

*World Spice Congress  
Spices Board, Kochi  
(Ministry of Commerce & Industry, Government of India)*

*Notice Inviting Tender for  
Supply of Conference Gift  
Bluetooth Head set  
for World Spice Congress 2023*

Spices Board

*Ministry of Commerce & Industry  
Government of India  
Kochi, Kerala*

## *Notice Inviting Tender*

No. WSC:19/2023

05<sup>th</sup> Jan, 2023

Spices Board under Ministry of Commerce & Industry, Govt of India, in association with the partner agencies, is organizing the 14<sup>th</sup> Edition of World Spice Congress (WSC-2023), the largest Global Spice Event at CIDCO Convention Centre, Sector 30-A, Vashi, Navi Mumbai, Maharashtra – 400 703 during 16-18<sup>th</sup> February 2023.

In this connection, competitive tenders are invited from reputed, experienced and financially sound firms engaged in the field of manufacturing/marketing of Conference / corporate gifts especially mobile phone accessories with the qualification criteria specified below for supplying the gifts for WSC 2023.

### 1. Scope of work:

The objective of the tender is to entrust the work related to supply of Bluetooth head set as Conference Gift as per the details given below for distributing to the delegates of WSC 2023, a global Spice event which showcases the strength and capability of Indian Spice Industry scheduled to be held at CIDCO Centre during 16-18<sup>th</sup> February, 2023.

WSC would like to procure tentatively 800 numbers of Bluetooth Head Set as per the specification to distribute as the conference gift to the delegates. The interested applicants may familiarize themselves with the material, dimensions, design, specification and engraving details.

### 2. Specification (Minimum Requirement) of Bluetooth Head Set

Bluetooth Version	: 5 or above
Driver Size	: 9 mm and above
Type	: In-Ear Neckband
Operating Range	: 10m
Frequency	: 20Hz – 20kHz
Battery life	: 14Hours and above
Warranty	: 6 months

### 3. Eligibility Conditions.

The applicant shall be a reputed proprietor firm, partnership firm, Limited company, Body Corporate legally constituted engaged in manufacturing/marketing of conference/corporate gift especially mobile phone accessories for similar events.

SL No	Eligibility Criteria	Details of Supporting Documents to be submitted
1	The Applicant shall fulfil all statutory requirements such as PAN Card, GST registration and Bank Account	Copy of the GST, PAN & Bank Account details

### 4. Submission of Bids

The Bidders are advised to read the tender document carefully. Submission of bids shall be done after careful examination of the tender document with full understanding and its implications. Bidders are requested to submit their bids as per the terms and conditions specified herein.

Bids shall be submitted by the bidder with supporting documents in a sealed envelope in the following manner:

- a) Envelope-I. The bidder shall have to submit an interest free, refundable earnest money deposit (E.M.D) of Rs. 30,000/- (Rupees thirty thousand only) in the form of a Demand Draft of Scheduled Commercial Bank drawn in favour of “World Spice Congress” payable at “Ernakulam”. The DD should be submitted in a separate envelope. The Envelope should be sealed and super scribed as “EMD in respect of tender for Blue tooth Head Set for WSC:2023”. Those who are eligible for exemption of EMD as per the Govt of India notification should submit the supporting document in the envelope-I instead of the Demand Draft.
- b) Envelope-II. The following documents are to be submitted in Envelop-II
  - (i) Details of the Applicant as per the format given in Annex-I
  - (ii) Copies of GST, PAN and IT Return for the latest assessment year
  - (iii) **Make, model and specification of quoted product in the format given in Annex-III**

The above details shall be enclosed in the envelope-II. The envelope should be sealed and superscribed as “Technical Details in respect of tender for Blue tooth Head Set for WSC: 2023”.

- c) Envelope-III. Financial bid in the prescribed format which is attached along with the bid document (Annexure -II) duly filled in for the bid value each component in Indian Rupee along with applicable taxes. The envelop should be sealed and super scribed as “Financial Bid in respect of tender for Blue tooth Head Set for WSC: 2023”.
- c) Envelope- IV: Envelopes I, II & III should be kept inside the Envelope – IV and again sealed. The name and address of the bidder should be clearly written on all the Envelopes and marked the Envelop-IV as “Tender for Blue tooth Head Set for WSC:2023”
- d) A sample of the quoted item has to be submitted along with the bid. The sample item provided will be returned on finalisation of the tender/the rate quoted for the unit will be reimbursed
- e) The tender along with the sample unit shall be submitted to the following address on or before 5.00 PM on **12.01.2023** to

The Organizing Secretary  
World Spice Congress, Spices  
Board, Palarivattom P.O Kochi-  
682 030, Kerala

## 5. Brief Selection Procedure

The selection of the bidder will be undertaken on a two-bid selection process by a committee constituted by WSC to evaluate the bid. The Committee will open Envelope-I containing the Demand Draft of the EMD amount of Rs.30,000/- or the document submitted by the applicant claiming the exemption of EMD. On verification of the documents, the committee will short list the eligible bidders based on the submission of EMD amount/exemption certificate. If the required EMD is not submitted/ not submitted the relevant document to exempt the EMD, such tenders will not be considered for further procedure.

The Envelope-II of the bidders who are shortlisted as eligible bidders will be opened and the committee will verify the documents and the qualified bidders will be short listed:

## 6. Finalization and Award of Contracts

The Bidders will be ranked according to the Financial Score obtained from the bidders who have submitted all the necessary documents in envelope 1 and 2. In case of a tie, the agency with higher Technical details shall be declared the Successful Bidder.

Selection Committee constituted for this purpose reserves the right to withdraw the announcement, accept or reject any or all the bids at any time prior to award of contract/order, without assigning any reasons and without incurrance of any liability on WSC.

WSC also reserves the right to negotiate the prices with the selected bidders to bring down the prices or to add more facilities without any extra cost

## 7. Schedule of Tender Process

The Schedule for the process for selection of event manager is as follows:

Sl No	Description	Date
1	Release of Notice Inviting Tenders	05/01/2023
3	Last Date of submission of the bid	12/01/2023
6	Date of Opening the Technical Bid (Envelope 1& II)	16/01/2023
6	Opening of financial bid (Envelope – III)	17/01/2023

## 8. Clarifications

The contact points for any further clarification regarding the submission of the tender will be Shri. Beneeshmon /Shri.Anubhav, Mobile No.9072259047/8848789912, Email: [os@worldspicecongress.com](mailto:os@worldspicecongress.com)

## 9. Terms and Conditions

1. The World Spice Congress has the right to reject any or all tenders without assigning any reasons thereof.
2. Quantity of items mentioned in the tender document are tentative based on available information. In case, emerging realities require higher or less quantity of items, the final order will be based on the actual requirement as per the quoted unit cost.
3. Logo & Label of World Spice Congress 2023 to be printed on the Bluetooth head set

4. The WSC reserves the right to issue addendum to tender notice to amend, modify supplement or delete any of the condition, clause or requirements stated etc
5. The Bid value should be quoted in Indian Rupees only including all applicable taxes.
6. The last date for submitting the bid is 5.00 PM on 12.01.2023
7. The Envelope-I will be opened by the evaluation committee on 16.01.2023 at 02.30 PM in the presence of bidder's present, if any, at Spices Board, Kochi and the eligible bidders will be short listed.
8. Envelope-II of the qualified bidder will be opened on 16.01.2023 at 03.30 PM and the same will be verified by the committee in the presence of the bidders present if any, and the qualified bidders will be shortlisted.
9. The financial quote (Envelope-III) of the qualified bidder will be opened at 02.30 PM on 17.01.2023 in the presence of the bidder's present if any, at Spices Board, Kochi.
10. Successful bidder shall accept the work order within 3 working days of receipt of work order and the contract agreement has to be executed in a non-judicial stamp paper worth Rs.200/-, within five working days of their acceptance failing which, the EMD amount will be forfeited and the work order will be cancelled.
11. All the terms and conditions, scope of work etc specified Notice inviting tender shall form part of the contract agreement to be executed.
12. On signing the agreement, the EMD amount will be kept as the refundable Performance Security Deposit (PSD). The PSD shall be kept valid till completion of the payment of the bills to the bidder plus 30 days. The PSD may be refunded by WSC upon being satisfied that there has been performed by the bidder as per the contractual agreement. However, no interest shall be payable on the performance security deposit. In the event of the bidder being unable to service, WSC has the right to revoke the PSD fully or partially.
13. The material has to be supplied to Spices Board, Regional Office, Vashi, Mumbai. The entire cost for transportation, freight, loading, unloading, entry taxes etc are to be borne by the bidder
14. WSC also reserves the right to terminate the work order at any time in the event, the requirement for gift changes in respect of specification, quantity or any other reason. The decision of the WSC shall be final and binding in this respect.

15. WSC may ask for any clarification on the documents/ details submitted by the bidders. All such and other communications will be done through e mail provided only. Lack of any reply in this regard from the bidders may lead to their disqualification.
16. The bidder shall quote their most competitive rates. All the rates quoted shall be firm and inclusive of all the charges and applicable taxes. Any escalation of rates shall not be permissible during the validity period of the Contract.
17. The gift item shall be supplied within 20 days of the issue of the Purchase order and the gift supplied shall strictly conform to the specification and same as the sample provided.
18. WSC shall inspect the material on receipt and in case of any deficiency, shall return the whole or part of the lot for replacement/rectification. The decision of the WSC shall be final and binding in this respect.
19. WSC will not make any payment in advance and all the advance payment if any will be based on submission of Bank Guarantee.
20. Payment Terms (for the successful bidder, who will be given the contract):
  - a) The supplier shall submit the bill together with all applicable taxes for payment within 3 days of completion of the supply of the item at Mumbai
  - b) The bill should be GST Invoices and should be in the name of World Spice Congress by specifying the GST number
  - c) 90% of the payment shall be made on supply and verification of the material as per the bill submitted and 10% will be released within 3 days of the acceptance of the gift item
21. The WSC reserves the right to make any change in the design and specification of the Brass plate till finalizing the tender
22. Dispute Resolution between the World Spice Congress and the contracted agency shall be taken by the Chairman, World Spice Congress & Secretary, Spices Board which shall be final and binding on both parties.

ORGANISING SECRETARY & DIRECTOR (MKTG)  
SPICES BOARD

Place: Kochi  
Date: 05/01/2023

(Last date for submission at 5.00 PM on 13.01.2023)

The Organising Secretary  
World Spice Congress, Spices Board, Kochi-682 025

Sl No	Description	
1	Name of the Applicant	
2	Registered Address/Business Address with Mobile & Contact No	
3	Name, Mobile No and of the contact person	
4	Email - Mandatory	
5	Details of Key Personnel (Name, Designation & Mob No.)	
6	Year of Incorporation	
7	PAN No (Attach Self attested Copy)	
8	GST No (Attach Self attested Copy)	
9	Manufacturer/Supplier	
10	If Manufacturer Details of factory and production and marketing network	
11	Details of EMD/Document for exemption (Attach self-attested copy of exemption document)	DD No..... Date..... Name of Bank.....
12	Whether the Applicant have been black listed by any agency.)	Yes/No
13	Time required for delivery	

Signature of the Bidder  
Name & Designation of the Signatory

Place:

Date:

(SEAL)

## Format for financial bid

Sl No	Description	Cost for one unit (Rs)	GST (Rs)	Cost for one unit including GST (Rs)	Total cost for 800 units including GST (Rs)
(1)	(2)	(3)	(4)	(5) (3 + 4)	(6) (5 * 800)
1	Supply of Bluetooth Head set as per the specification with logo printing)  (Including all cost for delivery at Spices Board, Vashi, Mumbai) Sample to be provided along with Quotation				
	Total				

## Note:

1. Price has to be quoted in Indian Rupees only & GST rate and amount has to be filled
2. All-inclusive price per unit should be filled in Colum No.5
3. In case of any mismatch in the amount mentioned WSC will re-calculate and the actual value will be considered for evaluation

I/We hereby agree that the validity of the Tender rate submitted will be valid till the completion of the supply of the gift item and shall not withdraw the Tender during the validity period.

Signature of the Bidder  
Name & Designation of the Signatory

Place:

Date:

(SEAL)

## Make, Model and Specification of the quoted product

A. Make and Model of the quoted product :

B. Specification of the quoted product

Bluetooth Version	
Driver Size	
Type (Ear Bud/ Neck Band)	
Operating Range	
Frequency	
Battery life	
Warranty	

Signature of the Bidder  
Name & Designation of the Signatory

Place:

Date:

(SEAL)