

TRAVANCORE DEVASWOM BOARD

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Devaswom Commissioner's Office,

29/05/2019.

DETAILED E-TENDER NOTICE FOR SUPPLY OF CARDAMOM AT PAMBA FOR THE PERIOD FROM 01/10/2019 TO 30/09/2020

SCHEDDULE-9

Tender Document NO ROC 36/2019/Sab 9

For and on behalf of the Travancore Devaswom Board, the Commissioner invites e-tenders from Government Agencies, Co-operative institutions, Private agencies and Private factories for the supply of 300 kg Cardamom at Pamba. Earnest Money Deposit for participating in the tender is Rs 5,000/-

Articles should be supplied at Pamba. 50% of the articles should be supplied before 5-10-2019 and balance quantity should be supplied as per the demand of the Executive Officer.

Specification of cardamom is as follows

Cardamom means the dried capsules of nearly ripe fruits of *Elettaria cardamomum* L. Maton Var. *Minuscula* Burkill. The capsules shall have characteristic flavour free from any foreign odour, mustiness or rancidity. The product shall be free from added colouring matter and any other harmful substances.

GENERAL CONDITIONS

- 1.1 The food items shall conform to the standards prescribed in Food Safety & Standards (Food Products Standards and Food Additives) Regulation, 2011 (REG:2.8.4).
- 1.2 The entire lot will be rejected if the above condition is violated and penal provision will be imposed as decided by the Commissioner of Food Safety, Kerala, to such violation.

- 1.3 The Supplier shall be liable to be prosecuted under Food Safety & Standards, 2006, if standard variations are noted from that prescribed under Food Safety & Standards Regulation 2011.
- 1.4 The Payment will be released only to those suppliers who supply raw materials which conform to the standards under Food Safety & Standards (Food Products Standards and Food Additives) Regulations, 2011
- 1.5 The supplier should submit an Analysis Certificate from an accredited lab along with every lot supply
- 1.6 The supplier should have a valid **FBO/PFA/FPO/FSSAI** license issued by the competent authority.
- 1.7 The tenders submitted by the defaulters on earlier occasions in contract with the TRAVANCORE DEVASWOM BOARD will not be considered. The tenderer shall submit an affidavit along with the tender swearing that he is not a defaulter to the TRAVANCORE DEVASWOM BOARD on any earlier occasion.
- 1.8 The **CARDAMOM** should be packed only in bags conforming to the standards of Food Safety and the name of the supplier and the month and year of packing should be mentioned on the bag. The bags should be of good quality and contain inner coating or having double layer so that **CARDAMOM** can be preserved for long period without any contamination and not affected by humidity.
- 1.9 The suppliers should furnish the weight of the lorry load from the Weigh Bridge situated at Pampa and also furnish the quality certificate from accredited analytical lab for each load in addition to our test at Pampa.
- 1.10 The payment will be made only for the weight of the article excluding the weight of the bag.
- 1.11. The rate quoted should be inclusive of taxes, freight up to respective designation, loading and unloading charges and all other expenses.
- 1.12. In case the contract is awarded, Bank Guarantee for an amount equivalent to 10% of the total value of the articles to be supplied and valid for one year will have to be produced as security for satisfactory fulfillment of the contract at the time of executing the Agreement.

- 1.13. Necessary agreement should be executed with the Executive Officer, Sabarimala within the stipulated time.
- 1.14. Negotiation Shall only be conducted with the lowest tenderer who full fills the prescribed pre-qualification criteria's.
- 1.15. No compromise in the quality of the articles will be allowed. **In case , samples contains health hazardous elements like tetrazine ,stringent action will be taken against the firms submitting those samples, as recommended by the Commissioner of Food Safety, Kerala.**
- 1.16. The Tenders should be submitted through online on or before 05.00 P.M on 12.06.2019 . The Tenders will be verified at 11.00 A.M on 14.06.2019
- 1.17. The Tenderers should submit 2 kilograms of samples on 14/06/2019 to the Office of the Devaswom Commissioner.
- 1.17(a). The Tenders submitted by defaulters in the previous years will not be considered.
- 1.18. The bidders should have the necessary portal enrolment with their own Digital Signature Certificate.
- 1.19. If any tenderer withdraws from his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money if, any, deposited by him will be forfeited to the Borad and such legal action taken against him as the Board think fit.
- 1.20. In cases where a successful tenderer, after having made partial supplies fails to fulfill the contract in full, all or any of the materials not supplied may at the discretion of the Board, be purchased by means of another tender/ quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to the Board shall thereby together with such sum as may be fixed by the Board towards damages be recovered from the defaulting tenderer.

1.21. Any sum of money due and payable to the contractor (including security deposit returnable to him) under this contract may be appropriated by the Purchasing Officer or the Board or any other person authorized by the Board and set off against any claim of the Purchasing Officer or the Board for the payment of a sum of money arising out of or under any other contract made by the contractor with the Purchasing Officer or the Board or any other person authorized by the Board. Any sum of money due and payable to the successful tenderer or contractor from the Board shall be adjusted against any sum of money due to the Board from him under any other contract.

2. DETAILS OF PRE-QUALIFICATION CRITERIA FOR THE TENDER, TIME AND SCHEDULE AND COST OF BIDDING DOCUMENT, EMD TO BE SUBMITTED BY THE BIDDER FOR PARTICIPATION IN THIS BID ARE GIVEN BELOW.

- (a) Cost of tender document.-Rs500/- through online
- (b) Earnest Money Deposit –5,000/- (Rupees Five Thousand only) through online
- (c) Tender Closing date: 12.06.2019 at 05.00 P.M
- (d) Tender Opening date 14.06.2019 at 11.00 A.M
- (e) Mode of submission of tender :Tender should be submitted online in'' www.etenders.kerala.gov.in''.
- (f) Tender documents consisting of qualification information and eligibility criteria of bidders, Technical specification, schedule of quantities etc. are available in the web site "www.etenders.kerala.gov.in".
- (g) Other details of tender documents will be available In the website"www.etenders.kerala.gov.in".

3.DOCUMENTS TO BE FURNISHED ALONG WITH TENDER

3.1 The CARDAMOM Manufacturing Units should have proper valid license by the concerned authority for manufacturing/processing and storing of CARDAMOM the copy of which will have to be furnished. In respect of Traders and processors a valid trading license as may be applicable for trading in CARDAMOM, a copy of which may be submitted.

3.2 Attested copy of the Audited Balance Sheet and Profit / Loss Account for past three years duly certified by a Chartered Accountant if it is a own

manufacturing unit. In case of a leased unit, the above documents of both the entities i.e. the lessor and the lessee will have to be furnished. In respect of Traders and Processors the attested copy of the Balance Sheet and profit/ Loss Account for the last three years duly certified by a Chartered Accountant shall be submitted.

3.3 *The applicants shall submit attested copy of the Income Tax returns of the last three years with a copy of a PAN card attested by authorized signatory.*

3.4 *Attested copy of Certificate of registration under Excise, VAT, State / Central Sales Tax Act, Service Tax Act as applicable.*

3.5. *Certificate showing the experience in the respective fields issued by the District level Officers of the Industries Department of the State Government.*

3.6. *A Passport size photo of the proprietor or the managing authority along with three specimen signatures duly attested by a Gazetted Officer or Notary Public.*

3.7 *An affidavit on Rs 200 non judicial stamp paper and Notarized , regarding:*

3.7(a). *Not having been prosecuted for the violation rules / law under the Essential Commodities Act or any such others law or orders thereunder in any court of law.*

3.7(b). *Not having been black listed by any organization or Government for non-performance of contractual obligation.*

3.8 *In case of partnership firm or Co-operative or Corporate, the Cardamom Manufacturing Units, Trading firms and processing units should furnish a copy of the partnership deed or byelaw or Memorandum as the case may be. In case of partnership firms the share holding pattern should be duly certified by the Chartered Accountant along with details such as name, age, education and experience of the partners. In case of Co operative / corporate body, copy of letter of authorization of the Chief Executive or the authorized person to register and participate in the e-procurement/tender process should be furnished.*

3.9 *In case of supplier who has entered into lease agreement with the CARDAMOM manufacturing Units, the copy of the legally registered lease agreement duly certified by the Chartered Accountant shall be enclosed.*

3.10 *The CARDAMOM Manufacturing Units, Trading firms should furnish letter of authority or power of attorney for having authorized the person*

to sign the documents on behalf of the firm or society or corporate body. Attestation of signature of such authorized signatory from the Bank where the firm is having its account is essential.

3.11 *The address proof of the authorized signatory viz. Telephone bill/copy of Passport /Electricity bill/ voter ID proof/Aadhar Card should be submitted along with the application. The address proof in respect of the firm shall be either certificate of registration or certificate of incorporation issued by the authority concerned.*

3.12. *Bank Account details of the firm along with the IFSC code, Branch details and address shall be furnished in the letterhead of the firm.*

3.13. **Details of online payment are given separately in the Appendix attached with the tender document.**

4. SPECIAL INSTRUCTIONS TO THE BIDDER FOR THE E-SUBMISSION OF THE BIDS

4.1 Bidder should do the registration in the tender site <http://etenders.kerala.gov.in> using the option available. Then the Digital Signature Registration has to be done with the e-token, after logging into the site. The e-token may be obtained from one of the authorized certifying authorities such as SIFY/TCS/nCode.

4.2 If there is any clarification, this may be obtained online through the tender site or through the contract details. The Bidder should take into account the Corrigendum if any published before submitting the bids through online.

4.3 After the bid submission, the acknowledgement number given by the e-tendering system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender.

4.4 The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or difficulties faced during the submission of bids through online by the bidders.

4.5 The bidder should submit the bid documents by online mode through the site <http://etenders.kerala.gov.in> .

4.6 Each documents to be uploaded through online for the tenders less than 2 MB. If any document is more than 2 MB, it can be converted to rar/zip format and then the same can be uploaded. However if the file size is less than 1 MB the time for uploading transaction will be very fast. The total size of the documents in all the covers put up together, should be less than or equal to 12 MB.

4.7 The bidder should ensure that the bid documents submitted are free from virus and If the documents could not be opened, due to virus, during tender opening, the bid Is liable to be rejected.

- 4.8 The time settings fixed on the server side are displayed at the top of the tenders. It will be valid for all actions of requesting bid submission, bid opening etc, in the e-tender system. The bidders should follow this time schedule during bid submission.
- 4.9 All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewed by authorized persons during bid submission and not be viewable by any one until the time of bid opening. The submitted tender documents become readable only after the tender opening by the authorized individual.
- 4.10 The confidentiality of the bids is maintained since the secured Socket Layer 128 bit Encryption technology is used. Data storage encryption of sensitive field is done.
- 4.11. Tenders received online with the remarks that there is “EMD FAILURE” will not be accepted. Care should therefore be taken by the Tenderers to ensure that the EMD is submitted properly.

Any doubt or queries in this regard may be forwarded to any of the following Email addresses.

devaswomcommissionertdb@gmail.com
sptdbvig@gmail.com
www.travancoredevaswomboard.org
Thiruvananthapuram
Phone No 0471-2314288

DEVASWOM COMMISSIONER
TRAVANCORE DEVASWOM BOARD

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