

Bid No. SB/CODEX/CCSCH7/Tenders/Interpretation/2023
October 26, 2023

**Simultaneous in-session interpretation services
for the seventh session of Codex Committee on Spices and Culinary Herbs
(CCSCH7)**

Tender Due Date: November 16, 2023, 5:00 PM IST
Tender opening Date: November 17,2023, 11.00 AM IST

(Hindi Translation Follows)



SPICES BOARD INDIA

I. 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 seventh session of this committee (CCSCH7) is scheduled to be held at hotel Le Meridien, Kochi, Kerala, India during 29 January to 2 February 2024 with eight-hour sessions per day. Simultaneous, in-session interpretation is required to be provided in English, Spanish, French and Arabic during these days.

Scope of work

Interpretation booths as per standard requirements will be provided at the venue hall.

The requirement of services for the forthcoming CCSCH7 session, scheduled to be held on the dates as detailed above, are:

- (a) Simultaneous interpretation of the proceedings of the session in English, Spanish, French and Arabic, by a team of qualified and experienced interpreters.
- (b) The plenary session will take place 29, 30 & 31 January 2024 and report adoption session will take place on 2 February 2024.
- (c) Timing of the session will be tentatively from IST 9.30 AM to 5.00 PM, with a lunch break of 1 hour and two tea breaks of 15 minutes each. The time is extensible based on the request by the committee, at stated overtime charges.
- (d) 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.
- (e) 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.
- (f) 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.
- (g) **Spices Board will not arrange the travel and accommodation for the team**. The costs for travel and accommodation will have to be borne by the bidder.

Quotation is to be submitted for the interpretation services covering the scope (a) – (g) 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 the simultaneous in-session interpretation.

- (b) The team leader will be responsible for the necessary coordination with the interpretation team and the CCSCS Secretariat at Spices Board.
- (c) Prior to each day's session, the team leader should ensure the technical equipment setup checks etc. as appropriate to ensure the team is ready for the session.

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

Sl.no	Requirement	Indicate Compliance (Yes/No)
1.	Consultancy and in-session services for simultaneous interpretation services rendered in Codex Committee sessions and other international conferences with durations not less than 3 days, in the four languages (English, Spanish, French and Arabic) required as per this tender, indicating the details of the sessions / meetings serviced and interpreter-days delivered, in the last three years. English is mandatory (Please provide full details as evidence).	
2.	Competency statement of the team leader. Should include the following: <ul style="list-style-type: none"> a) Name, technical qualifications of the team leader and language of interpretation b) Experience as an interpreter in international conferences (online and offline), in the last 3 years c) Experience in coordination of interpretation services in international conferences at the level of Codex (online / offline), in the last 3 years. d) At least two interpretations in an international conference covering all the required languages in the last three years is mandatory. e) Proof is to be submitted in form of copy of work orders. 	
3.	Competency statement of the members of the interpretation team, covering English, Spanish, French and Arabic. For each member of the interpretation team, the following details are to be provided: <ul style="list-style-type: none"> a) Name, technical qualifications of the interpreter and language(s) of 	

	<p>interpretation.</p> <p>b) Experience as an interpreter in international conferences at the level of Codex (online / offline), in the last 3 years</p> <p>c) At least two interpretations in an international conference covering the specified language(s) in the last three years is mandatory.</p>	
4.	Document with detailed description of service provided (selection and organisation of interpreters)	
5.	Document with description of the methods and infrastructure used to provide the service	
6.	Professional and academic qualifications and relevant experience of the interpreters and the proposed interpreters in the team.	
7.	Two interpreters per language (minimum) with required English interpretation service for the five-day session preferred (there would be one day break on 1 st February 2024, depending on the workload of the committee).	
8.	Document with terms and conditions for interpretation charges and for working over-time should be clearly mentioned.	
9.	Spices Board will not arrange the travel and accommodation, and all the expenses will have to be borne by the bidder.	

6. Cover 2 - Details of interpretation costs

Interpretation services are required for the following days: Session days - [29, 30, 31 January 2024](#), Report adoption – [2 February 2024](#). **Interpretation duration will be 8 hours per day**

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 Simultaneous in-session interpretation services for the seventh session of Codex Committee on Spices and Culinary Herbs (CCSCH7)”

The bid should reach the following address by **November 16, 2023, 5:00 PM IST**.

Dr. Ramesh Babu N
Scientist C, Codex Cell,
Spices Board, Palarivattom PO,
Kochi – 682025
Ph: 04842333610 (extn 340, 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

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 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. 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.
6. The Board reserves the right to modify the specifications specified in this inquiry.
7. 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.
8. 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.
9. 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.
10. Dispute clause: Any dispute relating to the inquiry shall be subject to the jurisdiction of the court at HIGH COURT OF KERALA only.
11. 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.

Annexure-I
FINANCIAL BID

[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. B/CODEX/CCSCH7/Tenders/Interpretation/2023 October 26, 2023 Providing Simultaneous in-session interpretation services for the seventh session of Codex Committee on Spices and Culinary Herbs (CCSCH7), dated October 26, 2023
Tender due date	November 16, 2023, 5:00 PM IST
Date of tender opening	November 17, 2023, 11.00 AM (at Spices Board HQ, Kochi, Kerala)

Please submit, on or before the due date for the following services, in accordance with the terms and conditions printed overleaf, in a sealed cover, marked on top with: **Cover 2 - SB/CODEX/CCSCH7/TENDER/ Interpretation services/2023, Financial bid**

Financial details are to be filled in the format given below.
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 (8 hour session) <i>If charges are different for different languages, specify these separately in the details column</i>	
4.	Overtime charges per interpreter per hour <i>(Overtime charges will be applicable after 8 hours from the starting time of the session)</i>	
5.	Calculated cost for travel and accommodation of the entire team during the period	
6.	Any other charges (Specify below, add rows as necessary)	
7.		
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. SB/CODEX/CCSCH7/TENDER/ Interpretation services/2023, Financial bid)
2. Specific conditions for this tender
3. Terms and conditions printed overleaf
4. This offer is valid for 6 months 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: