

SPICES BOARD INDIA

LIMITED TENDER ENQUIRY

Bid No. CCSCH/6/Bids/2022/1

**Providing virtual remote real-time interpretation services for the sixth session of Codex Committee
on Spices and Culinary Herbs (CCSCH6)**

July 13, 2022

Tender Due Date: August 13, 2022, 5:30 PM IST

Tender opening Date: August 16, 2022, 3:00 PM IST

(Participation in this tender is by invitation only and is limited to selected service providers.

Unsolicited offers are liable to be ignored)

(Hindi version will follow)

1. Introduction

The Codex Committee on Spices and Culinary Herbs (CCSCH) is one of the subsidiary bodies under the Codex Alimentarius Commission (CAC), established jointly by FAO and WHO, and is tasked with developing Codex standards for spices and culinary herbs. India is the host country for CCSCH, and on behalf of India, Spices Board functions as the secretariat for this committee.

The sixth session of this committee (CCSCH6) is scheduled to be held virtually over Zoom videoconferencing platform during 26, 27, 28, 29, 30 September and 3 October, 2022, with three hour sessions per day. Simultaneous, virtual real-time interpretation is required to be provided in English, Spanish, French and Arabic during these days.

2. Scope of work

The requirement of services for the forthcoming CCSCH6 session, scheduled to be held on the dates as detailed above, are:

- (a) Real-time interpretation in virtual mode through Zoom videoconferencing platform, of the proceedings of the CCSCH6 session in English, Spanish, French and Arabic, by a team of qualified and experienced interpreters in these languages.

- (b) There should be qualified and competent **team leader** with adequate experience in coordinating interpretation services at the level of international meetings like Codex, who will manage and coordinate interpretation activities within the team of interpreters.
- (c) The interpreters in the team should have adequate experience (both online and offline) in interpretation in the respective languages at the level of international conferences like Codex.
- (d) Interpretation time per day would be 3 hours (excluding 15 minutes break), extensible based on request by the committee, at stated overtime charges.
- (e) The quotation for interpretation services should be submitted by the **team leader** on behalf of the interpretation team. The team leader will be responsible for liaison with Spices Board for all administrative / financial matters.

Quotation is to be submitted for the interpretation services covering the scope (a) – (e) above, and the specific requirements in the following sections.

3. Specific interpretation requirements

- (a) Coverage of interpretation in all four languages by the interpretation team, viz. English, French, Spanish and Arabic, is compulsory. There should be adequate number of interpreters for each language in the team to efficiently carry out real-time interpretation over Zoom platform.
- (b) All the members of the interpretation team should be equipped with necessary technical facilities for efficient online interpretation over Zoom videoconferencing platform.
- (c) The team leader shall function as the contact point for all official and technical communications relevant to interpretation services, and will be responsible for the dissemination of these communications to the interpretation team during the CCSCH6 session.
- (d) The team leader will be responsible for the coordination with the interpretation team, CCSCH Secretariat at Spices Board and Codex Secretariat, Rome. Zoom platform for the interpretation services will be provided by Codex Secretariat, Rome, and the team leader will be responsible for all technical coordination with Codex Secretariat, Rome and technical checks among the interpretation team.
- (e) Prior to each day's session, the team leader should organize rehearsals / technical equipment setup checks etc. as appropriate to ensure the team is ready for the session.
- (f) In the interpretation team, as far as possible preference should be given to interpreters who have more than 2 working languages so that the use of relay interpretation can be kept to a minimum.

4. Document requirements

The quote should be submitted as **hard copy**, in two separate sealed covers as detailed below:

- A) Cover 1: Documents in support of the competency requirements for the team leader and interpretation team members. Requirements are detailed in Table 1 in Section 5 below. This cover should be labelled as technical bid.
- B) Cover 2: Cost details, as Section 5. This cover should be labelled as financial bid.

5. Cover 1: Technical Bid

Provide documents in support of the eligibility criteria and competency requirements as detailed below in cover 1: Technical bid.

Table 1: Eligibility criteria and competency requirements

	Requirement
1.	<p>Competency statement of the team leader. Should include the following:</p> <ul style="list-style-type: none"> a) Name, technical qualifications of the team leader and language of interpretation b) Experience in Coordination of interpretation services in international conferences at the level of Codex (online / offline), in the last 3 years. c) At least two online interpretations in an international conference covering all the required languages in the last two years is mandatory. Proof is to be submitted in form of copy of work orders. d) Experience as an interpreter in international conferences (online and offline), in the last 3 years (if different from the details provided for b above)
2.	<p>Competency statement of the members of the interpretation team, covering English, Spanish, French and Arabic.</p> <p>For each member of the interpretation team, the following details are to be provided:</p> <ul style="list-style-type: none"> a) Name, technical qualifications of the interpreter and language(s) of interpretation. b) Experience as an interpreter in international conferences at the level of Codex (online / offline), in the last 3 years c) At least two online interpretations in an international conference covering the specified language(s) in the last two years is mandatory.

6. Cover 2 - Details of interpretation costs

Interpretation services are required for the following days: Session days - [26, 27, 28, 29, 30 September 2022](#), Report adoption - [3 October 2022](#). **Interpretation duration will be 3 hours per day excluding 15 minutes break.**

The format for submitting financial details and the terms and conditions of the bid as per the Manual of Procurement, 2017 are given in **Annexure 1**. The details may be filled in this format and submitted in Cover 2.

7. Submitting bid documents

Both cover 1 and cover 2 should be sealed separately and put in a single sealed cover, superscribed as follows: “Tender for providing virtual remote real-time interpretation services for the sixth session of Codex Committee on Spices and Culinary Herbs (CCSCH6)”

The bid should reach the following address by **August 13, 2022, 5:30 PM IST**.

**Organizing Secretary,
Spices Board
(Ministry of Commerce, Government of India)
Sugandha Bhavan
Palarivattom PO
Kochi – 682025
Kerala, India
Ph: +91 484 2333610 (Extension - 520)
Email: codex.sb-ker@gov.in**

Any Clarifications required can be had by writing to Organizing Secretary, Codex Cell, Spices Board at codex.sb-ker@nic.in .

Annexure-I

Limited Tender Form

[Based on Annexure 5 from Manual of Procurement of Goods 2017
Para 4.4.2 and 5.5.1, Ministry of Finance Govt of India)

(This form is to be used only for financial bid)

(Hindi version will follow)

Name of Procurement Entity : **Spices Board
Govt of India, Ministry of Commerce & Industry
Sugandha Bhavan
Palarivattom, NH By-pass
Ernakulam, Kerala- 682025
India**

Date: _____

Name and address of Firm	
Firm's reference no. for quotation	
Firm's Registration No. (If applicable)	
PAN (if applicable): Attach copy	
GST No. (if applicable)	
Phone	
Fax	
Email	
Enquiry No. and Date	Bid No. CCSCH/6/Bids/2022/1 Providing virtual remote real-time interpretation services for the sixth session of Codex Committee on Spices and Culinary Herbs (CCSCH6) , dated July 13, 2022
Tender due date	August 13, 2022, 5:30 PM IST
Date of tender opening	August 16, 2022
	The tender would be opened 3.00 pm (IST) on the date of tender opening above, at the address mentioned above.

Please submit, on or before 3 PM on the date of tender opening for the following services, in accordance with the terms and conditions printed overleaf, in a sealed cover, marked on top with: **Cover 2 - Enquiry Number CCSCH/6/Bids/2022/1, Interpretation Services, Financial bid**

Tender schedule:

All rates to be given in figures and words.

	Requirement	Details
1	Number of interpreters (English, French, Spanish, Arabic)	
2	Currency in which quote is submitted	
3	Interpreter fee per day (3 hour session) (excluding 15 minutes break) <i>If charges are different for different languages, specify these separately in the details column</i>	
4	Interpreter fee for rehearsals and technical checks <i>If charges are different for different languages, specify these separately in the details column</i>	
5	Overtime charges per interpreter per hour <i>(Overtime charges will be applicable only after 3 hours and 5 minutes from the scheduled start)</i>	
7	Any other charges (Specify below, add rows as necessary)	
8	Grand Total including all applicable charges/taxes (except overtime charges) <i>Attach day-wise cost overview in table form separately for session / technical check days</i>	

I / we engage to provide interpretation services for CCSCH6 session, and comply with the following:

1. Tender schedule and technical specifications in the tender document (Enquiry No. CCSCH/6/Bids/2022/1)
2. Specific conditions for this tender
3. Terms and conditions printed overleaf
4. This offer is valid for 90 (ninety) days from the date of opening of the tender.
5. That we have not been debarred by any Government/Undertaking.
6. That the rates quoted are not higher than the rates quoted for same service to any Government/Undertaking.
7. That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

Name of Authorized Signatory:

Signature & Seal Place & Date:

Terms and Conditions of Limited Tender

1. Please refer to the Tender Document for detailed technical requirements.
2. The quotation must be in the form furnished by Procuring Entity and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered. Quotation written in pencil will not be considered.
3. Quotation will be opened on due date at 3.00 pm at the indicated venue in presence of the tenderers or their representatives who may wish to be present.
4. The Board reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
5. **Participation in this tender is by invitation only and is limited to the selected Procuring Entity's identified for providing service. Unsolicited offers are liable to be ignored.** However, suppliers who desire to participate in such tenders in future may bring it to the notice of Procuring Entity and apply for registration as per procedure. Note: to get registered as an approved supplier with the Procuring Entity, please download service provide approval form from Board's website and submit.
6. All Service providers are subject to verification and approval before acceptance. Service provider's previous contracts may be submitted and the contact person to whom the service was provided for verification.
7. The Board reserves the right to modify the specifications specified in this inquiry.
8. The prices quoted should be firm till the service is completed. Please quote the charges in words and figures. Charges quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
9. In case your quotation is accepted and order is placed on you, the service should be provided within the conditions stipulated in the order. The Board reserves the right to recover any loss sustained due to delayed / incorrect service by way of penalty. Failure to provide service as per the specification and within the stipulated period shall entitle Procuring Entity for the imposition of penalty without assigning any reasons @ 1/2% (half percent) of the total value of the order as penalty per instance of deviation from the deliverables subject to a maximum of 5% (five percent) unless extension or relaxation is obtained in writing from the office on valid ground.
10. If the service is not provided and due to that account Procuring Entity is forced to get the service at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting service provider.
11. Dispute clause: Any dispute relating to the inquiry shall be subject to the jurisdiction of the court at HIGH COURT OF KERALA only.
12. Our normal payment terms are 100% (hundred percent) within 30 (thirty) days on receipt and acceptance of service as per condition. As per Government of India rules, a maximum 30% of the total bid value can be paid in advance.