



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड़, केरल - 671 124 भारत
ICAR - Central Plantation Crops Research Institute
Kasaragod - 671 124, Kerala, India
(An ISO 9001:2008 Certified Institution)



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Website : http://www.cpcri.gov.in

Tender No: F.No.31(1)HOV/2019-Estate

Dated.02.03.2020

Notice inviting tender through e-Procurement

ICAR, CPCRI Kasaragod invites online bids for entering into Annual Rate Contract for the following works.

SI No.	Name of work	Estimate cost (Rs.)	EMD Amount (Rs.)
1	ANNUAL RATE CONTRACT FOR HIRING OF VEHICLES FOR THE YEAR 2020 AT ICAR-CPCRI, KASARAGOD	Rs.3,60,000.00	Rs.9000.00

Last date & time submission of e-tender processing : up to 3:00 PM of 13.03.2020

Opening of e-tender : 3.30 PM of 16.03.2020

EMD cost : Rs.9,000/-

Desirous and eligible agencies for details & submission to e-tender may visit <http://eprocure.gov.in>

Details are also available in the Institute website www.cpcri.gov.in

Director

Note : Bidders who have already submitted EMD for the above said work, need not re-submit the EMD, if they intend to bid again.

However, the copy of the already submitted EMD has to be uploaded in the technical bid details and the same physically should reach the Assistant Administrative Officer (Estate), ICAR-CPCRI, Kudlu P.O, Kasaragod-671 124 before 1.00 PM on the due date of tender.

Copy to be uploaded in CPCRI website.

TENDER SCHEDULE**Tender No: F. No. 31(1)HOV/2019-Estate**

Name of the Institute	ICAR-Central Plantation Crops Research Institute, Kasaragod
Place of Work	ICAR-Central Plantation Crops Research Institute, Kasaragod
Date of Release of Tender	2nd March 2020
Last Date & Time of Submission of bids	13th March 2020 3:00 PM
Date & Time of opening of bids	16th March 2020, 3.30 PM
Place of opening of bids	ICAR-Central Plantation Crops Research Institute, Kasaragod, Kerala

INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: www.eprocure.gov.in.

REGISTRATION

- Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (url: <https://eprocure.gov.in/eprocure/app>) by clicking on the link 'Click here to Enroll'. Enrolment on the CPP Portal is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse.
- Bidder then logs into the site through the secured login by entering their user ID / password and the password of the DSC / e Token.

SEARCHING FOR TENDER DOCUMENTS

- There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / E-mail in case there is any corrigendum issued to the tender document.
- The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100dpi with black and white option.
- To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'My Space' area available to them to upload such documents. These documents may be directly submitted from the 'My Space' area while submitting a bid, and need not be uploaded repeatedly. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as 'offline' to pay the EMD as applicable and enter details of the instrument(s).
- Financial bids to be submitted in XLS format.
- The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission,

- ❑ All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bid encryption technology. Data storage encryption of sensitive fields is done.
- ❑ The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- ❑ Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

ASSISTANCE TO BIDDERS

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the Tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24*7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

GENERAL INSTRUCTIONS TO THE BIDDERS

- ❑ The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- ❑ Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>.
- ❑ Digital Signature Certificates can be obtained from the authorized certifying agencies, details available in the website <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'. Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderers for the e- Submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

INVITATION FOR BIDS (IFB)

1. ICAR-Central Plantation Crops Research Institute, Kasaragod Kerala is the premier Research Institution with the mandate of conducting research on Plantations Crops in the country and functioning under the administrative control of Indian Council of Agricultural Research, Ministry of Agriculture & Farmers Welfare, Government of India. ICAR-CPCRI invites 'ONLINE' bids from eligible bidders for **“Annual Rate Contract for Hiring of Vehicles for the Year 2020 at ICAR-CPCRI, Kasaragod”**
2. **Contact information:**

ICAR-Central Plantation Crops Research Institute, Kudlu PO, Kasaragod-671124, Kerala India, Tel No.: EPABX: 0091-04994 232893-95 E-mail: director.cpcri@icar.gov.in, directorcpcri@gmail.com
3. Double bid System – Online submission through <https://www.eprocure.gov.in/eprocure/app> : The Double bid system will be followed for this tender. In this system, bidder must submit their offer - online in separate envelopes/packets as explained below:-

Online - Envelope No. 1: "Technical Bid" shall contain: (PDF format only)

- a. Scan copy of Demand draft towards **Earnest Money Deposit for Rs.9000/- (Rupees Nine Thousand only)** drawn in favour of ICAR Unit CPCRI, Kasaragod. **(The Earnest Money Deposit and must reach physically to the Assistant Administrative Officer (Estate), ICAR-CPCRI, Kudlu P.O, Kasaragod-671 124 before 1.00 PM on or before the due date of Tender. The physical document (EMD/EMD Exemption Certificate) received after 1.00 PM will not be considered under any circumstances and at time of the tender submission, please ensure the receipt with date and time stamp from concerned office.**
- b. **Technical bid details (in PDF format)**

i	Copy of valid License for Vehicles.
ii	Details of own vehicle(s) of the individual/firm
iii	Self attested copy of GST registration Certificate issued by Govt.
iv	Self attested copy of the PAN card
v	Self attested copy of the Aadhar card
vi	Self Attested copy of Duly filled Annexure IV- Particulars of Agency
vii	Self Attested copy of Duly filled Annexure V (to be given on Company Letter head)
viii	Copy of EMD / EMD Exemption Certificate (if EMD / EMD exemption submitted earlier for the said work, soft copy of the EMD / EMD exemption need to be uploaded
ix	Any other documents if necessary.

- c. Duly filled Technical Bid with proper seal and signature of the authorized person (with name, designation, email id & contact no.)
- d. A copy of Certificate of Incorporation, Partnership Deed / Memorandum and Articles of Association / any other equivalent document showing date and place of incorporation, as applicable.

- e. Other documents necessary in support of eligibility criteria, brochures etc.
- f. The Technical Bid along with detailed terms and conditions, complete in all respects with proper seal and signature of authorized person with name, designation, email id and contact no.

Note: ICAR-CPCRI, Kasaragod reserves the right to reject the bid if any of the above listed document(s) is/are not submitted.

Envelop No.2 'Financial Bid' (In XLS format) in the item wise BOQ only.

4. Last date for submission of bids on **13th March 2020, 3:00 PM** at ICAR –Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India, Tel No.: EPABX: 0091-04994-232893-95 E mail: director.cpcri@icar.gov.in/directorcpcri@gmail.com
5. Technical bids will be opened - online on **16th March 2020, 3.30 PM at:** ICAR – Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India, Tel No.: EPABX: 0091-04994-232893-95,Email: director.cpcri@icar.gov.in/directorcpcri@gmail.com
6. The bid must be submitted on-line. The EMD/EMD Exemption Certificate must be submitted in person or through post/ courier (ICAR-CPCRI shall not be responsible for any postal delays or any other reason for not submitting the EMD /EMD Exemption Certificate) so as to reach on or before the due date and time.

BIDDERS WHO HAVE ALREADY SUBMITTED EMD FOR THE SAID WORK, NEED NOT RE-SUBMIT, IF THEY INTEND TO BID AGAIN.

HOWEVER, THE COPY OF THE ALREADY SUBMITTED EMD HAS TO BE UPLOADED IN THE TECHNICAL BID DETAILS AND THE COPY OF THE EMD PHYSICALLY SHOULD REACH THE ASSISTANT ADMINISTRATIVE OFFICER (ESTATE), ICAR-CPCRI, KUDLU P.O, KASARAGOD-671 124 BEFORE 12 PM ON THE DUE DATE OF TENDER.

In case bidder requires any clarifications / information, they may contact **ICAR-CPCRI, KASARAGOD**

ANNEXURE-II

INSTRUCTIONS TO BIDDERS (ITB)

1. **Locations for the work**

The entire supply as described in Schedule of Requirements must be undertaken at ICAR – Central Plantation Crops Research Institute, Kudlu.P.O, Kasaragod, Kerala, India

2. **Order Placements:**

The work Order shall be released by: **Director, ICAR-CPCRI KASARAGOD, KUDLU (PO), KASARAGOD – 671124, Kerala, India**

The payments shall be released by: **Director, ICAR-CPCRI KASARAGOD, KUDLU (PO), KASARAGOD – 671124, Kerala, India**

3. **Eligibility Criteria:**

- a) The bidder should have executed similar type of orders with other Central / State /PSU /Govt.Societies.
- b) The bidders should submit the required documents / financial instruments as stipulated in para 3 of Annexure – I.
- c) The bidder must not be blacklisted by ICAR-CPCRI, Kasaragod or any other Educational/ R&D/Govt. organizations. A certificate or undertaking to this effect must be submitted.

Note: The bidders should provide sufficient documentary evidence to support the eligibility criteria. ICAR-CPCRI, Kasaragod reserves the right to reject any bid not fulfilling the eligibility criteria.

4. **Amendment to Bidding Documents**

- At any time prior to the deadline for submission of bids, ICAR-CPCRI, Kasaragod may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.
- The amendments to the tender documents, if any, will be notified by release of Corrigendum Notice in print media / website. The amendments/ modifications will be binding on the bidders.
- ICAR-CPCRI, Kasaragod at its discretion may extend the deadline for the submission of bids if it thinks necessary to do so or if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into consideration the amendments while preparing their bids.

5. **Earnest Money Deposit (EMD)**

- The Earnest Money Deposit (EMD) must be submitted prior to the DUE DATE of submission of the online bid and EMD may be submitted in the form of Demand Draft in favour of ICAR unit CPCRI, KASARAGOD payable at KASARAGOD.
- The bid submitted without EMD shall stand rejected. No interest shall be payable on EMD.
- The EMD will be returned to the bidder(s) whose offer is not accepted, within 30 days from the date of opening of Technical bid(s). In case of the bidder whose offer is accepted, the EMD will be returned on submission of Security Deposit. However if the return of EMD is delayed for any reason, no interest/ penalty shall be payable to the bidder.
- The successful bidder, on award of contract / order, must send the contract/ order acceptance in writing, within 7 days of award of contract/ order, failing which the EMD will be forfeited and the order will be cancelled.

6. Submission of Bids- Online (Technical Bid in PDF format and Financial Bid in XLS format) only.

The Bid documents shall be neatly arranged. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

7. Deadline for Submission of Bids – Online Only.

- Bids must be received by ICAR-CPCRI before the due date and time at the address specified in the tender document.
- ICAR-CPCRI may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified in the media.

8. Late Bids

ICAR-CPCRI shall not be responsible and liable for the delay in receiving the bid for whatsoever reason.

9. Bid Opening & Evaluation of Bids

The technical bids will be evaluated in two steps.

- The bids will be examined based on eligibility criteria stipulated at to shortlist the eligible bidders. The technical bids of only the short listed eligible bidders shall be evaluated based on technical specifications stipulated .
- The bidders whose technical bid is found to meet both the requirements as specified above will qualify for opening of the Financial bid and will be informed about the date and time of the opening of the Financial bid. The duly constituted Tender Evaluation Committee (TEC) shall evaluate the bids.

10. Comparison of Financial Bids

- Only the short-listed bids from the Technical bid evaluation shall be considered for Financial bid comparison.
- The Financial bids will be evaluated on the basis of prices quoted. The supply order will be awarded to lowest evaluated bidder.

11. Award of Work order

- ICAR-CPCRI, Kasaragod shall award the work order to the eligible bidder whose Financial bid has been accepted and determined as the lowest evaluated Financial bid based on the Grand Total calculated of all items etc. of the Financial Bids.
- If more than one bidder happens to quote the same lowest price, ICAR-CPCRI, Kasaragod reserves the right to decide the criteria and further process for awarding the contract, decision of ICAR-CPCRI, Kasaragod shall be final for awarding the contract.

The Director, CPCRI, Kasaragod reserves the right to reject any or all E - Tenders in whole or in part without assigning any reasons thereof. The decision of Director shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

ANNEXURE-III

Terms and Conditions

The quotation should conform to the following terms and conditions

- 1) The rates quoted should be valid for the entire duration of the contract (one year) from the due date of receipt of quotation.
- 2) The contract will be for a period of one year. The Director, CPCRI, Kasaragod reserves the right to extend the duration of the contract, if required.
- 3) The rate should be given for two types of vehicles (less than 1500 CC and above 1500 CC) as indicated in the tender schedule. The AC and Non-AC rate should be indicated separately.
- 4) The bidder should have atleast one vehicle in his name or in the name of firm both in vehicles less than 1500 CC and above 1500 CC
- 5) Rates should included all taxes/levies.
- 6) The rate for additional kilometers has to be quoted as per the tender schedule. Rate should include driver charges, etc.
- 7) Out station entry tax/other statutory charges/parking fees shall be arranged by the Service Providers only and may include the same in their Bill/Invoice for arranging payment.
- 8) **The buyer have the right to levy liquidated damages at a percentage not exceeding 10% per each service in respect of trips so delayed and refused.**
- 9) **Parking fee at Airport/Railway station/Toll Plaza should be paid by the contractor as actual and the same will be submitted along with original bill for the payment.**
- 10) 10% of the total amount quoted shall be deposited with the Institute by means of DD/FD/Bank Guarantee as Performance security within 10 days of the award of the work. This period can be further extended at the written request of the contractor for the period of 10 days with late fee at the rate of 0.1% per day of performance security amount.
- 11) In case of accidents, the service providers should take full responsibility for Insurance claims etc. and this Institute or its Officers/Officials will not take any responsibility what so ever. The Agency/ Firm should bear all expenditure connected with maintenance necessitated to the vehicle during the period of contract. The Institute will not be held responsible for any loss/damage to vehicle, other properties, life or other unforeseen incident that may occur during the period of engagement of the vehicle. The Institute will also not be responsible for any loss of life, or any injury to the driver or to any third party caused at the time of performing bonafide trips of the institute during the period of contract.
- 12) The Vehicles indented by the Institute has to be arranged at a given point of time and place with sufficient fuel and without delay.
- 13) GST/Others tax in case they are liable to pay, same should be paid directly to concerned department.
- 14) Vehicles which are indented/booked by the Institute should possess up-to-date Insurance Coverage & Permit to enter other States (Inter-state & All India permit) on required. The owner of the vehicle /contractor shall maintain all up-to-date records as per the Govt. of India/ Kerala Motor Vehicles Act pertaining to the vehicle such as vehicle tax, license of the driver etc. and shall be presented before the Institute's authority along with the quotation for verification as and when required. He shall also be liable to pay service tax due to the Govt. as the case may be.

- 15) The rates quoted by the Tenders are fixed during the period of contract and this Institute will not be responsible for any escalation in diesel; price/other lubricants/other statutory charges etc. and the services of the firm will be withdrawn from the contract, the performance security amount will be forfeited automatically. The service provider shall furnish 2 months notice to this Institute before withdrawing the contract during the period of annual rate contract.
- 16) In case vehicles are not provided at a given point of time and place, the contract will be terminated forthwith without any notice apart from initiating legal actions if any.
- 17) The Drivers allotted to the Vehicles shall wear neat & tidy Uniform and badge, etc. and should not perform the duty under the influence of alcohol.
- 18) The Drivers deputed should maintain proper discipline and should be in position to communicate in Regional language and Hindi/English.
- 19) The Tenderers are requested to furnish the profile of their firm clients/Latest & up-dated Registration certificate with No./validity/Establishment etc. compulsorily.
- 20) The Tender documents are not Transferable under any circumstances.
- 21) The Director, CPCRI, Kasaragod reserves the right & reject any or all the tenders without assigning any reason thereof.
- 22) Only courts in Kerala shall have the jurisdiction over any dispute arisen out of the transaction.
- 23) The service provider shall be bound by the rates quoted by him and agreed upon herein and shall not ask for any enhancement of the rates quoted by him and agreed upon herein for the provision of vehicles during the period the agreement remains in force.
- 24) The emoluments of the driver and the cost of fuel etc. shall be borne by the contractor.
- 25) Payment will be made on monthly basis at the approved rate after due certification by the user/Officer-in –charge (vehicles) and trip sheet. No advance payment on any account will be made.
- 26) The contractor shall give an undertaking in writing to abide by the aforesaid terms and conditions with in 7 days of receipt of award of contract.
- 27) The Institute reserves the right to terminate this contract after serving 15 days notice in writing to the contractor without assigning any reason thereof.
- 28) The period of one year (validity period) of the contract would be reckoned from the date of issue of this confirmation letter/work order and as decided by CPCRI.
- 29) Quotation received after the due date will not be entertained.

**E-PROCUREMENT FOR RATE CONTRACT FOR HIRING OF
VEHICLES AT CPCRI FOR THE YEAR 2020**

TENDER SCHEDULE

PARTICULARS
Vehicles Less than 1500 CC (Swift/Indigo/Swift Dzire/Etios) - A/c
Vehicles Less than 1500 CC (Swift/Indigo/Swift Dzire/Etios) – Non-A/c
Vehicles Above 1500 CC (Innova/Tavera/Xylo) - A/c
Vehicles Above 1500 CC (Innova/Tavera/Xylo) - Non-A/c
Additional rate per KM to be quoted
Any other Duties/Levies to be quoted, if any

Fixed Charges upto 40KMs for Vehicles Less than 1500 CC = Rs. 700/- per day
Fixed Charges upto 40KMs for Vehicles above 1500 CC = Rs. 795/- per day
Night Halt Charges = Rs. 400/- for 01 night for all type of vehicles
The bidder should have atleast one vehicle in his name or in the name of firm, in both category of vehicles less than 1500 CC & above 1500 CC

ANNEXURE IV: PARTICULARS OF QUOTING AGENCY

- 1) Name of the Agency :
- 2) Full address with Phone No., E - mail etc :
- 3) Name of the Proprietor :
- 4) PAN No. /Circle/ Ward :
- 5) Earnest money deposited with No. dated :
- 6) EPF Registration No. :
(Enclose self attested copy) **(if applicable)**
- 7) ESI Registration No. :
(Enclose self attested Copy) **.(if applicable)**
- 8) Labour license for the work from the office :
of Central/State Govt. Labour Department
(Enclose self attested copy) **.(if applicable)**
- 9) Details of work experience in Central/State :
Govt. establishments//Autonomous bodies/
Corporation (enclose self attested copy)
- 10) Name, A/c. No, IFSC code :
and full address of your Bank
- 11) Name of the permanent Representative to be :
visiting ICAR- CPCRI, Kasaragod regarding
the contract.
- 12) Any other information required :

Date :

Place :

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer

ANNEXURE- V

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head).

Date:

To:

The Director
ICAR- Central Plantation Crops Research Institute
Kudlu (PO)
Kasaragod-671124
Kerala

Name of Tender / Work :

Dear Sir,

I / We have downloaded / obtained the tender document(s) for the above mentioned `Tender/e-tender from the web site(s) namely: www.cpcri.gov.in / www.eprocure.gov.in, etc.; as per your NIT / advertisement, given in the above-mentioned website(s).

The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(S) / corrigendum(s) in its totality / entirety.

I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.

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/ organization 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 fully said earnest money deposit absolutely.

Yours Faithfully,

Authorized Signatory.

(Signature of the Bidder, with Official Seal)

Email id for correspondence