

**Invitation of Expression of Interest (EOI)
From
Software Consultancy Organizations
For Providing
Software Application Development Services
Towards
Setting up e-Spice Bazaar**



SPICES BOARD INDIA
Ministry of Commerce & Industry, Govt of India
स्पाइसेस बोर्ड भारत
वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार

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Date of Issue: **12/1/2016**
Last date of Submission: **27/1/2016, Before 3 pm.**

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1. Invitation to Expression of Interest (EOI)

1.1 Invitation

Spices Board (Ministry of Commerce, Government of India), Cochin in association with the Department of Electronics and Information Technology (DeitY), New Delhi is setting up an electronic platform for implementing sustainability, traceability and e-commerce for Spice farmers in the country.

The project aims for the following:

1. Aggregation of farmer related data.
2. Aggregation and dissemination of product data.
3. Aggregation and dissemination of process related data.
4. Information services.

Objectives of e-Spice Bazaar as a consolidated electronic platform are as follows:

To capture Farmer's Information: The farmer's information should include Name, Address, No. of Farms, Area of Farm, variety cultivated, Season of planting, Harvesting details, Production Details, Agronomic practices including Pesticides Applied, Fertilizers Applied & Soil test report and marketing mechanism of yield crop.

This Information to be saved in a database which will help in traceability of the produce as well as grouping of the produces according to need of the buyer.

Traceability - Traceability features should be as follows -

- Farm identification using Global Location Number(GLN)
- Traceability from the product to the farm level.
- Barcoding/labelling of the product which include GLN (Global Location Number) allotted to the farmer for each farm.

E-Commerce Portal: Portal should be a platform for Sellers and Buyers for facilitation of trade and enable traders to procure directly from farmers.

Farmer Guidance: Farmer level guidance based on GAP recommendation regarding application of right fertilizers, approved pesticides as per practices recommended besides farming practices.

Market Information for Farmers: Portal to have provision for Spices Board and Agriculture//Horticulture Department Officials and Agriculture/Horticulture Scientists of Universities to provide recommendations and advices on soil treatment, selection of seeds and treatment of seeds, transplantation of seedlings, application of fertilizers and

pesticides, advices on organic farming, Integrated pest management and good agricultural practices, harvest and post harvest practices, information on prices and marketing etc.

The requirements highlighted above are indicative in nature. The execution of this project requires good understanding of Food & Agriculture sector in India as well as experience in setting up of IT enabled systems for the Agriculture sector, preferably in the areas of Farm Produce Supply Chain Management, Traceability, e-commerce, Certification systems, etc.,

Through this EoI, SPICES BOARD will be shortlisting a qualified Information Technology Consultancy Organization for providing services for Software Applications Development, Maintenance, Operations Support and Management Support for e-Spice Bazaar. The interested bidder shall have competent in human resources, having domain understanding of Agriculture and e-Commerce as well as the required technical skills and experience in software development, training, implementation, maintenance, management and user technical support. The selected organization shall also be responsible for the complete turnkey operation of e-Spice Bazaar to ensure a minimum of 99.5% uptime availability of all the applications under this project.

SPICES BOARD invites Expression of Interest (EoI) from Organizations with experience in successfully executing similar projects in the segment of agriculture, preferably in commodities. The detailed EoI document is available at SPICES BOARD website www.indianspices.com. The EoI shall be submitted along with the necessary supporting documents and a processing fee of Rs. 20, 000/- only as per the date and time given in the document.

This EoI document indicates the scope of work, qualifying requirements, forms and procedure for submission of proposal for interested Organizations. The shortlisted Organizations shall be provided with opportunities for interaction with SPICES BOARD to study and submit a detailed technical and financial proposal for the objectives set forth in this EoI document. The selection of the successful bidder among the shortlisted ones shall be based on technical and financial criteria, with 70% weightage for technical competency/capability and 30% weightage for financial proposal.

LAST DATE FOR SUBMISSION OF THE EoI is 27th January 2016 before 3 pm.

SPICES BOARD reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained. May please visit SPICES BOARD website at www.indianspices.com or contact the following official for more details:

Dr. P. S. Sreekantan Thampi
Deputy Director & Chief Investigator
e-Spice Bazaar, Spices Board
Sugandha Bhavan, NH Bypass
Palarivattom, P B No.2277
Cochin - 682025, Kerala State, INDIA
Tel: 91-484-2333606, Email: sthampi.ps548@nic.in

1.2 SPICES BOARD's approach for Selection of a suitable Software Consultancy Organization for Setting up of e-Spice Bazaar

The setting up and effective running of e-Spice Bazaar shall require the following type of services from a Software Consultancy Services Organization:

1. Software Application Design, Development, Customization and Configuration
2. Hosting Management
3. Integration with third party service providers such as Payment gateway integration, SMS/Email alerts, Certification Systems, etc.,
4. Provision of Operations, Maintenance, Help desk and Management Support through a dedicated team
5. Support to Field Level Capacity Building and Implementation activities

It is anticipated that the hosting of e-Spice Bazaar shall be undertaken in a Data Center chosen by Spices Board and the selected vendor shall execute this project on a Build, Operate and Transfer Mode, transferring all rights and source code / documents to Spices Board on completion of contract period.

1.3 SELECTION METHOD:

Stage I: Expression of Interest (EOI)

1. SPICES BOARD invites Expression of Interest (EOI) only from experienced Software Consultancy Organizations with expertise in Software Development, Customization, Maintenance, Management and User support for IT-enabled systems, in the Agriculture/ Food / e-Commerce sector.
2. SPICES BOARD shall short-list only those organizations who fulfill the following criteria:
 - i. The applicant shall be a single entity, registered as a Company, Firm or Society under respective acts in India & should have been in existence in India **for the last Five years**.
 - ii. The agency must be registered in India with appropriate tax and other administrative authorities.
 - iii. The organization should have had an average annual financial turnover of at least Rs.2 Crores in the last three financial years from Software Consultancy Services, audited and certified by the Chartered Accountant of the Organization.
 - iv. The organization should have successfully executed **at least any one of the following in the last five years:**
 - a) Three similar completed e-Governance projects costing not less than Rs.60 lakhs in total, or
 - b) Two similar completed e-Governance projects costing not less than Rs.60 lakhs in total, or
 - c) One similar completed e-Governance project costing not less than Rs.50 lakhs
 - v. Any one of the projects mentioned in point no. 2(iv), should be in the field of Agriculture / Food / Logistics sector.

- vi. The firm should have either **ISO 9001:2008 for Software Development / Software Maintenance or CMMI Level 3 Certification.**
- vii. Should have technically qualified and well-experienced strong in-house resource base on company role.
- viii. The applicant should furnish an undertaking to the effect that the firm has not been black listed in India.
- ix. A Processing fee of Rs. 20,000/- shall be in the form of Demand draft in favor of the "SPICES BOARD", payable at Ernakulam / Cochin. This processing fee is to cover the application processing cost and is non-refundable.
- x. Documentary Support for all the above, with copies of documents / purchase orders & letter of completion from customers for projects completed in the last five years.

3. SPICES BOARD shall shortlist the companies, based on evaluation of the Expression of Interests submitted by them for further selection.

Stage II: Request for Proposal (RFP)

1. SPICES BOARD shall circulate a detailed RFP among the shortlisted consultants.
2. The shortlisted organizations may also carry out the required study of the requirements, at their own cost, based on the ToR of SPICES BOARD.
3. The short listed consultants shall submit a detailed Technical and Financial Proposal as per RFP document.
4. The technical proposals submitted by the Consultancy Organization shall include all details as per RFP shared with them (to be provided later to the shortlisted organizations only) and shall be evaluated by a Technical Evaluation Committee and marks assigned, to a maximum of 70.
5. The financial proposals shall be submitted as per RFP format shared with them (to be provided later to the short listed companies only) and shall be evaluated by the Evaluation Committee and marks assigned to a maximum of 30, with the Lowest bidder getting 30 and all other bidders getting marks relative to the Lowest bid.
6. The combined score of technical and financial will be taken into consideration and the organizations shall be ranked as per the combined score and shall be selected for further contract discussion.

2. Brief Introduction & Scope of Work

2.1 Introduction to SPICES BOARD

Spices Board was constituted on 26th February 1987 under the Spices Board Act 1986 (No. 10 of 1986) with the merger of the erstwhile Cardamom Board (1968) and Spices Export Promotion Council (1960). Spices Board is one of the five Commodity Boards functioning under the Ministry of Commerce & Industry. It is an autonomous body responsible for the export promotion of the 52 scheduled spices and development of Cardamom (Small & Large).

Main Functions

- Research, Development and Regulation of domestic marketing of Small & Large Cardamom.
- Post-harvest improvement of all spices
- Promotion of organic production, processing and certification of spices
- Development of spices in the North East India
- Provision of quality evaluation services
- Export promotion of all spices through support for:-
 - Technology up gradation.
 - Quality up gradation
 - Brand promotion
 - Research & product development

Other responsibilities related to export promotion of spices:

- Quality certification and control
- Registration of exporters
- Collection & documentation of trade information
- Provision of inputs to the Central Government on policy matters relating to import & export of spices

Multi-faceted activities

- Promotion of exports of spices and spice products
- Maintenance and monitoring of quality of exports

- Development and implementation of better production methods, through scientific, technological and economic research.
- Guidance to farmers on getting higher and better quality yields through Good agricultural practices.
- Provision of financial and material support to growers.
- Encouraging organic production and export of spices.
- Facilitating infrastructure for processing and value addition
- Registration and licensing of all spice exporters.
- Assistance for studies and research on better processing practices, foolproof quality management systems, improved grading methods and effective packaging techniques.
- Production of promotional and educative materials in a variety of media for the benefit of exporters and importers.

Package of services for exporters/importers

- Helps exporters and importers in establishing mutual contact.
- Identifies competent supply sources for specific requirements of importers
- Processes and forwards foreign trade enquiries to reliable exporters.
- Organises a common platform for interaction between Indian exporters and international buyers through participation in international shows and meetings.
- Examine complaints from importers for corrective and preventive action
- Spearheads the quality improvement programme for Indian spices.
- Manages a comprehensive and up-to-date data bank for exporters and importers.
- Brings together international bodies, exporters and policy makers through contact group programmes.
- Makes India's presence felt in major international food fairs; conducts food festivals and cooking demonstrations.

SPICES BOARD has marked its presence in almost all Spices potential states of India and has been providing services to Spices community through its head office and a network of Zonal Offices, Regional offices and Field offices, with presence in 120 locations in India.

More information about SPICES BOARD can be obtained from SPICES BOARD's website www.indianspices.com.

2.2 Functional Requirements of e-Spice Bazaar in Brief (Only Indicative)

Farmer Registration: Portal should have a provision to register farmers through Spices Board appointed Scout members or farmers should be able register by their own. Farmer registration should be completed after providing following information of the farmer-

- **Farmer's Basic details:** Date of Registration, First Name, Middle Name & Last Name of the Farmer, S/O, W/o, Farmer's date of birth, Name of Head of the family, Farmer's Caste & farmers photograph.
- **Farmers Address & Communication Details:** Farmer's Address, Landmark, State, district, Mandal, Village, Pin code, Mobile No. & Alternate No.
- **Generate Farmer's Registration No:** Once farmer's basic information, Address and communication details and ID proof is saved, then system should generate a farmer registration number which can be used as a unique identification of the farmer across the system.
- **Update Survey Details:** Provision for scout member to update the following survey data, captured during the farm survey
 - Housing & Farm related data
 - Crop Management Practices data
 - Spice Related data
 - Other Details

Above Survey details needs to be captured against each farmer registered through e-Spice Bazaar portal.

Farm registration and Issuance of GLN:

Farm Details: Provision for capturing farm details against each registered farmer so that GLN can be assigned to the farms for geographical traceability and scalability.

GLN Generation: After Capturing farm details, A system generated Global Location Number (GLN) should be issued to each farm as per the GS1 standards, this GLN will facilitate track & trace of the consignment to physical location of the farm at any point in the supply chain and when searched in the database should fetch the farm & farmer details like- Farmer registration No., Farmer Name, Farm Area and GPS coordinates of the farm.

Capturing GPS Details: Provision to capture GPS coordinates into the system to plot the farm on the map so that actual location of the farm owned by farmers can be identified globally.

Planting Details: Planting details should include type(s) of crop and its variety to be planted in the registered farm. One or multiple crops can be planted in one farm but each crop variety to be captured separately.

Farm Practices details: There should be a provision for Farmers/Scouts to provide the farming activities as well as detailed test reports for the planted crop as below-

- Fertilizers applied during the period of farming of each crop which is being planted with in a farm.
- Pesticides (name and dosages) applied during the period of farming of each crop which is being planted with in a farm.
- Soil test report of the farm may be uploaded for each crop which is being planted with in the corresponding farm.

Harvest details: There should be a provision to list the crop and its variety planted under each farm with its GLN, area of the plantation and estimated quantity.

Provision to capture Harvested quantity and duration of harvesting for each variety of the crops that is planted in the farm. Provision to save & view the information in future.

Update Quality Certificates: Provision for Farmers/Scout members to disseminate the information regarding the various quality certifications like Aflatoxin Report, Moisture Report & Pesticide residue Report against each farm.

Updates on drying stage: After updating Harvesting details, the Harvested quantity of each crop with its variety to be listed farm wise (with GLN) under update drying stage section.

Total quantity of each variety of the crop harvested from a farm will be taken for drying at a time and Method of drying, duration of drying period and dried quantity will be provided by the user. There should be a provision to capture & save this information for future reference.

Packaging Updates: After drying updates, dried crop quantity with its variety to be listed farm wise (GLN) on packaging updates stage. Packaging may be done partly or for total dried quantity at a time.

Provision for packaging to be updated in the system along with the packaging materials, Crop Grade, No. of packs, per pack quantity and packaging date. After updating packaging with above details remaining unpacked quantity to be displayed and packaging details to be saved for future reference.

Generate Labels: After packaging; labels are required to be tagged for each consignment. A consignment will be a set of packaging materials, Crop Grade, No. of packs, per pack quantity and GLN.

There should be a provision on the portal to generate labels at any point of time. A serial SSCC No. and bar code as per GS1 standard should also be printed on the generated labels.

There should be a provision for untagged labels to be used for its corresponding combination of packaging materials, Crop Grade, No. of packs, per pack quantity and GLN at any point of time.

Labels Tagging: Provision for the user to tag the pre-generated labels with the bags that have been packed in the system. Portal should list all the bags of a particular GLN, Crop, Variety, Pack Size and Grade combination that exist in the system. Provision for Tagged labels to be printed by the system itself.

Print Labels: Provision for a list of packed consignment as per their packaging dates, so that labels which have been tagged to the packs can easily be printed out.

Dispatches Updates: Provision for a list of all the bags which has been tagged with labels and has not been dispatched to buyers yet. Provision for multiple consignments to be selected at a time for dispatch to the cold storage or straight away to the buyer.

Once Consignment has been dispatched to the cold storage, then there should be an option to dispatch it again to the Buyer.

There should be provision to view segregation of dispatches as below:

- Total dispatched consignment to Buyer
- Total dispatched consignment to Cold Storage
- Total dispatched consignment from Cold Storage to Buyer

e-Commerce Module: e-Commerce portal should have the provision to view the actual quantity and variety available in a particular locality to facilitate traders to procure directly from farmers and farmers to contact directly from the Buyers. E-Commerce components should be as listed below:

- **Post Sell Offers:** Provision for Farmers or Scout members to post sell offers on behalf of farmers. During post sell offer provision for sellers to provide some important information regarding the commodities which are being offered for sell like- Crop, variety, Quantity for sell, Product Best before date, Sell price, in. Order quantity, Type of farm practices being used during the farming, Delivery location and offer expiry date.
- **Sell offers list:** All active sell offers, posted by the farmer/Scout members to be listed with some of the information on public domain. Login option for the registered buyer to view the detailed sell offer.
- **Buyer's Enquiries list:** Enquiries posted by registered buyer to be listed with some of the enquiry details on public domain; Provision for farmers (Sellers) to view the detailed information of the buyer and the enquiries after login into the system.

- **Matching sell offer/buyer's enquiry list:** There should be provision for the Farmers to view the buyer's enquiries matching with the sell offer posted by him and vice versa.

Information Dissemination Section:

- **Farmer Assistance & Guidance:** The portal should contain information and real time data which will be helpful for farmers. Following are information that needs to be on the portal Packages of practices
 - Banned Pesticides in India
 - Krishi and farmer's guidance handbook
 - Video related to spice farming and Integrated waste management
 - Some useful websites links
 - Contact details of Spices Board's officials and address of Spices Board.
 - Voice based advisory services (Voice SMS) to farmers
 - Contact details and address of cold storage, Agricultures & Horticultures call centres, spices quality testing labs and Soil testing labs.
 - Registered buyer's directory
- **MIS Reports Section:** There should be a provision to view availability of spices with farmers, Supply estimates from farmers, spices harvested in last one month & spices harvested and dispatched to the buyers.
 - **Price and Market location for various varieties:** Prices and market locations for various varieties to be updated by the admin user on daily basis and these will be displayed on public domain.
 - **Weather Forecasting:** Facility to be provided to view current day weather and weather forecast for next 4 days through the portal.
 - **Monitoring the Field level staff:** Facility to monitor the field level staff work reports as well as their field visits with the help of GPS and GIS technologies

Buyers/Processors Registration: Provision for buyers and processors other than farmers to register themselves through the portal and create the login credentials.

Provision for Buyers/Processors to post the trade enquiries after login into their e-Spice Bazaar account and facility to view the availability of required commodities with the farmers and matching sell offers against their posted trade enquiries.

Mails & SMS Alerts: Provision of E-mails and SMS alerts to be provided to communicate with the registered stakeholders to notify various activities done through the portal. Alert notification to be communicated to the stakeholder after getting registered into the portal and during the trade related activities through the E-commerce portal.

Traceability of Consignments: Provision for buyers as well as for Spices Board to track Farm Supply through the Serial Shipping Container Codes (SSCC) nos. printed on the barcode labels tagged with each packs dispatched to the buyer.

Please note that the requirements highlighted here are only indicative in nature; considering the evolving nature of Farm Trade Facilitation needs, the final requirements shall be finalized by the selected bidder in consultation with Spices Board and other stake holders.

2.3 Scope of Work (Technical)

The setting up and effective running of e-Spice Bazaar shall require the following type of services from a Software Consultancy Services Organization:

1. Software Application Design, Development, Customization and Configuration including mobile applications
2. Hosting Management
3. Integration with third party service providers like Payment gateway integration, SMS/Email alerts, Certification Systems, etc.
4. Provision of Operations, Maintenance, Helpdesk and Management Support through a dedicated team
5. Support to Field Level Capacity Building and Implementation activities

It is anticipated that the hosting of e-Spice Bazaar shall be undertaken in a Data Center chosen by Spices Board and the selected vendor shall execute this project on a Build, Operate and Transfer Model, transferring all rights and source code / documents to Spices Board on completion of contract period.

The selected organization shall also be responsible for the complete turnkey operation of the IT systems (software only) to ensure a minimum of 99.5% uptime availability of all the applications under this project.

The Operations and Management Support shall be extended not only to SPICES BOARD, but also to its external stakeholders like buyers, other central & state government Organizations, importers, certification bodies, laboratories, etc., for effective usage of e-Spice Bazaar.

2.4.2 Key Deliverables

The Consultancy Organization shall be responsible for all the development, implementation, testing, maintenance, support, feature enhancements, documentation, operations and management of applications. The agency should carry out all the modifications/updates/additions/deletions in e-Spice Bazaar.

The consultant shall be responsible for the complete turnkey operation of the IT systems (software only) to ensure a minimum of 99.5% uptime availability of all the applications under this project. It shall also ensure following deliverables from his team-deputed onsite or by deploying additional resources if situation arises:

- Complete Software Development Life Cycle (SDLC) should be followed for each application.
- Proper Documentation with versioning of all the applications should be maintained like SRS, High Level Design, Low Level Design, functionality document (process document), user manual, test case report, test evaluation report, Impact Analysis Report, Change Document etc.
- All the changes in the applications should be properly documented and reflected in respective documents.
- Any change in the application should be done through change request form. After completing the change a request closure form should be filled.
- A log should be maintained for all the changes done in the application or database.
- Proper coding standards should be followed in all the applications.
- Periodic code review should be done for improvement in source code.
- Code & query optimization should be done to the extent possible.
- Proper testing should be done for the changes done in the application or database. Testing should be done on exhaustive test cases. These test cases should be reviewed by the team leader and a test report should be maintained.
- Ensure proper back up of application and database as per the approved back up policy.
- In case of any eventuality, it has to be ensured that the downtime is minimum and system is restored with minimum data loss.
- It should also be ensured that all the security measures are undertaken to prevent vulnerabilities / threats /hacking of application or data theft.
- The agency shall be responsible to maintain the confidentiality of application, data and any other information and make sure that information is not shared outside the SPICES BOARD. The required confidentiality agreement shall be signed by the Agency as well as by each team member deployed at SPICES BOARD.
- Source Code will be handed over to SPICES BOARD along with compiled version and executable.
- Any software developed shall be the property of SPICES BOARD. Software, Documents, Information and other elements of the project shall have the copyrights of SPICES BOARD unless some copy right material is used with due permission of any third party.
- Proper versioning of source code should be maintained.
- It should be ensured that uploading of the modified application in the live servers is carried out with due care to avoid any wrong upload or accidental file replace.

- The selected vendor will have to ensure certification for all the applications by CERT – IN empanelled Internet Security Auditor after fulfilling all the security compliances. The vendor shall comply with the security and hosting requirements of the data centre.
- The onsite team shall also be responsible for giving demo & presentation of application as and when required.
- Preventive maintenance shall be carried out on the database and functioning of the program to handle large volume of traffic.
- Customer support should be provided for user problem and queries.
- Monthly Backup: Database and applications.
- Quarterly updation: Technical Documents.
- Reporting required from the Consultancy Organization
 - Weekly & monthly, reports with Project Status & open issues
 - Weekly/fortnightly/monthly Performance Monitoring Reports for the Application
 - Updated system design documents, requirements specifications etc.
 - Updated user manuals, administration manuals, training manuals etc.
 - Call Log /emails & Resolution Reports for Helpdesk
 - Software change logs etc.

In addition to above; Bidder has to handover the Source Code , Patches & Releases (If any) , Application Software, All content used in the Designing of e-Spice Bazaar , along with Technical Documents, user Manual, functional Manual, installation guide and any other if required for creation of development environment and hosting.

3. Instructions to Consultants

3.1 Authorized Signatory

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

Every sheet 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 applicant's rubber stamp. The Power (s) of Attorney supporting/authorizing of the signatory shall be enclosed with the offer. Any / all corrections made in the offer shall be duly authenticated by the signature of the Authorized Signatory.

3.2 Sealing of Envelopes & Submission

- a) The Expression of Interest along with Demand Draft is sealed in an envelope super scribing "Expression of Interest – Setting up of e-Spice Bazaar".
- b) This envelope shall be submitted on or before **27th January 2016 before 3.00 pm, to the following officer of Spices Board:**

Dr. P. S. Sreekantan Thampi
Deputy Director & Chief Investigator
e-Spice Bazaar, Spices Board
Sugandha Bhavan, NH Bypass
Palarivattom, P B No.2277
Cochin - 682025, Kerala State, INDIA
Tel: 91-484-2333606, E mail: sthampi.ps548@nic.in

- c) The Expression of Interests will be opened on **27th January 2016 at 3.30 pm** in the presence of the bidders who may wish to be present.
- d) SPICES BOARD reserves the right to reject any or all the EOIs without assigning any reasons.

3.3 Documents to accompany Eoi

The applications shall be complete with the following documents:

1. Processing Fee of Rs. 20,000/- in the shape of Demand draft drawn in favor of the "SPICES BOARD", payable at Ernakulam/ Cochin.
2. Letter of Authorization.
3. Each page of the EOI document duly seal and signed by the authorized person.
4. Expression of Interest in Form – I.
5. Details of experience in e-Governance project and Agriculture / Food / Logistics sector in Form-II.
6. Affidavit or Self declaration in Form –III.
7. Pre-qualification eligibility criteria form along with supporting documents.
8. Any other information agency likes to provide.

The applicant, in addition to furnishing complete information in the Forms appended with the documents, shall furnish a detailed document on proposed approach; methodology & work plan for the assignment. The work plan shall include full justification for procedures to be adopted.

3.4 Amendment to Eoi

At any time prior to the last date for receipt of proposals, SPICES BOARD, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the EOI document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals,

SPICES BOARD may, at its discretion, extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the EOI.

The applicant is required to visit the Announcements Section of SPICES BOARD website for any changes or amendments in the EOI before submitting their Expression of Interests.

3.5 Preliminary examination for the applications

- a) The SPICES BOARD shall examine the applications to determine whether they are complete, whether the documents have been signed as indicated in this document, whether all Forms as asked have been filled in properly, whether applications are generally in order and all information as indicated under various clauses have been furnished.
- b) The SPICES BOARD reserves the right to waive minor deviations in the proposal application if they do not materially affect the capability of the bidder to perform the assignment.
- c) Prior to detailed evaluation formalities, 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 bidder or any right of the employer as required in this document. SPICES BOARD may waive any minor non-conformity in an application, which does not constitute material deviation. Non -responsiveness shall run the risk of rejection.
- d) The evaluation shall be carried out on the basis of data available in the application documents received from the agency in the first instance. No account will be taken of any further documents or clarifications or any such additional information furnished subsequently by the consultant agency. However, 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.

3.6 Evaluation

The procedure of evaluation of the applications is indicated below:

- a) SPICES BOARD has specified the Pre-Qualification Criteria (Section 4) in the EOI document with minimum qualifying requirement for each of the criteria i.e. minimum years of experience, minimum number of assignments executed, the minimum size of the assignments, minimum turnover etc. The applicant shall submit the proposals in the same sequence indicating the qualification criteria on each certificate.
- b) SPICES BOARD shall apply pass-fail test and short list all the consultants who meet the minimum requirement as specified.

d) After completion of EOI evaluation, the qualified bidders shall be provided with further details of the project in an RFP and through a Pre-bid meeting, to enable them to submit a detailed technical and financial proposal for the services desired in the project.

3.7 Time Period

The contract for e- Spice Bazaar shall be valid for a period of three years; It shall be reviewed every year from the completion of first year and will be renewed annually subject to satisfactory performance. SPICES BOARD reserves the right to extend the contract further or terminate early without assigning any reason what so ever.

3.8 Presentation

As a part of Evaluation of Expression of Interests submitted by the applicants, SPICES BOARD may seek further information or a presentation from the Organizations at a short notice for evaluation purposes.

3.9 Rejection of Eoi

The application is liable to be rejected if:

- The application is not covered in proper sealed cover with superscription as indicated in Section 3.2 above.
- Not in prescribed formats and not containing all required details.
- Not properly sealed and signed as per requirements.
- Received after the expiry of due date and time.
- Offer is received by fax, telegram or e-mail.
- Bid received without the processing fees.
- Missing of any supporting document(s) with the Eoi

3.10 Disclaimer

a. The SPICES BOARD shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.

b. The SPICES BOARD reserves the right

- To reject any/all applications without assigning any reasons thereof.
- 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.
- To include any other item in the Scope of work at any time after consultation with applicants or otherwise.

4. Pre-qualification Criteria

Eligibility Criteria and supporting documents required for Submission of Expression of Interest

S.No	Eligibility Criteria	Supporting Document Required	Yes / No and Deviation, if any
1	The applicant shall be a single entity, registered as a Company, Firm or Society under respective acts in India & Should have been in existence in India for the last five years	Company Incorporation Certificate or Registration Certification from ROC	
2	The agency must be registered in India with appropriate tax and other administrative authorities.	Service Tax Registration VAT Registration PAN Card	
3	The organization should have had an average business turnover of at least Rs.2 Crores in the last three years from Software Consultancy Services	Certificate from the Chartered Accountant of the Organization. Audited Balance sheets for last three years.	
4	Should have successfully executed at least any one of the following in the last five years: i) Three similar completed e-Governance projects costing not less than Rs.60 lakhs in total, or ii) Two similar completed e-Governance projects costing not less than Rs.60 lakhs in total, or iii) One similar completed e-Governance project costing not less than Rs.50 lakhs	Letter from Customers indicating value of the services provided for the project, work order copies, completion certificates and a Form II (filled up)	
5	Any one of the projects mentioned in point no. 4, should be in the field of Agriculture / Food / e-Commerce sector.	Letter from Customers indicating value of the services provided for the project, work order copies, completion certificates and a Form II (filled up)	
6	Shall have either ISO 9001:2008 for Software Development / Software Maintenance or CMMI Level 3 Certification	Copy of Certificate	
7	Should have technically qualified and well-experienced strong in-house resource base on company	Resumes of key resources available on company roles, including their	

	roles	PF/EPF no.	
8	Copies of documents / purchase orders & letter of completion from customers for projects completed in the last five years.	Copies of the major projects completed during the last 5 years.	
9	The applicant should furnish an undertaking to the effect that the firm has not been black listed in India.	Letter of undertaking as in Form III	
10	Processing fee of Rs. 20,000/- (non-refundable.)	Demand draft drawn in favor of the "SPICES BOARD", payable in Ernakulam/ Cochin.	
11	The consultant organization or its office should be situated / located in India.	Provide a copy of the address proof	

5. Formats for Submission

FORM I EOI Letter Proforma

To

Dr. P. S. Sreekantan Thampi
Deputy Director & Chief Investigator
e-Spice Bazaar, Spices Board
Sugandha Bhavan, NH Bypass
Palarivattom, P B No.2277
Cochin - 682025, Kerala State, INDIA
Tel: 91-484-2333606

Sub: Expression of Interest for short-listing of Consultancy Organizations for setting up of e-Spice Bazaar for SPICES BOARD

Sir,

The undersigned having read and examined in detail all the Eoi documents pertaining to your assignment; do hereby express the interest to do the work as specified in the scope of work.

S.No	Description	Response
1.	Name of the Consultancy Organization	
2.	Address	
3.	Name, designation & address of the person to whom all references shall be made	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	

We have enclosed the following documents:

1. Letter of Authorization.
2. Form I should be submitted on the company's letter head duly seal and signed by the authorized person.
3. Processing Fee of Rs. 20,000/ in the form of a Demand draft drawn in favor of the SPICES BOARD, payable at Ernakulam / Cochin .
4. Pre-qualification eligibility criteria Form.
5. Details of experience in e-Governance project and Agriculture / Food / e-Commerce sector in Form-II.
6. Affidavit or Self Declaration of eligibility in Form- III.
7. Self Attested copies of Supporting Documents.

I/ We hereby declare that my/ our EOI is made in good faith and the information contained is true and correct to the best of my/ our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Applicant)

Name:

Witness by - Signature:

Designation:

Name :

Seal:

Address:

Date: _____ Place _____ Date : _____

FORM-II

DETAILS OF EXPERIENCE IN PROJECTS AND AGRICULTURE / FOOD / E-COMMERCE SECTOR

A. Customer References related to Projects that the applicant has been engaged during the last Five years:

S.No.	Name & Address of The client	Date of start Of the work	Date of Completion	Website Address	Value of the Project
1.					
2.					
3.					
4.					

Note:

Please also note that the copies of work orders and satisfactory completion certificate from the customers shall be required to be submitted for all the references mentioned above.

FORM III

AFFIDAVIT or SELF-DECLARATION

Ref: Call for Expressions of Interest for short listing of Software Consultancy Organizations by SPICES BOARD

Candidates shall be excluded from participation in the selection procedure if:

1. They are bankrupt or being wound up, are having their 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. They have been convicted for an offence concerning their professional conduct by judgment, which has the force of res judicata;
3. They have been guilty of grave professional misconduct proven by any means, which the contracting authority can justify;
4. They 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 they are established or with those of the country of the contracting authority or those of the country where the contract is performed;
5. They have been the subject of a judgment, which has the force of res judicata for fraud, corruption, and 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, they have been declared to be in serious breach of contract for failure to comply with their 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 contracts)
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 Authority 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 Authority.

(Signature of the applicant or of authorized representative with company seal)