

**INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR DEVELOPMENT OF  
INNOVATIVE PRODUCTS / PROCESSES IN SPICES SECTOR  
AT SPICES INCUBATION CENTRE, CFTRI MYSORE**

**Spices Board  
(Ministry of Commerce & Industry, Govt. of India)  
Sugandha Bhavan,  
N.H. Bypass,  
Palarivattom PO,  
Kochi - 682025,  
Kerala**

**INVITATION FOR EXPRESSION OF INTEREST (EOI)  
FOR DEVELOPMENT OF INNOVATIVE PRODUCTS / PROCESSES  
IN SPICES SECTOR**

Spices Board has established a 'Spices Incubation centre' in the Central Food Technology Research Institute (CFTRI), Mysore as a pilot programme to support the exporters / start-ups / SMEs / FPOs having innovative ideas worthy of support with an aim of guiding / assisting them in developing innovative products / technologies / processes in spices sector. The identified beneficiaries will become 'incubatees' in this centre, wherein they will be provided support during the project period, covering aspects like office space, technical support, access to relevant equipment, laboratory facilities, resources and knowledge sources, etc.

Spices Board invites Expression of Interest (EOI) from Registered Exporters of Spices, Registered SMEs, Registered FPOs, Indian Start up companies as per DPIIT Notification, for submitting ideas / proposals for development of innovative products / technologies / processes in spices sector. The selected companies / firms will be provided with support through Spices Incubation Centre at CFTRI, Mysore.

**Eligibility :**

Registered Exporters of Spices, Registered SMEs, Registered FPOs and Indian start-ups companies as per DPIIT notification are eligible to submit EOI in the prescribed format.

**Terms and Conditions**

1. EOI along with the ideas / brief proposals received from eligible applicants will be evaluated by the Incubation Appraisal Committee (IAC) constituted by the Board as a part of preliminary evaluation. If required, the Committee may ask the applicants to give a brief presentation. The IAC will shortlist the proposals of EOI applicants.
2. The shortlisted applicants need to submit detailed Viable Product Proposal (VPP) / plan with a clear depiction of the objectives, details of R&D works, details of infrastructure required viz. Space, work station, PC, specialized instrumentation support, requirement of mentoring, anticipated benefits / outcome for the spices sector including contribution to the exports, target, timeline, investment, funding support received or to be received, intellectual property declaration, etc.
3. The shortlisted applicants will make a detailed presentation before a Committee of Experts (CoE) constituted by the Board and recommend Incubatees based on evaluation for approval by the Board.
4. The selected Incubatees will sign an agreement with the Board.
5. After approval and signing of the agreement, the CFTRI will provide three mentors to guide each selected incubatee, monitor the progress of their project periodically and also help to address the challenges faced, to the extent possible for development of their innovative product / process in spices sector.
6. The Board will provide assistance to three Incubatees during the pilot period 2023-24.

7. The Committee of Experts (CoE) will evaluate the progress and achievements of the project made by the Incubatee and suggest corrective actions, if any, during the course of the project and recommend release of assistance to the Board.

8. The Board will provide an assistance of 90% of the cost of the project subject to the maximum of Rs. 10 lakhs per incubatee under the programme during the incubation period of 12 months as per approval of their Viable Project Proposal (VPP) by the Committee of Experts (CoE).

9. The Board will make a payment of not exceeding 20% of the eligible assistance subject to a maximum of Rs. 2 lakhs per incubatee directly to the CSIR-CFTRI, towards the charges of electricity, space rent/office suites, Internet facility, Library and other services during the incubation period of 12 months. Additional cost, if any, over and above, shall be paid by the Incubatee directly to CSIR-CFTRI.

10. The Board will provide balance 80% of the eligible assistance subject to a maximum of Rs 8 lakhs to the Incubatee towards cost of research & development of the project viz. cost of chemicals / other consumables required and certified by the CFTRI for the proposed R & D activities, Cost of one Research or project Assistant, Charges for using the required sophisticated Instruments, laboratory charges, pilot plant consultancy charges, etc payable to the CFTRI, cost of a pilot plant on a case by case basis per incubatee, marketing expenses including printing of product / promotional literature and distribution of samples for launching the developed product/ process in the Market, etc.

11. The Board will disburse the assistance in the form of reimbursement to the Incubatee based on submission of expenditure statement along with duly certified bills / vouchers on quarterly basis based on the progress achieved and as per the recommendation of Committee of Experts (CoE). In case Incubatee require advance, the Board will provide 25% of the assistance subject to a maximum of Rs. 2.00 lakhs as advance to the Incubatee on production of bank guarantee for equal amount after signing the agreement. If advance is paid, it will be recovered from the quarterly reimbursement.

12. The duration of support / assistance to an Incubatee under the pilot scheme is 12 months. The Board may grant an extension up to 6 months, upon receipt of such a request from the incubatee depending on the progress achieved by the incubatee and based on the recommendation of CoE. In such cases, the Incubatees will be allowed to use the facilities at the Spices Incubation Centre subject to payment of charges prescribed by the CFTRI for the facilities / services provided by them.

13. Selected Incubatees shall follow the guidelines / procedures of CFTRI during the Incubation at CFTRI, Mysore.

14. Documents to be submitted along with EOI

- a) EoI application form (Annexure 1) in letter head, duly signed.
- b) Brief Profile of the Company / firm including activities undertaken, spices dealt, etc.
- c) Copy of Registration / Certificate of Incorporation / or any other relevant document.
- d) Copy of PAN
- e) Copy of GST Registration
- f) Copy of the CRES for Spices Exporter, copy of MSME registration certification for registered MSMEs, copy of Registration certificate for FPOs and copy of Certificate of Recognition for Start ups.

g) Brief details of the idea / proposal for development of innovative products / processes in spice sector (Not exceeding 3 pages)

15. The EoI application along with requisite documents should reach the following address on or before 5.30 pm on 16.08.2023.

Director (Marketing),  
Spices Board,  
NH Bypass,  
Palarivattom  
Kochi-682 025  
Kerala  
Email : [dm.sb-ker@gov.in](mailto:dm.sb-ker@gov.in)

16. Those who are submitting the EOI through email before the last date should send the physical copy by post / courier to the above address.

17. EOIs received after the closing date and time will be rejected without any further communication on the matter.

18. Spices Board reserves the right to call for any further information.

19. Any information furnished by the firm, if found to be incorrect at any stage, would result in the firm being declared ineligible.

20. The Board shall have the right to reject any or all the EOIs without assigning any reasons thereof.

21. Spices Board reserves the right to withhold or withdraw the process at any stage. Also, the Board reserves the right to change/ modify/ amend/ cancel any or all provisions of this document. Such revisions to the EoI document, will be made available on the website of Spices Board and E-Procurement portal. No charges, whatsoever can be claimed/will be paid to the firms for participation in the EoI.

22. Any disputes arising related to the Spices Incubation shall be settled by Secretary, Spices Board, Kochi-25 which shall be final and binding.



**DIRECTOR(MARKETING)**

Issued from File No: MKT/SIB/1/2022 Dated 13.07.2023

**EoI Application Form (to be submitted in letter head)**

Sl. No	Description	Details
1.	Name and Address of the Applicant firm / company  ( Pls attach certificate of incorporation / registration)	
2.	Category ( please tick the category and attach the proof)	Registered Exporter of spices Registered SME Registered FPO Indian Start up companies as per DPIIT Notification
3.	Name, designation, address, phone no. and email id of the authorized representative	
4	GST Registration No. (Pl attach copy)	
5	PAN No of the company / firm (Pl attach copy)	
6	Total turn over of the company	
7.	Brief details of the activities undertaken by the company / firm	Brief description of the activities undertaken, spices dealt, no of employees including technical employees, facilities available, challenges faced, etc.
8	Description of innovative idea / proposal for development of innovative product / process for incubation	(Please attach a brief write up about the description of the idea / proposal for development, uniqueness / innovativeness, methodology, approximate cost and outcome / benefits to the spices sector including contribution to exports, etc)
9	Any other relevant information	

I/We declare that all the information provided by me/us on this form is true to best of my / our knowledge, and on the basis of this information any decision taken by Spices Board shall be accepted by me/us. I / We also undertake to furnish any further information required in this connection.

I/We hereby solemnly affirm and declare that the individual / firm / company is not black listed by any Government Department /PSU/ Autonomous body / Private Organization. Further, no litigation enquiry is pending and / or initiated against us by any Government Department /PSU/Autonomous body / Private Organization or Court of Law.

I / We have read and understood the terms and conditions of the Expression of Interest (EoI) for development of innovative products / processed in spices sector and hereby accept to abide by its contents.

(Signature of the authorized representative)	
Place: Date:	Full Name: Designation: Name and Address of the Firm: Seal:
	1. Name and Address of the Applicant (Please attach certificate of incorporation / registration)
	2. Category (please tick the category and attach the proof)
	3. Name, designation, address, phone no. and email id of the authorized representative
	4. GST Registration No. (If attach copy)
	5. PAN No of the company / firm (If attach copy)
	6. Total turn over of the company
	7. Brief details of the activities undertaken by the company / firm (Please attach a brief write up about the development of innovative product / process for incubation)
	8. Description of innovative idea / proposal for development of innovative product / process (Please attach a brief write up about the description of the idea / proposal for development, uniqueness / innovativeness, methodology, approximate cost and outcome / benefits to the spices sector including contribution to exports, etc.)
	9. Any other relevant information

I/We declare that all the information provided by means on this form is true to best of my / our knowledge and on the basis of this information any decision taken by Spices Board shall be accepted by means. I / We also undertake to furnish any further information required in this connection.

I/We hereby solemnly affirm and declare that the individual / firm / company is not black listed by any Government Department (PSU / Autonomous body / Private Organization) / under no litigation enquiry is pending and / or initiated against us by any Government Department / PSU / Autonomous body / Private Organization or Court of Law.

[Hindi version will follow]