

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	08-08-2025 15:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	08-08-2025 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Commerce And Industry
विभाग का नाम / Department Name	Department Of Commerce
संगठन का नाम / Organisation Name	Spices Board
कार्यालय का नाम / Office Name	Head Office
वस्तु श्रेणी / Item Category	Custom Bid for Services - Simultaneous Interpretation
समान श्रेणी / Similar Category	<ul style="list-style-type: none"> Interpretation Services
अनुबंध अवधि / Contract Period	6 Month(s) 1 Day(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	<p>Experience Criteria, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC), Additional Doc 4 (Requested in ATC)</p> <p>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer</p>

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	2800000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	PUNJAB NATIONAL BANK
ईएमडी राशि/EMD Amount	100000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लभार्थी /Beneficiary :

Secretary

Spices Board, Sugandha Bhavan, NH BY Pass, Palarivattom PO, Kochi-682025

(Secretary, Spices Board)

विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

3. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :Financial Bid Breakup - [1752827770.xlsx](#)**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1752827824.pdf](#)

Introduction about the project /services being proposed for procurement using custom bid functionality:[1752828734.pdf](#)

Scope of Work:[1752828761.pdf](#)

Payment Terms:[1752828765.pdf](#)

GEM Availability Report (GAR):[1752828768.pdf](#)

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Experience of interpretation coordinator in international events of exclusive scientific/ technical nature Number of international events from 2022 to 2025 in which interpretation services in at least 2 languages other than English were coordinated	30	20	View File
Experience of interpretation coordinator in intergovernmental meetings: Number of intergovernmental meetings from 2022 to 2025 in which interpretation services were coordinated	10	5	View File
Experience of interpreters in French: No. of international events from 2022 to 2025 in which English <> French interpretation services were provided.	20	15	View File
Experience of interpreters in Spanish: No. of international events from 2022 to 2025 in which English <> Spanish interpretation services were provided.	20	15	View File
Experience of interpreters in Arabic: No. of international events from 2022 to 2025 in which English <> Arabic interpretation services were provided.	20	15	View File

Total Minimum Qualifying Marks for Technical Score: 70

QCBS Weightage(Technical:Financial):30:70

Custom Bid For Services - Simultaneous Interpretation (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Simultaneous Interpretation
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	अतिरिक्त आवश्यकता /Additional Requirement
1	Mohammed Shameer Cheriya	682025,Sugandha Bhavan N.H.By Pass, Palarivattom.P.O Cochin Kerala, India GSTIN - 32AAIAS3118C1Z0	1	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)

9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms

of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

SPICES BOARD INDIA



Ref.no: SB/CODEX/CCSCH8/Tenders/Interpretation/2025
July 18, 2025

**Notice for inviting tender for Simultaneous in-session interpretation services
for the eighth session of Codex Committee on Spices and Culinary Herbs (CCSCH8)**

(Hindi Translation Follows)

Issuing Authority
For the Secretary Spices Board India,
Director Research
Spices Board
(Ministry of Commerce & Industry, Govt. of India)
'Sugandha Bhavan"
N.H.By Pass, Palarivattom.P.O
Cochin - 682025
Kerala, 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 eighth session of this committee (CCSCH8) is scheduled to be held in India during 13-17 October 2025, at **Guwahati, Assam, India**, with eight-hour sessions per day. The Spices Board of India under the Ministry of Commerce and Industry, Government of India invites online bids through a two-bid system (comprising technical and financial bids), under Quality cum Cost Based Selection (QCBS), in accordance with Rules 149 and 192 of GFR 2017, for Simultaneous in-session interpretation required to be provided in English, Spanish, French and Arabic during these days.

Interested and eligible bidders, capable of meeting the requirements specified in the GeM Bid and willing to comply with the stated terms and conditions, are requested to submit their bids through the GeM Portal only. Bidders must ensure that all required documents are completely filled, properly signed, and uploaded before the closing date and time as mentioned in the bid document.

2. Scope of work

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

The requirement of services for the forthcoming CCSCH8 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 on 13, 14 & 15 October 2025 and report adoption session will take place on 17 October 2025.
- (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 mutually agreed and approved overtime charges.
- (d) There should be qualified and competent **team leader** with adequate experience in coordinating interpretation services at the level of international meetings 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 of scientific/ technical nature.
- (f) The bid 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 service provider.

Bid is to be submitted for the interpretation services covering the scope (a) to (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 mandatory. 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 CCSCH Secretariat at Spices Board.
- (c) The technical equipment for simultaneous interpretation as per standard requirements of the CCSCH session, will be provided by the Board. 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. Submission of Bids

The bid must be submitted in two-bid system on the GeM portal as detailed below

- A) **Technical bid:** 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 filled-in table should be uploaded as a single PDF file. All the pages in the uploaded document should be signed and sealed by the authorized signatory.

Financial details must not be mentioned in the technical bid documents

- B) **Financial bid:** Cost details, as in Section 6, Annexure I, to be uploaded.

Eligibility criteria and competency requirements

The bids will be evaluated and ranked by the Board on the basis of the following scheme:

Marking will be as per **QCBS scheme**. The marking scheme for technical evaluation is given in **Table 2**.

- Score for technical bid: 30%.
- Score for financial bid: 70%

5. Technical Bid

The bidder should ensure that the interpretation team compulsorily has experience covering all the languages, viz. English, French, Spanish and Arabic in international events. Documents in support of the eligibility criteria and competency requirements should be given as per the requirement laid out below in Table 1

Table 1: Mandatory eligibility criteria and competency requirements (upload signed copies of the table below, and all the necessary supporting documents, in the technical bid)

Sl.no	Requirement
1.	Details of simultaneous interpretation services in international conferences of scientific/ technical nature rendered, with durations of each session 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 services and interpreter-days delivered, in the last three years. English is mandatory (Please provide full details as evidence and label the document as Table 1- Sl.no 1 and upload)
2.	Competency statement of the team leader. Should include the following:

Sl.no	Requirement
	<ul style="list-style-type: none"> a) Name, professional and academic 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, with two minimum interpretation in international events c) Experience in coordination of interpretation services in international conferences of scientific/ technical nature (online / offline), in the last 3 years. <p>(Please provide full details of work orders and label the document as Table 1- Sl.no 2 and upload)</p>
3.	<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, handling a specific language, the following details are to be provided:</p> <ul style="list-style-type: none"> a) Name, professional and academic qualifications of the interpreter and language(s) of interpretation. b) Experience as an interpreter in international conferences of scientific/ technical nature (online / offline), in the last 3 years c) At least two interpretations in an international conference covering at least one of the specified language(s) in the last three years is mandatory. <p>(Please provide full details and label the document as Table 1- Sl.no 3 and upload)</p>
4.	<p>Document with detailed description of service provided (selection and organisation of interpreters)</p> <p>(Please provide full details of work orders and label the document as Table 1- Sl.no 4 and upload)</p>
5.	<p>Simultaneous Interpretation Services to be provided for the four-day session in EN<>ES, EN<>FR and EN<>AR language pairs by a minimum of two interpreters for each language FRENCH, ARABIC AND SPANISH (There will be a one-day break on the 16 October, depending on the workload of the committee.)</p>
6.	<p>Document with terms and conditions for interpretation charges and for working over-time should be clearly mentioned.</p>
7.	<p>Spices Board will not arrange the travel and accommodation, and all the expenses will have to be borne by the bidder.</p>

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

Table 2. Marking scheme for technical evaluation

No.	Description	Score Calculation	Maximum marks
1	Experience of interpretation coordinator in international events of exclusive scientific/technical nature <i>Number of international events from 2022 to 2025 in which interpretation services in at least 2 languages other than English were coordinated</i>	1 events (mandatory): 20 marks 2 events: 25 marks More than 2 events: 30 marks	30
2	Experience of interpretation coordinator in intergovernmental meetings: <i>Number of intergovernmental meetings from 2022 to 2025 in which interpretation services were coordinated</i>	1 event: 5 marks More than 1 event: 10 marks	10
3	Experience of interpreters in French: No. of international events from 2022 to 2025 in which English <> French interpretation services were provided.	For each interpreter for English < > French: 1 event (mandatory): 15 marks 2 or more events: 20 marks	20
4	Experience of interpreters in Spanish: No. of international events from 2022 to 2025 in which English <> Spanish interpretation services were provided.	For each interpreter for English < > Spanish: 1 event (mandatory): 15 marks 2 or more events: 20 marks	20
5	Experience of interpreters in Arabic: No. of international events from 2022 to 2025 in which English <> Arabic interpretation services were provided.	For each interpreter for English < > Arabic: 1 event (mandatory): 15 marks 2 or more events: 20 marks	20
		Maximum total mark	100

6 Submission of Financial Bid

Interpretation services are required for the following days:

Session days - 13, 14 & 15 October 2025,

Report adoption – 17 October 2025.

Interpretation duration will be 8 hours per day, and overtime charges will be applicable after 8 hours from the starting time of the session.

The details may be filled in the format for submitting financial details and the terms and conditions of the bid as in Annexure I, and submitted on the GeM Portal as part of the financial bid in Excel (xls) format.

EMD

1. Bidders should submit an EMD equal to Rs. 1,00,000/- (Rupees one lakh only) by way of Demand Draft (DD) drawn in favour of "Secretary, Spices Board" payable at Kochi, from any nationalized/ scheduled bank. The EMD shall be valid for three months. The DD should be sent to the following address:

Spices Board, Govt of India
'Sugandha Bhavan"
(Codex cell)
N.H.By Pass, Palarivattom.P.O
Cochin - 682025
Kerala, India

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. EMD of the selected bidder will be refunded after the satisfactory completion of the service.

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.

7. Critical dates

Bid start date: July 18, 2025

Bid due Date: August 8, 3:00 PM IST

Bid opening Date: August 8, 3:30 PM IST

For any clarifications required bidders may contact as per the details given below on working days (Monday to Friday 09.00 hrs to 17.30 hrs)

Email id: codex.sb-ker@nic.in

Tel: 0484-2333610- 616 (Extn: 520)

Mob: +91 94475 30605 (Dr. Shameer Cheriya, Assistant Director)

+91 89215 61130 (Dr. N Ramesh Babu, Scientist C, Organizing Secretary, CCSCH)

8. General Terms and Conditions

1. Please refer to the Tender Document for complete technical requirements.
2. The Board reserves the right to modify the specifications stated in this inquiry.
3. Quoted prices must remain firm until the completion of the service. Charges should be net and valid for at least six months from the date of bid opening.
4. Bidders should carefully review all clauses in the Terms and Conditions before submitting their bids.
5. Bidders are solely responsible for ensuring their bids and all supporting documents are submitted on time and as specified.
6. If the bid opening date falls on a declared holiday, the opening will be held on the next working day at the same time or as notified by the Buyer.
7. Any extension of the bid opening date by the Buyer will be duly communicated to bidders.
8. Bid validity must comply with the requirements on the GeM portal.
9. Bids must be submitted only through the GeM portal; bids sent via any other means will be considered invalid.
10. All bid documents must be fully completed, duly signed, and uploaded on the GeM portal before the specified deadline.
11. For clarifications, bidders may submit queries through the representation column on the GeM portal, clearly stating the information needed.
12. All required documents as per the Terms and Conditions must be submitted online along with the Technical Bid and must be legible.
13. Failure to submit requested documents or information may lead to rejection of the bid.
14. Technical Bid and Financial Bid must be submitted separately; otherwise, the bid may be ignored.
15. Only Technical Bids will be opened on the specified date and time.
16. Financial Bids will be opened only for bidders whose Technical Bids are found compliant after technical evaluation.
17. The date of Financial Bid opening will be communicated through the GeM portal after technical evaluation.
18. The bid document can be downloaded free of cost from the GeM/CPP portals and the official Spices Board website (www.indianspices.com/tenders.html).
19. Bidders should keep track of any corrigenda published on the GeM/CPP portals and the official Spices Board website related to this bid.
20. Incomplete tenders or missing annexure details will lead to disqualification. The signatory must clarify their authority and role in the firm.
21. Spices Board reserves full rights to accept or reject any tender, wholly or partially, without assigning reasons.
22. All service providers must undergo verification and approval before acceptance. Previous contracts and contact details of recipients may be requested for verification purposes.
23. Bidders should submit an EMD equal to Rs. 1,00,000/- as detailed in Section 6. If your quotation is accepted and an order placed, services must be delivered as per the order's conditions. The Board reserves the right to impose penalties for losses due to delayed or incorrect services.
24. If the service is not provided and the Procuring Entity must obtain the service elsewhere at your risk and cost, any resulting loss or damage will be recovered from the defaulting provider.
25. Disputes related to this inquiry shall be subject exclusively to the jurisdiction of the High Court of Kerala.
26. Payment terms are 100% within 30 days of receipt and acceptance of services, as per conditions. As per Government of India rules, a maximum of 30% of the total bid value may be paid in advance.

**Annexure-I
FINANCIAL BID**

Break-up of the financial bid quoted on the GeM Portal. Details are to be filled in the format given below and submitted along with financial bid.

Simultaneous Interpretation charges for CCSCH8 session

	Requirement	Details/ Cost in INR
A.	Total Number of interpreters (English, French, Spanish, Arabic), including team leader	
B.	Interpreter fee per day (8 hour sessions on 4 days, viz. October 13, 14, 15 and 17, 2025) If charges are different for different languages, specify these separately.	
C.	Total Interpretation charges = number of interpreters x rate per day x 4 days. (If different rates are applicable for different languages, that should be accounted for in the calculation.)	
D.	All other additional costs as applicable, including off day charges etc. Please provide split-up, add rows as necessary.	1. 2. 3. ...
E.	Applicable taxes and other charges	
F.	Grand Total including all applicable charges/taxes (C + D + E)*	
	(Total amount in words)	

The final amount in **Row F should be the sum of all applicable components and taxes at which the service will be provided, which is **quoted on the GeM Portal** as the total bill value.*

Rates of overtime charges.

	Requirement	Rate in INR
A.	Overtime rates per interpreter per hour Overtime charges will be applicable after 8 hours from the starting time of the session. This rate will be used for calculation of overtime charges after the CCSCH8 session and payment will be made at actuals.	

Name of Authorized Signatory:

Signature & Seal Place & Date: