted for this purpose.
3. Tenderer shall refer to the financial bid format included in this tender document as Annexure 4, and quote the financials in the respective fields and to be submitted online. The financial bids submitted in any other formats will be treated as non-responsive and not considered for tabulation and comparison.
4. Financial bid offered shall be all inclusive. Bids in multiple currencies are possible (please refer to Appendix 2).
5. Financial bid should be quoted inclusive of the supply to the laboratories of Spices Board,
6. Financials quoted by the Tenderer shall be fixed during the period of the contract and not subject to variation on any account.
7. Financial variation due to statutory changes including CGST, SGST, IGST & customs duty will be accepted during the running contract period before releasing the Purchase Order on receipt of proper documents.
8. There shall also be no hidden costs.
9. In case of two or more tenders qualify all necessary technical requirements, then, considering the highly technical nature of the product being procured, and the limited number of qualified suppliers available worldwide, Spices Board reserves the right to either (a) award the full order to the party quoting L1, or (b) Split the order between multiple qualified bidders in proportion to the amounts quoted (lower bid getting higher number). The rules for option (b) will be decided by the Board's purchase committee after due review of the financial bids of the qualified bidders.

ANNEXURE 1**OEL, Cochin**

Quality Evaluation Laboratory,
Spices Board,
Sugandha Bhavan, NH Bypass,
Palarivattom PO, Kochi, Kerala – 682025

OEL, Chennai

Quality evaluation Laboratory,
Spices Board
Plot no. R-11, SIPCOT Industrial Complex
North End Road
Gummidipoondi-601201

OEL, Mumbai

Quality Evaluation Laboratory,
Spices Board, ,EL-184, Electronic Zone
TTC Industrial area, MIDC
NaviMumbai, Maharashtra, 400710

OEL, Guntur

Quality Evaluation Laboratory,
Spices Board, Chuttugunta Centre
G.T Road ,Guntur -522004

OEL, Narela

Quality Evaluation Laboratory,
Spices Board, Near satyawadi raja harishchandra Hospital
Behind Indian oil pump
Narela, New Delhi, India

OEL, Kandla

Quality Evaluation Laboratory,
Spices Board, Plot no. 22A, Sector-8
Nr.New Income tax office
Tagore road, Gandhidham, Gujarat-370201

OEL, Kolkata

Quality Evaluation Laboratory,
Spices Board, Baruipur,
24 South Parganas
Kolkata,west Bengal

ANNEXURE 2**TECHNICAL REQUIREMENTS OF ACETONITRILE MS & HPLC GRADES****FORMAT FOR COMPLIANCE STATEMENT**

All technical claims should be substantiated by data.

I. Acetonitrile MS & HPLC grade for Sudan and other illegal dyes analysis

No.	Specifications	Details	Mark Compliance (Yes/No)
ACETONITRILE MS GRADE			
1	Colour	Note more than 10 hazen	
2	Specific gravity, 20°C	0.782-0.783	
3	Purity	≥ 99.9%	
4	Should be filtered through	0.2 micron	
5	Water	≤ 0.03 %	
6	Evaporation residue	≤ 1.0 ppm	
7	Acidity	≤ 0.001 %	
8	Refractive index	1.343-1.345	
9	Alkalinity	≤ 0.002 %	
10	Metals: Pottassium Sodium Calcium	5ppb 50ppb 5ppb	
ACETONITRILE HPLC GRADE			
11	Colour	Note more than 10 hazen	
12	Specific gravity, 20°C	0.782-0.783	
13	Purity	≥ 99.6%	
14	Should be filtered through	0.2 micron	
15	Water	≤ 0.03 %	
16	Evaporation residue	≤ 5.0 ppm	
17	Acidity	≤ 0.002%	

18	Refractive index	1.3440-1.3441	
19	Alkalinity	≤ 0.03 %	
20	Condition on Certificate of Analysis	Batch wise CoA of Acetonitrile HPLC and MS grades should be provided with purity and traceability.	
21	Users' List	A complete users list, (preferably Government laboratories) with user contact designation, phone numbers and email id, for the quoted brand of columns in India should be included along with the quotation. The number of such users should not be less than 3.	
22	Undertaking of Quality Assurance: Any batch of Acetonitrile MS & HPLC grade, which proves to be unsuitable should be replaced immediately free of cost.	Undertaking to be provided along with the quotation. Please provide these details in Annexure 3.	
23	EMD	Please see tender document for details. EMD should be provided.	
24	Compliance statement	A duly signed statement of compliance, by the authorised company representative with each point in this technical specification should necessarily accompany the quotation without which the quotation will not be considered.	

Declaration by the Bidder

It is hereby declared that, the details given above are correct as pertaining to the quoted grade, and all data and reports required for substantiation technical claims have been submitted.

SIGNATURE OF TENDERER

SEAL OF THE COMPANY

DATE

ANNEXURE 3**Format for Undertaking by the Bidder
(to be given on company letter head)**

Date:

To,
 Secretary,
 Spices Board,
 Sugandha Bhavan, NH Bypass
 Palarivattom PO,
 Kochi – 682025, Kerala

Sub: Acceptance of Terms and Conditions of the Tender
 Tender Reference and No. _____
 Name of Tender / Work: _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely:..... as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. 01 to _____ (including all documents like Annex(s), table(s), etc .), which form part of the contract agreement and I / we shall a bid hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / W undertake to abide by all the terms and conditions of the tender under consideration, as mentioned in the tender documents.
7. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

8. Specifically for this tender, I / We undertake that on award of tender, if any batch of immunoaffinity columns or accessories for the columns supplied by us to Spices Board is found defective in any way, equal number of columns / accessories will be replaced without any charge whatsoever.

Yours Faithfully,

(Signature of the bidder, with Official Seal)

ANNEXURE 4

I. Format for submitting financial bid online

The financial bid should be submitted online via MSTC e-commerce website (please refer to Appendix-1) in the format given below. **This format is not for submission as a print document, and is only for guidance while submitting the financial bid online.**

Sl. No.	Financial Head	Entry to be made online
a	Rate per Acetonitrile HPLC grade 2.5L. The rate should include GST, Freight, insurance, transportation to all laboratories of Spices Board (annexure 1) and any other related charges.	(value)
b	Rate per Acetonitrile MS grade 1L. The rate should include GST, Freight, insurance, transportation to all laboratories of Spices Board (annexure 1) and any other related charges.	(value)
c	Cost of Acetonitrile HPLC Grade 2.5L, 4000 Nos.(please enter a x 4000)	(value)
d	Cost of Acetonitrile MS Grade 1L, 1500 Nos.(Please enter b x 1500)	(value)
e	Total cost (c+d)	(value)

Appendix 1

Mode of Tender	e-Procurement System (Online Part1- Techno-Commercial Bid and Part-II- Price Bid through https://www.mstcecommerce.com/eprochome/spiceb of MSTC Ltd.)
Transaction Fee Note: Please note that vendors will have the access to online e tenderonly after remitting the transaction fee in favour of MSTC Limited, Kolkata.	Rs. 2693/- (Including @ 18% GST) Payment of Transaction fee in favour of MSTC LIMITED. (Transaction fee and related bank charges are to be paid by bidder)
Start Bid date andTime	24-02-2020, 5:00 PM.
Close Bid date andTime	19-03-2020, 5:00 PM
Date & time opening of Part-I (i.e. Techno-Commercial Bid)	20-03-2020, 11:00 AM.

1	<p>Process of E-tender</p> <p>A). Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of techno-commercial Bid as well as Price Bid over the internet will be done. The Vendor should posses Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC/Spices Board is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT http://www.mstcecommerce.com/eprochome/spiceb/buyer_login.jsp</p> <p>Contact person (MSTC):</p> <p>1. Arnab Sarkar – Mob- 9986036012 asarkar@mstcindia.co.in</p> <p>2 Mr. Ravindranath Mob-7676456095 ravindranathkb@mstcindia.co.in</p> <p>B) System Requirement:</p> <p>Windows 98 /XP-SP3 & above/Windows 7 Operating System</p>
----------	--

	<p>a.i.1.a.i.1.a.i. Vendors are required to register themselves online with www.mstcecommerce.com→ e-Procurement→ PSU/Govt depts. →Spices Board→Register as Vendor Filling up details and creating own user id and password→ Submit.</p> <p>a.i.1.a.i.1.a.ii. Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact MSTC/Spices Board, (before the scheduled time of the e- tender).</p>
2	<p>(A) Part I techno-commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.</p> <p>(B) Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by Spices Board. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid email confirmed by them.</p> <p>Note:</p> <p>The tenderers are advised to offer their best possible rates. There would generally be no negotiations hence please submit your most competitive prices while submitting the price bid. However in case the lowest rate appears to be reasonable taking into account the prevailing market conditions, the order may be awarded to the lowest bidder and if the rate is still considered high, action as per prevailing instruction/guideline shall be taken.</p>
3	<p>All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity</p>
4	<p><u>Special Note towards Transaction fee</u> The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.</p> <p><u>Transaction fee is non-refundable.</u></p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p>NOTE : The bidders should submit the transaction fee well in advance before the last date of submission of tender as they will be activated for bid submission only after receipt of transaction fee by MSTC.</p> <p>Contact Details: Fax No. : 033- 22831002</p>

	<p>Email ids: rpradhan@mstcindia.co.in</p> <p>Bidders may please note that the transaction fee should be deposited by debiting the account of the bidder only; transaction fee deposited from or by debiting any other party's account will not be accepted. Transaction fee is non-refundable.</p> <p>In case of failure to make payment towards Transaction fee for any reason, the vendor, in term, will not have the access to online e-tender.</p>
5	<p>Vendors are instructed to use Upload Documents link in My menu to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 4 MB.</p> <p>Once documents are uploaded in the library, vendors need to attach documents through Attach Document link against the particular tender. For further assistance please follow instructions of vendor guide.</p>
6	<p>All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by Spices Board as well as by MSTC (e-procurement service provider). Hence the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of vendor with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).</p>
7	<p>a.i.1.a.i.1.a.i. Please note that there is no provision to take out the list of parties downloading the tender document from the web site mentioned in NIT. As such, bidders are requested to see the web site once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigenda, if any, will be that of the downloading parties.</p> <p>a.i.1.a.i.1.a.ii. No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from web site. Please see website http://www.mstcecommerce.com/eprochome/spiceb of MSTC Ltd.</p>
8	<p>E-tender cannot be accessed after the due date and time mentioned in NIT.</p>
9	<p>Bidding in e-tender & Reverse auction:</p> <p>a) Bidder(s) need to submit necessary EMD, Tender fees (If ANY) and Transaction fees to be eligible to bid online in the e-tender. Tender fees and Transaction fees are non refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by Spices Board. EMD should be sent in physical to Spices Board Kochi before the last date of submission of bid.</p> <p>b) The process involves Electronic Bidding for submission of techno-commercial Bid as well as Price Bid.</p> <p>c) The bidder(s) who have submitted the above fees can only submit their techno-commercial Bids and Price Bid through internet in MSTC website www.mstcecommerce.com → e-procurement → PSU/Govt Depts → Spices board</p>

	<p>Login →My menu→ Auction Floor Manager→ live event →Selection of the live event→</p> <p>d) The bidder should allow to run an application namely enApple by accepting the risk and clicking on run. This exercise has to be done twice immediately after clicking on the Techno-Commercial bid. If this application is not run then the bidder will not be able to save/submit his bid.</p> <p>e) After filling the Techno-Commercial Bid, bidder should click “save” for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to filled up and then bidder should click on “save” to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the “Submit” button to register their bid</p> <p>f) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>g) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.</p> <p>h) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>i) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful tenderer shall be called hereafter SUPPLIER.</p> <p>j) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>k) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>l) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.</p> <p>m) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.</p>
10	Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.
11	No deviation to the technical and commercial terms & conditions are allowed.
12	After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature
13	Spices Board, Kochi has the right to cancel this e-tender or extend the due date of

	receipt of bid(s) without assigning any reason thereof.
14	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website http://www.mstcecommerce.com/eprochome/spiceb of MSTC Ltd.
15	The bidders must upload and attach all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
16	The bid will be evaluated based on the filled-in technical & commercial formats.
17	The documents uploaded and attached by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.
18	Vendors can refer to the pdf document in the below link for MSTC's e-Procurement Portal Guidelines

This value of (g) will be used for financial comparative statement of the tender.