

Tender Notice

No. SB/CODEX/CCSCH7/Tenders/AV/2023/2

22 November 2023

Supply and Management of Gadgets & Technical Services for the Seventh Session of Codex Committee on Spices and Culinary Herbs (CCSCH7)**RE-TENDER**

(Hindi version will follow)

Last date for submission: 4th December 2023, 5 PM**Spices Board**

(Ministry of Commerce, Govt of India)
Sugandha Bhavan, NH By Pass,
Palarivattom, Ernakulam, Kerala 682025

Supply and Management of Gadgets & Technical Services for the Seventh Session of Codex Committee on Spices and Culinary Herbs (CCSCH7)

1. Introduction

Spices Board (Ministry of Commerce and Industry, Government of India) is the flagship organization for the development and worldwide promotion of Indian spices. Codex Alimentarius Commission (CAC) is an international organization which develops international food standards by harmonizing various national and regional standards.

The Codex Committee on Spices and Culinary Herbs (CCSCH) is one of the subsidiary bodies under CAC which works for the development of Codex standards for spices and culinary herbs. On behalf of India, Spices Board holds the secretariat for CCSCH. The Seventh session of this committee, CCSCH7, is scheduled to be held at hotel Le Meridien, Kochi, Kerala, India during 29 January to 2 February 2023.

2. General: Scope of work, eligibility criteria and Technical requirements

Scope: Tender shall be submitted by reputed groups with prior experience in conducting similar international conferences with participation from multiple countries, and must possess the requisite strength and capabilities in providing the services necessary to meet the requirements as outlined in Section 3, Table 1 below.

The Bidder should be able to undertake all the on-site arrangements of the CCSCH7 session at the venue hotel, including stage arrangements, audio-video gadgets and displays, booths and gadgets for simultaneous interpretation in four languages, photography services, online live streaming, laptops and printers, photocopier etc.

1. The eligibility criteria for participating in the tender is given in **Section 3** below. Documents as required in this section has to be included in the technical bid. Only those bids that satisfy these criteria will be considered.
2. The technical requirements for the services are given in **Section 4 Table 1** below.

This is a two-bid process. Section 7 outlines the bidding process and instructions for preparing the technical and financial bids.

The bidder should make a presentation at Spices Board, Kochi (virtual or physical, as will be informed later) for explaining their technical capabilities and experience in providing the services required for the CCSCH7 session w.r.t to their technical bid.

The Quotes will be evaluated and ranked by a duly constituted evaluation committee of Spices Board on the basis of the following scheme:

- Score for technical bid: 70 %. The marking scheme for technical evaluation is given in Annexure 5.
- Score for financial bid: 30%.

The bid will be awarded to the bidder who scores highest in the above evaluation scheme.

3. Eligibility Criteria - Documents Required

The eligibility criteria for participating in the tender are given below. Supporting documents proving the eligibility criteria, as detailed below, should be included as a single set within the technical bid cover. Evaluation of the technical / financial bids will be subject to compliance with the eligibility criteria.

(1) The bidder should have successfully conducted at least 2 international events (i.e., with participation of international delegates) spanning not less than 2 days within the last 5 years (between 2018 and 2023), with work orders with total value not less than Rs. 20 lakhs. The details should be attached in the table format as given below.

Proof of each event (work order copies / completion certificate from event organizer should be attached.

No.	Name of International event	Venue and city	Dates (from – to) between 2018-2023	Name and address of organizing institution	Name and contact number of organizer	Work order value in Rs.
1.						

(2) The bidder should have organized at least 1 international event with simultaneous multilanguage interpretation covering at least 2 foreign languages besides English, providing services including installation of interpretation booths and all interpretation A/V equipment as per Section 2, Table 1, in the last 5 years (between 2018 and 2023). The details should be attached in the table format given below.

Proof of each event (work order copies / completion certificate from event organizer should be attached.

No.	Name of International events for which simultaneous interpretation was provided	Venue and city	Dates (from – to) between 2018-2023	Name and address of organizing institution	Name and contact number of organizer	Languages covered besides English
1.						

(3) The bidder should have minimum annual turnover of Rs. 45 lakhs for the last three consecutive financial years.

- Copies of Audited accounts from CA should be attached.

(4) An undertaking to the effect that the bidder has not been blacklisted by any of the department/organizations of the Govt. of India/State Govt./PSUs

- Self-declaration in this regard, in the company letterhead, signed by an authorized signatory should be attached.

(5) The bidder should provide GST and PAN Numbers

- Provide a signed document with GST and PAN numbers. Attach copies of GSTN registration certificate and PAN card

4. Technical requirements and compliance statement

The technical requirements for the required services for CCSCH7 are given in Table 1 below. The bidder should prepare a compliance statement as per this table, marking 'Yes' or 'No' against each requirement, and include it as a signed document, with bidders seal affixed, in the Technical Bid.

Financial bids will be opened for only those bidders who comply with the technical requirements. In all other cases, the financial bid will be returned unopened.

TECHNICAL BID

Table 1: Technical Specifications and format for compliance statement

Section	Specification	Indicate Compliance (Yes/No)
1	<p>Timeline Dates of requirement: 28th January to 2nd February 2024.</p> <ul style="list-style-type: none"> • The venue hotel will be at Kochi, Kerala. • The venue hall and side meeting halls will be made available to the service provider on 28th January 2024 at 00:00 hours. • All arrangements for the session as outlined below has to be completed at the venue by <u>28th January 2024 by 17:00 hours.</u> 	
2	<p>Stage construction, arrangements, lighting and audio services. Requirements are given below, for 5 days:</p> <ul style="list-style-type: none"> • Main stage platform 32'x24'x2.5' with dark grey carpet • Head Table and chairs capable of seating 6 pax, each position with delegate mikes and with HDMI / mini display port connection for laptop and presentation. Alternate laptop connectivity at the technical console and the same shall be switchable using a digital presentation switcher (Hotel will provide the Head Table and chairs). Head table should have six laptop charging positions. • LED Raiser 32'x4'x4' 6 Nos complete with clamping / secure holding mechanism for LED mounts • LED Par / profile lights / fresnels and audience lights – totalling 30 to 40 Nos duly mounted on truss and wired for control / power • Lighting controller (Avolite professional or equivalent), 1 No and shall be programmed for scenes as per the requirement of the conference. • Truss with suitable extended legs and clamps / chain pulley mechanism to hand various lights / other equipment • Truss shall also be used to mount the IR radiators used for language distribution system – part of Simultaneous interpretation System • Large Format Display (LED) with Wedge Stands for down stage monitoring for the delegates on the dais 55" 2 Nos • HDMI / DVI video Splitter as required • Optical Transmitter / Receiver and fiber cable for routing and distributing of the video signal to the DSM / delay / 17" displays on the Interpreter booths as required • Multiformat presentation switcher (Barco or Analogway or equivalent) design 1 No. complete with switching and routing facility as required • Audio Recording 1 No • 125 KVA Genset with 50 meters cable and diesel (8 hour shift), 1 No • Changeover switch, 1 No • Up to 80 Nos. Electrical power strip boards shall be provided under the tables at the dais, and for delegates on each table which shall provide international type power sockets – 3 per power strip and wired with interconnection of atleast 2.5sq. mm cable in a loop in loop out format with industrial grade connector. The power strips shall also have indicators to show the availability of power. No loose wires or termination using insulation tapes shall be accepted for safety issues. • The technical console for the complete system shall be masked and neatly done – furniture will be provided by the hotel / venue. • Stage raiser for simultaneous interpretation booths shall be provided of approx. size – 32'X8'X2.5' either at the rear of the room or on the 	

	<p>side of the room as per the final layout to be decided. The riser shall have protective railings on the rear side and also shall have steps for climbing on either side complete with railings. The raiser shall be carpeted and shall have frills on the front / side / rear to mask.</p>	
3	<p>Supply and management of the gadgets for undertaking simultaneous interpretation, audio-visual services, for 5 days. Requirements are given below:</p> <ul style="list-style-type: none"> • Sound System for a total audience of 150 Pax with 3 tops on each side of the stage with required amplifiers and cables. • 32 Channel Digital Audio mixer with facility of atleast 8 group outputs to route the audio of conference microphones for effective gain before feedback using mix-minus and additional auxiliary outputs for giving feeds to simultaneous interpretation system and audio recording system. • Handheld Wireless microphone system – to be used by comperer or for making announcement and for emergency as may be required – 4 Nos • Gooseneck Podium Microphone - 2 Nos • Simultaneous language interpretation system which includes SI interpretation consoles for interpreters – One separate console per interpreter, Central Control Unit, Digital IR Transmitter & High Power infrared Radiators – suitable for atleast 8 channels (Floor + English / French / Spanish / Arabic). • Digital IR Headsets receivers (Bosch / Shure / equivalent) for all the participants in the hall, 160 Nos. • Pre-fabricated translation booths for Language Interpreters (Single booth to seat two interpreters – 2 nos and double booth to seat 3 interpreters 1 no's, with Reading Lamp, Writing Desk, Power strip board with international connector and industrial type connectors and ventilation support as required. Chairs for interpreter shall be provided by the hotel / venue. • Language Interpreter Desks – 9 no's each having capability of listening to floor and atleast four other languages and sending two output languages (A/B). • Digital Conference Network Mics for participants (1 DCN Mic for every delegation participants in the hall) - 100 Nos • DCN Chairman unit, 1 No who shall have priority. A 17" Monitor shall be provided to the chairman at the dais for him to know the name / country name who are requesting to speak as well as the delegation who is speaking – shown in different colours (Green for Request and Red for active speaker). • DCN Head Table Microphones - 6 Nos • DCN Controller, 1 No complete with cabling of delegates on a loop – in loop out basis and using shielded cables (Cat 5e or similar) with lockable connectors to avoid any loose contacts • Digital Conference control software for electronic name handling to request the floor with options for voting system and calculation of quorum, 1 No • Microphone management software, 1 No • Multiple Camera control software, 1 No to be able to control atleast three independent cameras for showing the delegate whose microphone is currently on, based on the microphone switching automatically. • Speaker timer indication on a separate LED timer with facility of Green / Red / Amber lights for the audience to see to indicate the 	

	<p>remaining presentation time.</p> <ul style="list-style-type: none"> • Automatic PTZ cameras with programmable presets - Atleast 3 cameras • Digital video switcher / controller with interface to the conference system for receiving information on the microphone currently active. • Sound / DCN & SI Specialist/Camera control Operators 1 each • PC/Laptop for conference control / display application 2 Nos. • Display Monitor - 17" 10 Nos – two nos for the console, 7 for booth and 1 for chairman monitor • 32'x9' P2.6 or lower LED Screen with redundant Processors, cat 5e cables and accessories. Bidders may also optionally consider providing a projection based screen for the same size with projectors mounted on the truss – subject to feasibility at site. In this case, the projector should be atleast 20000 lumens brightness with hot backup arrangement. • Switcher – Barco / Analogway or equivalent. • Media server with facility of multiple video outputs to enable use of the large 32' x 9' canvas to fit in display of presentation, live video from multiple sources without changing the native resolution of the image – to fit images as per the requirement of the conference with presets. • HDMI / DVI Video Distribution Amplifier as required • Down Stage Display Monitor - 55" LED 2 No • Laptop with Cue control 2 Nos • Cables and accessories, 1 No • Quote should be inclusive of material transport, Manpower, travel, boarding and lodging of all the operators inclusive. Bidders to indicate the number of manpower to be deployed for the duration of the event. 	
4	<p>Supply of Laptops, printers and heavy duty auto stapling photocopiers, during the session, for five days. Requirements re given below:</p> <ul style="list-style-type: none"> • Laptop power points with cabling 10 Nos. • Networking LAN / WIFI as required for connecting laptops and printers -1 Nos • Laptops 10 Nos. (Specifications in Annexure 2) • Colour printer 1 No. (Specification in Annexure 3) • Heavy Duty printer / Photocopier 1 No. (Specification in Annexure 4) • Manpower to operate the above 	
5	<p>Support to broadcast the session live</p> <ul style="list-style-type: none"> • The entire session has to be broadcast live on streaming platform(s) as advised during the session. The bidder shall have the necessary facilities / gadgets for live streaming the session. Internet connectivity will be provided by the venue hotel. 	
6	<p>Still photography of inaugural session and plen for 29 & 30 January 2023 and final day of the session (2 February 2023)</p> <ul style="list-style-type: none"> • HD Photographs in folders labelled with dates should be submitted on DVD at the closure of the session. 	
7	<p>Other requirements and instructions:</p> <ul style="list-style-type: none"> • Any other device / gadget / service for trouble free delivery of requirements as outlined above should be included in the quote. • Devices should be made available for 24 hour assignment with the service personnel (It is important that servicing personnel should be available for late night duties). • Entire session should be recorded and the footages of the audio and video recording should be provided to Spices Board after the 	

	<p>conclusion of the session on last day.</p> <ul style="list-style-type: none"> • Bidders shall have provision for two nos. of atleast 4300 ansi lumens lcd / dlp based portable projectors with hdmi cabling to connect laptop for use by the secretariat for their internal meeting in small conference rooms in the venue and shall include the same in their bids. • The bidders must make available, one technically qualified person assigned for the conference with a currently valid certification from relevant organization complying to ISO/IEC 17024:2012 certification for audio visual and information technology services. Name and details are to be provided in the technical bid. • One technical assistant <u>well-versed in Microsoft Office (track-change editing etc)</u> and with good typing skills should be available for assisting secretarial work during the session. 	
<p>Certified that the bid submitted complies with the technical requirements as stated above.</p> <p style="text-align: right;">Name of authorized signatory:</p> <p style="text-align: right;">Designation:</p> <p style="text-align: right;">Signature:</p> <p style="text-align: right;">Official seal:</p>		

(Tender document continues overleaf)

5. EMD

1. Bidders should submit an EMD equal to Rs. 1,50,000 along with the technical bid by way of Demand Draft drawn in favour of "Secretary, Spices Board" payable at Kochi, from any nationalized bank. The EMD shall be valid for three months. Bank Guarantee will not be accepted towards EMD.
2. The technical bid without EMD will be rejected unless specifically exempted by the Government from payment of EMD for which reasons and proof have to be enclosed with technical bid documents.
3. EMD of the unsuccessful bidders will be refunded (without any interest) within 45 days from the date of opening of tender.
4. **EMD will be forfeited if the vendor withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender.**

6. The Bidding Process

This tender will be a two-bid process, with the following covers to be submitted:

Cover 1 – Technical: The technical bid shall be submitted in a **sealed cover** superscribed with 'Technical Bid – CCSCH7 Event Management'. This cover should contain the following:

1. Compliance statement as per Table 1, signed by authorized signatory
2. Documents as proof of eligibility criteria as per Section 2 above
3. Name and details of the technically qualified person assigned for the conference – see item 7 in Table 1
4. EMD for Rs.1,50,000 /- (See section 6 below)
5. Checklist of tender requirements (See Annexure IV)

The cover with technical bid **should not** contain any financial information.

Cover 2: Financial: The financial bid shall be submitted in a **sealed cover** superscribed with 'Financial Bid – CCSCH7 Event Management'. This cover should contain one page only, with the filled in **Section 5, Table-3**, duly signed by authorized signatory and affixed with company seal.

Both Cover 1 and Cover 2 should be sealed separately and placed in a larger cover, superscribed with 'Tender for CCSCH7 Event Management' and submitted as detailed in Section 6 below, within the stipulated time.

7. Submission of Financial Bid

The financial quote should be submitted as per the table below for the services to be provided. The quote should be in India Rupees.

The prices quoted should be inclusive of taxes. Financial evaluation of a tender that qualifies technical requirements will be made based on the total amount quoted for items 1 - 7 in Table 2 below.

FINANCIAL BID**Table 2:** Format for Financial Bid for CCSCH7 Event Management Tender

	Cost components	Total amount (Rs.)
1	Stage construction, conference room arrangements, lighting, and audio services as per specification given in Table 1, point 2	Provide total amount, inclusive of GST, for the services 1-7.
2	Supply and management of the gadgets for undertaking simultaneous interpretation, audio-visual services, for 5 days, with specification as given in Table 1, point 3	
3	Supply of Laptops, printers and heavy duty auto stapling photocopiers, during the session, for 5 days, with specifications as given in Table 1, point 4	
4	Support for live streaming of the session (internet will be provided) as required in Table 1, point 5	
5	Still photography of session for 29 & 30 January and final day of the session i.e, 2 February 2023, with specifications as given in Table 1, point 6	
6	Other services, as given in Table 1, point 7	
7	Any other charges (Please specify details)	
<p>Name of Authorized Signatory:</p> <p>Designation:</p> <p>Signature:</p> <p>Official seal:</p>		

(Tender document continues overleaf)

7. Submission Address and Schedule of tender

Refer to Section 3 on how to prepare the technical and financial bids. The technical and financial bids, sealed separately, shall be placed in a single large sealed cover super scribed with “Tender for Event Management Services for CCSCH7” through Speed Post/Registered Post/by Hand to reach the following address on or before closing time of the tender.

Dr. Ramesh Babu N
Scientist C,
Codex Cell,
Spices Board, Palarivattom PO,
Kochi – 682025
Ph: 04842333610 (extn 340, 520)
codex.sb-ker@gov.in

The schedule of the tender is given below:

1	Bid start date	22-11-2023
2	Last date for submission	4-12-2023 Monday, 5:00 PM <u>Tenders received after the due date/time will not be accepted.</u>
3	Date of opening of Technical Bid	05.12.2023
4	Opening of financial bid	Financial bids of only the bidders who qualified as per technical bid requirements will be opened.

8. Terms and Conditions

- a. The bidder should have required infrastructure and manpower (if hired, the original consent letter from the supplier with detail of infrastructure available to be submitted)
- b. Incomplete Tenders are liable to be rejected. It means that Tenderer should quote for all the items. If any item is missed or not quoted, the rates for that item, would be termed as zero and the Tenderer would have to do that job free of cost.
- c. The bidder should complete the checklist as given in Annexure IV.
- d. Tenders not accompanied by the requisite Earnest Money shall be rejected summarily. The EMD of the successful bidder shall be treated as a part of the security deposit. Please see point (k) below
- e. When deemed necessary, Spices Board may seek clarification on any aspect from the tenderers. However, that would not entitle any Tenderer to change or cause any change in the rates. All expenses for preparation of documents and meetings if any, will be borne by the Tenderer.
- f. The financial bids of only those parties would be opened whose credentials (Technical Bids) are found up to the satisfaction of the designated committee of the Board, whose decision would be final and binding.
- g. The full schedule of work will be given to the selected Tenderer well in advance. However, any programme may be added or deleted due to unforeseen circumstances at any stage and the Tenderer should be ready to increase/decrease his/her manpower and machinery accordingly.
- h. The agency should engage experienced personnel for the job. Professional and experienced crew must be available at the venue.
- i. Spices Board shall not provide any transport, food or any accessory for proper discharge of duties by the agency's workers. The rate quoted by the bidder shall be inclusive of the

- charges like crew/staff, transportation, assemble, dismantle, insurance, freight, clearance and loading or unloading etc at the event.
- j. Spices Board will award the contract to the bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Tenderer is determined to be competent to execute the job satisfactorily. Board shall however not bind itself to accept the lowest or any tender, wholly or in part.
 - k. Before award of the contract the successful Tenderer will be required to deposit as Performance Security (refundable) a sum equal to 5% of the value of the contract, after adjustment of Earnest Money Deposit in the form of a Demand Draft drawn in favour Secretary Spices Board, payable at Kochi. The Security Money will be retained till conclusion of the event and would be refunded at the time of full and final settlement of bill(s).
 - l. In the event of any negligence or unsatisfactory execution on the part of the agency, Spices Board will have the right to forfeit the Performance Security and to recover penalty as it deems appropriate from the amount payable against the agency's bill(s). If deemed necessary, the agency may also be blacklisted for future.
 - m. Security money shall, however, be liable to be forfeited in the event the agency fails to complete the job within the stipulated time or if the job is not done satisfactorily as per the requirements. If the successful bidder backs out after award of the contract, Earnest Money Deposit is liable to be forfeited.
 - n. Income Tax as applicable shall be deducted at source. Permanent Account Number (PAN) allotted by the Income Tax Authorities must be mentioned in the tender document, without which the Tender is liable to be rejected. PAN holder and Vendor should be the same. In case of difference, a letter from PAN holder is to be attached.
 - o. Spices Board, reserves the right to accept or reject any Tender, and to annul the Tender process and to reject all bids at any time prior to award of the contract, without thereby incurring any liability to the affected Tenderer or Tenderers on the grounds of Board's action. The decision of Spices Board in this regard would be final and binding.
 - p. At any time before the last date of submission of tender, Spices Board may, for any reason, whether at its own initiative or in response to a clarification requested by potential bidders, amend the tender document. Any amendment shall be informed to the bidders by publishing in website and shall be binding on them. Spices Board may at its discretion extend the deadline for the submission of tender.
 - q. The applicant is required to visit the Spices Board website for any changes or amendments in the tender before submitting their tenders.
 - r. Spices Board and the agency shall make every effort to resolve amicably by direct informal negotiations, any disagreement or dispute, arising between them under or in connection with the contract. However, any unresolved disputes would be subject to the jurisdiction of Kerala courts only.
 - s. Corrupt or Fraudulent Practices: Bidders should observe the highest standard of ethics during the procurement and execution of such contracts. Spices Board, India will reject a proposal if it is found that the Bidder recommended for award has engaged in corrupt or fraudulent practice(s) while competing for the contract in question.
 - t. Successful bidder shall accept the work within 10 days of receipt of work order.
 - u. The tender must remain valid for at least 6 months after the submission date. During this period, the bidder is expected to keep available the professional staff proposed for the assignment. Spices Board will make its best efforts to decide on the tender within this period. If Spices Board wishes to extend the validity period of the proposals, the bidders who do not agree have the right not to extend the validity of their proposals.

9. Clarifications

The bidder may contact the Spices Board Codex Cell for any clarifications at +91-484-2333610 – 616, (Extensions 340 and 520) or by email from codex.sb-ker@gov.in

(Tender document continues overleaf)

Annexure 1

Checklist for submission of bid (to be filled in and included in technical bid cover)

	Document requirement	Check
Sealed Technical Cover containing:		
1	Bid covering letter	<input type="checkbox"/>
2	This checklist	<input type="checkbox"/>
3	Eligibility criteria (1): At least 2 international events spanning not less than 2 days between 2018-2023, with work orders with total value not less than Rs. 20 lakhs. - Table as per Section 3 prepared - Work orders for each event attached.	<input type="checkbox"/>
4	Eligibility criteria (2) : At least one event with simultaneous multi-language interpretation covering at least 2 foreign languages besides English, including installation of interpretation booths and all interpretation A/V equipment, between 2018-2023 - Table as per Section 3 prepared - Work orders for each event attached.	<input type="checkbox"/>
5	Compliance statement (Table 1), signed by authorized signatory with seal	<input type="checkbox"/>
6	Full contact details (address, phone number and email) of the relevant persons in the organizations where the services were provided.	<input type="checkbox"/>
7	Minimum turnover of 45 lakhs for the last three consecutive financial years - Copies of Audited accounts from CA.	<input type="checkbox"/>
8	Self-declaration, in the company letterhead, signed by an authorized signatory stating that bidder has not been blacklisted by any of the departments/organizations of the Govt. of India/State Govt./PSUs	<input type="checkbox"/>
9	Signed document with GST and PAN numbers. Attach copies of GSTN registration certificate and PAN card	<input type="checkbox"/>
10	Name and details of the technically qualified person assigned for the conference with a currently valid certification from relevant organization complying to ISO/IEC 17024:2012 certification for audio visual and information technology services.	<input type="checkbox"/>
11	EMD for Rs. 1,50,000/-, Demand Draft drawn in favour of "Secretary, Spices Board" payable at Kochi, from any nationalized bank, valid for 3 months	<input type="checkbox"/>
12	Ensure no details of financial bid are included in the technical cover	<input type="checkbox"/>
Sealed Financial Cover containing:		
13	Financial bid prepared as per the format in Table 3, with sign of authorized signatory	<input type="checkbox"/>
Name of Authorized Signatory: Designation: Signature: Official seal:		

Annexure 2

SPECIFICATION FOR LAPTOPS

1. **Processor type** : I5 or above
2. **Chipset** : Intel® G41 Express Chipset or better
3. **Memory**: 8 GB DDR2 800 MHz SDRAM, dual channel support, 4 DIMM Slots, upgradeable to 16 GB or better
4. **Hard Disk Drive**: 320 GB or Higher SATA 3.0Gbps, 7200 RPM, Integrated 5 SATA Ports.
5. **Monitor**: 15" TFT SVGA digital colour
6. **Keyboard** : Mechanical qwerty keyboard, USB, Mechanical, 107 keys
7. **Mouse** : USB Optical or better
8. **Ports**: 4 USB Ports (with at least 2 in front), audio ports for microphone and headphone in front.
9. **Operating System**: Windows® 11
10. **Anti-virus Software** : Kaspersky (Latest Version) or equivalent

All laptops are to contain pre-installed original version Microsoft Office (2016 version or above), Adobe Acrobat Reader, and Zoom platform with latest updates.

Annexure 3

SPECIFICATION FOR PRINTER (Colour)

1. **Print speed** : 90 prints per minute
2. **Paper Size** : A6 to A3
3. **Supported networks** : Windows and Linux
4. **Memory** : 1 GB

Annexure 4

SPECIFICATION FOR PHOTOCOPIER

Qualified and experienced operator for the photocopier should be available.

Sl. No.	Description	Requirement
1.	Paper Size	A6 to A3
2.	Copying speed (No. of copies per min)	25
3.	RAM in MB	16
4.	Zoom Range	50 % to 200%
5.	No. of Multiple copies	01 to 199
6.	Printing resolution	600X 600 dpi
7.	Paper trays	2 x 500 sheets

The photocopiers should meet the following specifications:

- High productivity: Colour and black.
- Large paper capacity.
- Advanced security features.
- Very simple to use.
- Automatic reduction and enlargement (25 to 400%)
- Automatic tray selection
- Automatic booklet creation
- Automatic stapling facility
- Mixed-size originals
- Covers insertion
- Book copying
- Network connectivity
- System of copying data

- USB/SD

Annexure 5

Evaluation and Selection Criteria - Technical Bid

The technical bids shall be evaluated on the basis of the parameters of the bidder as given below. The following are mandatory, without which the bidder will not be considered for evaluation:

- Should have conducted at least 2 international events (with participation of international delegates), between 2018-2023 with copies of work orders as proof;
- Should have provided interpretation booths and gadgets for at least 1 international event having simultaneous interpretation in at least 2 languages other than English, with copies of work orders as proof

Please see Section 2 for full details on eligibility.

Criteria for evaluation of technical bids:

No	Description	Score Calculation	Maximum marks
1	<u>Experience in international meetings:</u> <i>Number of international events between 2018-2023 with work order of at least Rs. 20 lakhs</i>	2 events (mandatory): 10 marks 4 events: 20 marks Above 4 events: 30 marks	30
2	<u>Experience in providing support for simultaneous multilanguage interpretation:</u> <i>Number of international events between 2018-2023 for which support for simultaneous interpretation was provided</i>	1 event (mandatory): 10 marks 2 events: 20 marks Above 2 events: 30 marks	30
3	<u>Experience in supporting gadgets and service for multiple languages:</u> <i>Number of languages covered in events where support for simultaneous interpretation was provided</i>	2 languages other than English (Mandatory): 10 marks More than 2 languages other than English: 20 marks	20
4	Presentation by bidder to explaining their technical capabilities and experience in providing the services required for the CCSCH7 session w.r.t to their technical bid.		20
Total			100

Final ranking of the quotes will be based on the criteria: 70% technical qualification score, 30% financial score.