

स्पाइसेस बोर्ड भारत

मसालों व पाक शाकों पर कोडेक्स समिति (सीसीएससीएच) के पाँचवीं सत्र(आभासी) के लिए
इवेंट मैनेजमेंट हेतु अपेक्षाएँ

16.03.2021

भूमिका:

स्पाइसेस बोर्ड (वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार), कोडेक्स एलिमेंटारियस कमीशन (सीएसी), रोम के सहयोग से आभासी रूप में मसालों व पाक शाकों पर कोडेक्स समिति (सीसीएससीएच) के पाँचवीं सत्र आयोजित कर रहा है। यह एक अंतर्राष्ट्रीय इवेंट है जिसमें करीब 35 देशों से लगभग 150-200 प्रतिनिधियों की प्रतिभागिता अनुमानित की जाती है।

सत्र से संबंधित मुख्य विवरण निम्नानुसार है :

- (1) बैठक **पूर्ण-विशेषताओं वाले जूम प्लैटफॉर्म** पर आयोजित होगी
- (2) सत्र-पूर्व बैठकें कोई व्याख्या के बिना 19 अप्रैल, 2021 को आयोजित की जाएंगी। उसी दिन, देश के प्रतिनिधिमंडल, सीसीएससीएच अध्यक्ष तथा कोडेक्स/सीसीएससीएच सचिवालयों के बीच एकाधिक, संभवतः समावर्ती बैठकें होंगी। ये सभी बैठकें, एक अनुसूचित तरीके से जूम प्लैटफॉर्म पर आयोजित होंगी।
- (3) समिति के सत्र, पति दिन तीन घंटों वाले सत्रों के साथ, 19,20,21,22,26,27 व 29 अप्रैल, 2021 को आयोजित किए जाएंगे।
- (4) सत्र के दिनों में, अंग्रेजी, स्पेनिश, फ्रेंच और अरबी, चार भाषाओं में एक साथ व्याख्या होगी, जिसे जूम प्लैटफॉर्म पर भी व्यवस्थित किया जाएगा।
- (5) जूम प्लैटफॉर्म में ब्रेकआउट सुविधा का उपयोग करके सत्र के बीच में पार्श्व-बैठकें आयोजित की जाएंगी।

निम्नलिखित के लिए निविदाएँ प्रस्तुत की जानी हैं:

- (क) स्पाइसेस बोर्ड में सचिवालय की व्यवस्था हेतु, नीचे अनुभाग-1 में विस्तृत विनिर्देशों के अनुसार **लैपटॉप, बाह्य उपकरणों व सामानों की आपूर्ति** हेतु (अनुबंध-3 देखें)

(ख) नीचे अनुभाग-2 में दिए विवरण के अनुसार **ज़ूम प्लेटफॉर्म बैठक के समन्वयन एवं प्रबंधन** से संबंधित सेवाओं के लिए

पात्रता:

बोलीदाता को निम्नलिखित मानदंडों को पूरा करना चाहिए:

- (क) बोलीदाता को संबंधित क्षेत्र में कम से कम दो साल का अनुभव होना चाहिए। फर्म के पंजीकरण और पैन का विवरण प्रदान करें।
- (ख) राष्ट्रीय / अंतर्राष्ट्रीय स्तर पर आभासी ऑनलाइन बैठक, जो 2 दिन और 6 घंटे से कम न हो, जिसमें कम से कम 100 प्रतिभागी ऑनलाइन में भाग लिए हों, को संभालने का पूर्व-अनुभव होना चाहिए। अनुभव का प्रमाण प्रदान किया जाना चाहिए, जिसमें (क) समन्वित बैठकों की सूची और (बी) कार्य आदेश की प्रति(प्रतियाँ) शामिल होनी चाहिए।
- (ग) जैसा कि नीचे अनुभाग 2 में विस्तृत है, ज़ूम प्लेटफॉर्म पर सभी सुविधाओं का अनुभव होना चाहिए । अनुभव का प्रमाण प्रदान किया जाना चाहिए (ज़ूम प्लेटफॉर्म पर आयोजित बैठकों की सूची)।
- (घ) उपयोगकर्ता सूची: (ख) व (ग) के अनुसार जिन्होंने सेवा का लाभ उठाया है, उनमें से कम से कम दो उपयोगकर्ताओं का संपूर्ण संपर्क विवरण (नाम, पदनाम, पता, ई-मेल, टेलीफोन/मोबाइल) प्रदान करें।

अपेक्षाओं के लिए कृपया पलटें

अपेक्षाएँ

Scope of work and Technical Specifications:

The supplier should undertake to provide:

- (a) all the on-site arrangements of the CCSCH5 virtual session, as described below, at the Spices Board, Sughandha Bhavan, Palarivattom, Cochin, Kerala- 682025: **Section 1**
- (b) services for management and coordination over zoom platform, and adequate number of experienced personnel should be available onsite during preparatory and live sessions: **Section 2**

The gadgets and support services should be made available and ready for use for the period **16th to 29th April, 2020.**

Section 1: Supply of Meeting Equipment

Technical Requirement (Hardware)

Please refer **schematic figure in Annexure 3** for details of meeting hall at Spices Board.

Section	Specification	Indicate Compliance
1.	<p>Laptops (15 inch/above monitor size) with the following configuration (7 Nos. required): Six laptops to be connected as per Annexure 3 and one as standby</p> <p>Processor type : <i>i7</i> or above</p> <p>Chipset : Intel® G41 Express Chipset or better</p> <p>Memory: 8 GB DDR2 800 MHz SDRAM, dual channel support, 4 DIMM Slots, upgradeable to 16 GB or better</p> <p>Hard Disk Drive: 320 GB or Higher SATA 3.0Gbps, 7200 RPM, Integrated 5 SATA Ports.</p> <p>Monitor: 15” or above TFT SVGA digital colour</p> <p>Keyboard : Mechanical qwerty keyboard, USB, Mechanical, 107 keys</p> <p>Mouse : USB Optical or better</p> <p>Ports: 4 USB Ports (with at least 2 in front), audio ports for microphone and headphone in front.</p> <p>Operating System: Licenced Windows® 10 Professional and fully</p>	

	<p>updated</p> <p>Anti-virus Software : Licenced Kaspersky (Latest Version) or equivalent</p> <ul style="list-style-type: none"> • Laptop should have Wi-Fi facility • Web cam enabled • Preloaded with following software: <ul style="list-style-type: none"> ○ MS office facility 2017 or above ○ Adobe Acrobat Reader ○ Latest, fully updated Zoom meeting platform • Each laptop should have high quality noise reduction headphones with microphones 	
2	<p>Facilities for Chairman of the meeting:</p> <p>Chair's laptop, in addition to all the above facilities, should have the following features.</p> <ul style="list-style-type: none"> • External high definition web camera. Video and audio of the chair will be streamed throughout the meeting. • High quality, wired directional conference mike (external). <i>Yeti Professional Multipattern USB Mic for Recording and Streaming</i> is preferred. • Software (e.g. Open broadcasting software) enabling multiple modes / scenes of streaming over Zoom platform, like pic-in-pic when documents are projected etc. • All connection accessories for external camera, microphone, and headphones to the laptop should be provided. <p>A green screen behind the chair for projecting appropriate images via software should be provided.</p>	
3	<p>The laptop assigned to Zoom Coordinator: This laptop should be manned by the coordinator with experience as per Section 2 below. It should have all necessary features to perform all services as per Section 2 below. This computer / operator should also control green-screen images displayed to delegates during scheduled break-out sessions and other break.</p>	
4	Glare-free and heat-free studio lights for the CCSCH Chair	
5	High definition short-throw laser / LED projector and screen	
6	UPS points will be provided for laptops and accessories in the room. Any other power connections / cables / adapters required for the systems should be provided.	

Section 2: Technical Requirement (Software and support)

Section	Specification	Indicate Compliance
1.	Adequate number of service personnel with experience in Zoom platform and Open Broadcaster software (OBS) to be made available on-site throughout the session: <ul style="list-style-type: none">To manage Zoom platformTo manage registration of participantsUse of OBS software to manage the video feed from Chair's computer (e.g. When a document projected, it should be displayed with chair's video as a thumbnail)Tracking of hand raising by countries, based on time and preparing list of requests for floor by member countries.	
2	Coordination of meetings over zoom platform (See tentative list of meetings attached as Annexure-1)	
3	Registration of delegates on Zoom platform as per the Codex requirements (Details are given in Annexure-2)	

Compliance Statement:

Sign:

Name of Authorized Signatory:

Name of Company:

Seal:

3. Terms and conditions

1. A compliance statement as in Sections 1 and 2 should be provided, signed and sealed by the bidder.
2. The quote (lumpsum) should cover the cost of all gadgets and services, should be in Indian Rupees and should be inclusive of taxes.
3. Successful bidder shall accept the work within 10 days of receipt of work order
4. The quote must remain valid for at least 45 days after the submission date. During this period, the bidder is expected to keep available the professional staff proposed for the assignment.
5. There would be multiple online preparatory meetings prior to the session scheduled by Spices Board and Codex Secretariat. The service personnel assigned to the work by the successful bidder **should mandatorily attend these meetings**.
6. The quote shall be submitted in sealed envelope, superscribing the words “Event Management for the Fifth Session (Virtual) of Codex Committee on Spices and Culinary Herbs (CCSCH5)” through Speed Post/Registered Post/by Hand to reach the following address **on or before 31-3-2021 5PM**:

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

A **demonstration of capabilities of support personnel** as per Section 2 will be conducted before a committee, prior to opening of the quotations on **01-4-2021, between 10AM - 1PM**. Only if the committee is satisfied with the demonstrated capabilities the respective quotations will be accepted. Satisfactory quotations will be opened on the same day at 3PM.

6. Clarifications

Interested bidders 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

Enclosures:

Annexure 1: Details (tentative) of meetings related to CCSCH5

Annexure 2: Details of services expected from the Zoom coordinator during the contract period

Annexure 3: Schematic diagram of area where services are to be provided.

Details (tentative) of meetings related to CCSCH5

SI No.	Description/Particulars of meetings of CCSCH5	Date	Time / details(IST)
1	Pre-session meeting with different countries/regions	19-04-2021	4 separate meetings of max 1 hour each (expected time 10:00 am to 9:00 pm)
2	Pre meetings prior to Plenary on all scheduled days	20, 21, 22,26 27 and 29 April , 2021	Starting from 12:00 pm
3	CCSCH5 session meetings (Plenary)	20, 21, 22,26 and 27, 29 April 2021	02:00 pm to 5:00 pm
4	Break out meetings	On all the above days	(in between plenary, anytime)
5	Post meetings after the Plenary on all scheduled days	On all the above days	After 5:00pm
6	Meeting with the Organizer Codex Secretariat, Rome and CCSCH Secretariat (Spices Board)	28-04-201	12.00pm to 7.00 pm

Details of services expected from the Zoom coordinator during the contract period

1. Service person(s) assigned should attend all preparatory meetings held prior to the session.
2. The list of approved delegates will be provided well in advance. Based on this list, assistance should be provided for registering the delegates on Zoom platform as per Codex guidelines:
 - The Codex Secretariat officials from Rome, CCSCCH Secretariat and CCSCCH Chair (Spices Board officials) should be able to log in to the meeting 2 hrs prior to the Plenary session (i.e. at around 12.00 pm IST) (Please refer Annex-1 for detailed days/timings)
 - The participants should be permitted to enter the meeting at least 15 minutes prior to the scheduled meeting time on each days in order to ensure proper connectivity.

The following details should be assured in the case of participants:

- Ensure that the participants are from the approved list provided
- Display of the participant details should be in the order Country name, followed by participant name.
- Head of delegation of each country should be displayed as HD, followed by country name

Assistance should also be provided for the following:

- Keeping track of raised hands during the meeting, in order to prepare a time-based list of delegations asking to speak
- Operate the timer function on Zoom, when a delegate starts to speak.